



澳門理工學院  
Instituto Politécnico de Macau

## 使用學生電單車停車場登記表

### Registration Form for Use of Students' Motorcycle Parking Areas

姓名  
Name \_\_\_\_\_  
學生證編號  
Student Card No. \_\_\_\_\_  
學生證有效期  
Student Card Valid Date \_\_\_\_\_  
手提電話  
Mobile Phone \_\_\_\_\_  
電郵地址  
E-mail \_\_\_\_\_  
電單車車牌號碼  
Motorcycle Plate No. \_\_\_\_\_

長者書院 ACS  
 藝術高等學校 ESA  
 應用科學高等學校 ESCA  
學校  管理科學高等學校 ESCE  
 人文及社會科學高等學校 ESCHS  
 健康科學及體育高等學校 ESCSD  
 語言及翻譯高等學校 ESLT  
 其他 Others : \_\_\_\_\_

本人已細閱並同意

《學生電單車停車場管理及使用規定》。

I have read thoroughly and agree with the "Regulations for the Management of Students' Motorcycle Parking Areas".

申請者簽名及日期

Applicant's Signature & Date

#### 注意事項 Important Notes

- 填寫本申請表前，請先細閱《學生電單車停車場管理及使用規定》。  
Before completing this application form, please read the "Regulations for the Management of Students' Motorcycle Parking Areas".
- 填妥此登記表，請交到匯智樓保安室、行政樓詢問台、體育館接待處、明德樓保安室。如有任何查詢，請與校園維護及發展處聯絡：電話 8599 6185、電郵 dmdc@ipm.edu.mo。  
The completed registration form should be submitted to the Guard Office at Wui Chi Building, the Information Desk at Administration Building, the Reception at Multisport Pavilion and the Guard Office at Meng Tak Building. For any queries, please contact the Campus Maintenance & Development Office 8599 6185 or email dmdc@ipm.edu.mo.
- 只限已登記的本院在學學生使用學生電單車停車場，已畢業校友及休學學生不得使用。  
The Students' Motorcycle Parking Lots are for registered recent students only. Graduated alumni and students who suspend studies are excluded.
- 新購置的電單車（EX 開頭的紅色車牌）也須作登記方可使用學生電單車停車場，並須於更換正式車牌後重新登記。  
Please register newly purchased motorcycles (red plates with initial "EX") before using the Students' Motorcycle Parking Areas, and re-register when the regular plates issued.
- 學生電單車停車場的開放時間為每日早上 07:30 至晚上 23:50，不得通宵停泊。  
Opening hours of parking : 07:30~23:50. Overnight parking is prohibited.

#### 收集個人資料聲明 Statement of Personal Information Collection

本院將處理在本表格內所收集的個人資料作為核實申請人資格的憑證及聯絡之用。當涉及違反法律之行為，本院可能會向執法機關提供所記錄的資料；執法機關可能利用該等資料追查作出不法行為的人士及依法處理。申請人有權依法申請查閱、更正或更新其存於本院的個人資料。

MPI will process the personal data collected on this form for verifying applicant's eligibility and contact purposes. In cases of illegal activities, MPI may provide the collected data to law enforcement authorities for their criminal investigations, and the law enforcement authorities may use such data to trace and bring the lawbreakers to justice. The applicants have the right to access, rectify or update their personal data stored at MPI.

## 學生電單車停車場 管理及使用規則

校園維護及發展處負責澳門理工學院位於致遠樓 A 座旁的學生電單車停車場以及明德樓地庫的學生電單車停車場的管理。學生電單車停車場開放予持有有效學生證的學生停泊電單車，學生有責任熟讀及詳閱本規則並須遵守下列規定：

1. 致遠樓學生電單車停車場約有 100 個車位，明德樓學生電單車停車場約有 180 個車位，數量有限，不能保證必定有足夠車位供學生停泊，並按先到先得原則、自由免費停泊；
2. 開放時間為：早上 7 時 30 分至晚上 11 時 50 分，使用者須於停車場關閉前離開，所有車輛不得擅自停泊過夜；
3. 不依照本規則停泊電單車或倘若未經准許而停泊過夜，經管理人員和保安員勸告制止無效者，紀錄在案，違規登記三次者將被中止泊車權，為期六十天。嚴重違反者，一年內不得使用學院的停車場；
4. 使用電單車場的學生須持有有效的學生證及須作登記，有需要時，保安員將要求使用者出示學生證，未能出示者，管理人員和保安員有權不讓該等電單車駛進停車場，使用者並須遵守和服從保安員的指引；
5. 交通管制：
  - 5.1 所有駕駛電單車者須佩戴合規格的安全帽；
  - 5.2 使用者在任何時間須遵守停車場的警告牌、指示牌、方向牌、車線或印在路上的指示；
  - 5.3 為安全起見，所有電單車進出停車場時須使用正確的行車道，須把電單車停泊在劃線泊車區內，不得將車輛任意停泊在車道，妨礙交通；
  - 5.4 噪音及空氣污染：
    - 5.4.1 當電單車進出停車場時，因緊貼近辦公室和課室，車輛穿梭造成噪音，帶來滋擾，產生危險，因此，車速禁止超過每小時 5 公里；
    - 5.4.2 電單車因機械故障，改造減音器或其他原因而造成過量噪音，又或電單車廢氣量超出政府規定，不允許駛入停車場；
    - 5.4.3 校園及停車場內禁止車輛響號或其他警告設備；
  - 5.5 禁止在校園及停車場內學車，並禁止攜帶易燃或危險物品；
  - 5.6 電單車停泊停車場兩週以上，或由政府每年發出的道路通行證已失效，又或車主已不再是學院學生，該電單車被視作遺棄車輛。學院有權處理被遺棄的電單車，而處理費用須由車主或駕駛者承擔；
  - 5.7 學院對任何停泊在校園內造成交通阻塞或構成危險的電單車保留移動的權力；
  - 5.8 禁止在校園及停車場內清洗電單車；
  - 5.9 禁止在停車場內維修車輛，如車主授權維修公司拖走其電單車，須先以電郵或書面通知校園維護及發展處。
6. 使用者須負上以下的責任：
  - 6.1 在校園及停車場內須小心駕駛和顧及其他人士的安全；
  - 6.2 車主及/或駕駛者因控制或管理其電單車造成對學院任何損失或人員傷亡負上全部責任；
  - 6.3 停車場內與他車發生事故引致損毀或人員傷亡，須由肇事雙方自行解決或報警處理，校園維護及發展處僅作協調；
  - 6.4 對電單車及車內物品被盜竊或損壞，學院概不負保管責任；
  - 6.5 學生須為其停泊在學院的電單車承擔全部風險。學院不為任何原因而引致對電單車、駕駛者或乘客及其財物造成的損失/傷亡負上任何責任。
7. 停車場於懸掛八號或以上颱風信號的惡劣天氣，又或在預先通知停用的情況下暫停開放；
8. 學院保留在校園及停車場內指揮交通和拒絕任何車輛駛進校園的權利，以及控制車輛在校園及停車場內作任何活動；
9. 學院保留修改權利、增刪使用規則中部份或全部條文，或制訂新的規則。最新版本於學院網頁 [www.ipm.edu.mo](http://www.ipm.edu.mo) 的“學生設施/服務”公佈；
10. 如使用者對本管理及使用規則或校園維護及發展處所作的決定提出上訴，由學院行政管理委員會作最終裁決；
11. 如遇緊急情況，可致電校園保安熱線 8599 6189。如有查詢，可致電 8599 6185 與校園維護及發展處聯絡，電郵：[dmdc@ipm.edu.mo](mailto:dmdc@ipm.edu.mo)。

## Regulations for the Management of Students' Motorcycle Parking Areas

The Campus Maintenance and Development Office is responsible for the management of the students' motorcycle parking lots, respectively located beside A wing of the Chi Un Building and the basement of Meng Tak Building. The parking lots will be open to all students bearing valid student cards to park their motorcycles, subject to the regulations below.

1. The Chi Un Building parking lot may accommodate 100 motorcycles of students, and the Meng Tak Building parking lot may accommodate 180. Owing to limited space, MPI can not guarantee to provide all students with a parking space. Vehicles are parked on a first come, first served and free of charge basis.
2. Opening hours of parking : 07:30~23:50, all vehicles must be removed before closing time. Overnight parking is only allowed with special authorization.
3. A violation shall be deemed to have occurred if a vehicle is found to be parked after closing time or overnight without special authorization. Administrative and security staff will advise the violator. Violations will be recorded by administrative and security staff. Any third violation of the regulations will render the violator liable to forfeiture of the right to park for 60 days. Repeated violations render the violator subject to forfeiture of parking rights for 1 year.
4. The parking lot will be open to all registered MPI students bearing valid student cards and who have registered to park their motorcycles. Guards have the right to check student's cards as necessary, and in instances where the student can not provide one, administrative and security staff have the right to prohibit the student from using the parking lot. All students must obey and comply with the instructions of the guards.
5. Traffic control
  - 5.1 All motorcyclists must wear a safety helmet.
  - 5.2 Riders must at all times operate vehicles in a safe manner and in the direction designated by the traffic light signal and traffic instructions, including signs indicated on the warning board, indication plate, direction signs, traffic lanes and road.
  - 5.3 All vehicles must use the restricted driveway and must be parked within the boundaries or lines of a designated parking space. Parking is prohibited on any other place that may cause inconvenience or endanger anyone, create a hazard, or interfere with the use of facilities by others.
  - 5.4 Noise and air pollution
    - 5.4.1 In order to mitigate noise pollution and prevent accidents, the maximum speed allowed is 5 m.p.h.
    - 5.4.2 All motor vehicles must be mechanically sound. Vehicles which are excessively noisy due to mechanic problems or faulty silencers or discharging excessive exhaust fumes which exceed the "safety standard" stipulated by government will not be allowed to enter the campus parking lot.
    - 5.4.3 Horns or other warning devices must not be used on campus or in any parking area.
  - 5.5 Learner riders are prohibited on the campus. Flammable or dangerous goods are not allowed.
  - 5.6 Vehicles remaining in the parking lot for more than 2 weeks, displaying an expired vehicle license issued by MSAR, or which are no longer owned by an MPI student will be considered to be abandoned. Vehicles classified as abandoned will be towed away or impounded at the owner's or the smart card holder's expense.
  - 5.7 MPI reserves the right to remove any vehicle that causes inconvenience or endangers others.
  - 5.8 Vehicle washing is prohibited on campus and in any parking area (with the exception of MPI owned vehicles)
  - 5.9 Vehicle maintenance or mechanical work is not permitted on campus or in any parking area. (with the exception of MPI owned vehicles). Before any towing is authorized by the vehicle owner, information should be obtained in advance via e mail or in writing to the Campus Maintenance and Development Office by the owner.
6. The person to whom the permit is registered is personally responsible for the following:
  - 6.1 All vehicles are required to proceed cautiously without creating any hazard to others.
  - 6.2 Any MPI property damage or injury caused by his / her vehicle.
  - 6.3 The concerned vehicle operators are responsible for resolving or reporting any accident involving their vehicles on the parking lot to the Police Department at the earliest possible opportunity. Campus Maintenance and Development Office will act only as a coordinator.
  - 6.4 MPI will not be held liable for any theft, damage or loss that may occur on campus.
  - 6.5 Students are fully liable for their own vehicle safety. MPI is not responsible for any injuries, theft, damage, or loss of any vehicle parked on campus.
7. The parking lot will be closed when Typhoon Signal 8 is hoisted, and also in other circumstances when a closing notification is given in advance.
8. MPI reserves the right to control the traffic on campus by refusing entry of any vehicle and monitoring vehicle activities.
9. MPI reserves the right to delete, suspend or edit any stipulation at any time at its absolute discretion. Changes and amendments to parking regulations and rules will be announced on the MPI website ([www.ipm.edu.mo](http://www.ipm.edu.mo) – "student corner" or "Campus Maintenance and Development Office")
10. Appeals regarding regulations or decisions of the Campus Maintenance and Development Office must be in writing. The deliberation of the MPI Administrative Board is final.
11. For any emergency, please call the Campus Security Hotline 8599 6189. For any queries, please contact the Campus Maintenance and Development Office at 8599 6185 or email [dmdc@ipm.edu.mo](mailto:dmdc@ipm.edu.mo).