The University of Hong Kong  
Department of Electrical and Electronic Engineering

Nomination of Proxy for Approving Application for Laboratory Access Right

This form is to be completed by the laboratory supervisor and returned to the Department General Office (Room 601, Chow Yei Ching Building) for the endorsement from the Head of Department (c/o Miss Lily Lo).

Name of the teacher being nominated as a proxy: ________________________________

Name of the laboratory: ______________________________________________________

Location of the laboratory: Room _______, *Chow Yei Ching Building / Haking Wong Building / Yam Pak Building / Composite Building / Others (Please specify: ________________________)
* Please delete as appropriate

Please check ☐ one of the following options below:

☐ The proxy can approve all applications for access right to this particular laboratory when I am on leave or not available in the Department.

☐ The proxy can approve all applications for access right to this particular laboratory when I am on leave.

☐ The proxy can approve all applications for access right to this particular laboratory under the following conditions:

____________________________________________________________________________
____________________________________________________________________________

Teacher-in-charge (laboratory supervisor): *Professor/Dr/Mr/Ms ______________________

Signature of the laboratory supervisor: ____________________________ Date: ____________

Endorsed by the Head of Department: ____________________________ Date: ____________

The list of laboratory supervisors (and proxies if any) and technical support staff will be updated from time to time upon the approval of the Head of Department and posted on our Intranet (staff) at: https://intranet.eee.hku.hk/staff/uploadMain.asp?dir=/WT004/WT004&sortby=title under “Misc” > “Laboratory Matters”.