

# **University of Macau**

## **Management and Operational Rules for Residential Colleges**

### **Section One: Management of the College**

#### **1. General**

1.1 Chapter 12 of “Regulations of the Personnel Affairs of UM” governs the regime for staff members of the Residential College System and form the basis for this document.

1.2 For the purpose of these Rules, Residential Colleges (RCs) include all constituent colleges of the University of Macau (UM) RC System, both operating and planned.

1.3 A student of the University or visitor to the University, whether a member of a Residential College or not, shall comply with these Rules, and with any reasonable order of the Master relating to them and to the general rules and guidelines of UM.

#### **2. Interpretation**

Unless otherwise stated in this document

2.1. “Colleges” or “College” refers to all constituent residential colleges of the University of Macau RC System.

2.2. “College Management” refers to Office Administration Staff, College Masters, Associate Masters and Chief of Students, and Resident Fellows.

2.3. “Office” refers to the General Office of the College.

2.4. “Resident” includes students who are admitted as resident members of Colleges, residential staff and their family members, guests of the University of Macau who are temporarily residing in the Colleges.

2.5. “Non-resident” refers to College members who do not reside in the College buildings.

2.6. “Visitor” includes all persons visiting the Colleges, who are escorted by a resident or member of staff.

#### **3. Administration of These Rules**

3.1 The College Master shall be responsible for the upholding of these Rules in his or her College. As such the Master is responsible for the promotion of the holistic development of students, pastoral care, and the overall administration of the College which should be in line with the visions and missions of the UM and the UM RC System.

3.2 The Council of Masters is the organ for the development and revision of these Rules.

3.3 The College Master of a respective RC may make additional rules to these outlined below which will be necessary for the maintenance of order and discipline in his or her College. These additional rules must be consistent with the spirit of the Rules herewith, and with other UM

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governance documents.

3.4 These Rules shall be subject to the due process of endorsement by VRSA and approval by the Rector, and shall be effective from the time of their posting.

### **4. College Admission**

4.1 Application for membership of a College shall be made in the manner prescribed by UM regulation.

4.2 In the establishment phase of the UM RC system, incoming first-year students will be randomly assigned to a specific College, allowing for balance in gender, academic discipline, and local/non-local students. In this phase inter-college transfer is not allowed unless, in rare cases, there is an unusually compelling reason. Transfer may only happen when supported by both 4.1 Application for membership of a College shall be made in the manner prescribed by UM College Masters concerned and approved by VRSA.

4.3 UM's General Rules Governing Bachelor's Degree Programmes (AAO-REG.09/211506/021.r00) require that all first-year students be residential in the College, and actively participate therein. Exceptional circumstances may allow a waiver of the residential requirement via application to and approval by VRSA.

4.4 Siblings of current or past College members may apply for membership of that College, subject to approval of the College Master.

### **5. Payment of College Fees**

In accordance with the UM regulations, each member of a College shall pay his/her College Fees in advance, except with approved deferred payment. They must also pay a security deposit in line with UM policy. Refunds of fees with premature withdrawal from UM will carry the legislated penalty to be deducted from the refund.

### **6. Privileges of College Membership**

A member of a College who has paid all appropriate College charges or who has been permitted to make a deferred payment of these, shall be entitled to

- a) all the rights, privileges and benefits attached to membership of the College; if a resident member, reside in the College during the academic year;
- b) if a non-resident member of a RC, enter and remain in the College during such times as the College Master may prescribe.

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### **7. The College House Association**

7.1 Each College will establish a House Association (HA) or similar organization. All resident and non-resident members of that College are automatically members of the HA.

7.2 The executive members of the HA should be elected by the College membership, resident and non-resident. Other members of the HA may be appointed or elected with the approval of the College Master.

7.3 The College Master or his or her appointees should act as returning officers for elections, including at least one student in the election process.

7.4 The organization and constitution of the HA and amendments thereto shall be subject to the approval of the College Master.

## **Section Two: Specific College Rules**

### **1. General Conditions of College Membership**

Besides the general requirements defined for the UM RC System, a member of a College shall comply with any reasonable order of the College Master. He or she should attend High Table dinners and other official College functions, meetings or interviews to which he or she has been invited by the College Master or the College Master's nominee.

### **2. Proof of Identity**

At the request of any member of the College staff or security guard, a resident or visitor must present for inspection a current UM Student Card, or appropriate document of identification. Any resident or visitor who fails to comply with this may be refused entry into the College, or may be asked to leave the College.

### **3. Visitors**

3.1 College members may invite visitors to the College subject to College rules.

3.2 Visitors may only remain in the College between the hours of 9:00am and 10:00pm unless the College Master or nominee gives permission otherwise.

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3.3 A visitor may be permitted to stay overnight in a College provided that

- i. the prior permission of the College Master or nominee has been obtained;
- ii. payment of a prescribed charge has been made.

3.4 A member of a College who invites a visitor shall be responsible for

- i. the conduct of the visitor while he or she is on the College premises;
- ii. any charges incurred by the visitor.

3.5 Students may not have members of the opposite gender visit residential rooms. Such meetings must take place in prescribed common areas approved by the College.

3.6 A College Master may prohibit any visitor or any other person not being a member of the College from entering the College, ask him/her to leave the premises at any time, or permit him/her to remain on the premises beyond the time laid down for the departure of guests from the College.

### **4. Room Key Cards**

4.1 Residents must keep their assigned key cards safe. Transfer of key cards is strictly prohibited for residence or College meals.

4.2 Duplication of key card or holding multiple key cards is strictly prohibited.

4.3 Assigned key cards must be returned to the Office when residents move out of College.

4.4 Charges will be incurred to a resident in case of:

- i. Loss of key card;
- ii. Loan of room key card at the Security Counter;
- iii. Late return of key card borrowed from the Security Counter.

4.5 Residents losing the key card for any reason must report this loss immediately to the Office or, after hours, to the Security Guard on duty, and go through the replacement procedure.

4.6 Any charge paid for key card replacement is non-refundable in all circumstances.

### **5. Change of Room**

Change of room is allowed but only with good reason and with permission of the Associate Master. Students who request a room change should first complete the appropriate form at the College Office then make an appointment with the Associate Master.

### **6. Respect for Other Residents**

6.1 Actions or behaviors which may interfere with other residents' rights to privacy, time to study and rest, or normal use of facilities in the Colleges should be avoided.

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6.2 Residents should not enter the bedrooms of other residents without consent.

6.3 Residents should not behave in any manner which is considered improper in any circumstance.

6.4 Residents should be properly attired in common areas of the Colleges at all times.

6.5 Student residents should not invite members of the opposite gender into their residential rooms. Such meetings should be in prescribed public places in the College.

### **7. Personal Property**

7.1 Residents are responsible for their personal property in the Colleges. To minimize chances of theft, personal belongings should be kept in a safe place. The room door should be locked when leaving. Residential Colleges are not responsible for any loss of personal property. Do not leave unattended personal property such as books or computers in study rooms or other common areas. Make sure any cash kept in your room is locked in an appropriate place.

7.2 Hallways, walkways and stairs should be kept clear of furniture, refuse, personal belongings large or small, such as shoes or umbrellas, and any other objects, so as not to obstruct passages and therefore escape routes during emergencies. Any items found in hallways, walkways and stairs may be removed without prior notice.

### **8. Public Property**

8.1 Residents shall not remove any furniture, fittings, fixtures or facilities provided for use in the College without prior approval from the Office.

8.2 Residents should not deface, defile or otherwise damage any wall or any structure of any kind, or any furniture, fittings, fixtures or facility provided for use in the Colleges, or install any new utility or fitting without prior approval from the Office. Residents who fail to comply with this clause shall be subject to charges imposed by the College Management.

8.3 College member must make good or pay for any damage to furniture, fittings and the fabric of the College for which he or she is responsible, fair wear and tear excepted.

### **9. Areas Out of Bounds**

9.1 Students must not enter rooftop or balcony areas that are out of bounds in the College building.

9.2 On no account should students endanger life or limb by sitting on the window ledge of the residential room, or any other dangerous place.

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### **10. Fire Safety**

10.1 Cooking in the Colleges is prohibited except in the designated areas as authorized by the College Master.

10.2 Cooking left unattended is strictly prohibited at all times.

10.3 Possession of chemicals, explosives or highly combustible materials that are potentially dangerous or damaging is prohibited.

10.4 Open flames, including candles and incense, are prohibited in any part of the College except when approved by the College Master or nominee in the case of specific ceremonies and celebrations.

10.5 Interference of fire service devices is strictly prohibited.

10.6 Resident attendance at official fire drills is compulsory.

### **11. Smoking, Drugs, Alcohol and Gambling**

11.1 According to the UM's No Smoking Policy (HSEO.06/20112/101.r00) smoking is strictly prohibited.

11.2 Residents and their visitors shall not bring into or use in the Colleges any illegal drugs or misuse prescription drugs.

11.3 Consumption or storage of alcoholic beverages without prior approval from the College Master is not allowed.

11.4 Students should not engage in any gambling whatsoever on the College premises, or permit such gambling to take place in the residential room without prior approval of the College Master.

### **12. Electricity Appliances**

12.1 Light electrical appliances intended for necessary personal care may be used in the resident's room but must be in good order and properly maintained.

12.2 All other electrical appliances must be approved by College Management.

12.3 Do not charge batteries unattended; do not overload electrical outlets.

12.4 College Management may remove any appliances which may disturb or endanger others.

12.5 Residents should endeavor to save energy in the College.

### **13. Cleanliness**

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13.1 It is the resident's responsibility to keep the residential room and bathroom clean and hygienic. Cleaning equipment is available on each floor.

13.2 Common or communal facilities must be left in a clean and tidy condition after use. If such facilities are found to be in an unclean, untidy, or unhygienic condition, please report immediately to the relevant RTs, RAs, or RC Office.

13.3 Cost of cleaning common areas left in poor condition may be passed on the students responsible.

#### **14. Commercial Activities**

14.1 Commercial promotions and activities are prohibited in the Colleges. Sale of any goods or services in the Colleges is not allowed without prior approval of the College Management.

14.2 Without prior approval of College Management, distribution of promotional items is prohibited.

14.3 Only posters with the stamp of the RC Office may be placed in those areas designated for posting.

14.4 Commercial and other publications may only be placed in the College with the permission of College management. The location of said publications when approved will be decided solely by the College.

#### **15. Quiet Hours and Noise Level**

15.1 Individual Colleges will negotiate quiet hours with the House Association and other College members and post them accordingly.

15.2 Students should avoid creating noise in any parts of the Colleges when meetings and other functions are in progress.

15.3 Quiet Hours may be extended during study and examination periods.

15.4 At all times, residents should keep noise levels reasonable so as not to cause nuisance to neighbors and fellow residents.

#### **16. Pets**

For health and safety reasons, a member of a College shall not, without special permission from the College Master, bring onto the College premises any pet, including fish tanks and insect enclosures.

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### **17. Dangerous Objects**

Residents are forbidden to bring any object into the College which could endanger the well-being of others.

### **18. Bicycle Parking**

18.1 Motor bikes and scooters are not to be driven inside College grounds or left in College designated bicycle parking areas.

18.2 Students from one College cannot park their bikes in the designated parking areas of another College.

18.3 Bikes are not to be left standing in areas not designated for bicycle parking such as public footpaths.

18.4 Bicycles should only be driven on bike paths, not inside College grounds or pedestrian walkways.

### **19. Disciplinary Procedures**

19.1 A College Master may take disciplinary action in accordance with regulations and practices as authorized by Item 2, Article of “Student Disciplinary Regulations of the University of Macau” (SAO.03/201406/100.r00).

19.2 The Associate Master (AM) who is also the Chief of Students may convene the College Disciplinary Committee (CDC) to assist and advise the Master in carrying out his or her responsibilities in this regard. The CDC will consist of the AM, one Resident Fellow, one Resident Tutor / one Resident Assistant, and two nominees from the House Association Executive.

19.3 In the event that a disciplinary need crosses two or more Colleges, or between College and Faculties, the Dean of Students of UM will act as mediator.