



STUDENT DORMITORY RULES

Article 1

(Scope)

1. The rules apply to all students (dormitory students) living in the University of Macau (UM) student dormitories. The rules also apply to temporary residents and visitors.
2. Dormitory students must comply with the existing UM rules and regulations and instructions issued by the UM authorities.
3. The dormitory students must comply with the Law of Macau S.A.R.

Article 2

(Responsibilities)

1. The Dean of Students is responsible for ensuring and supervising the execution of the rules.
2. The Head of Student Resources and Services Section (SRS) / the person in charge of the dormitory are responsible for the execution of the rules.
3. The Dormitory Wardens are responsible for going on duty from 6:00 p.m. to 9:00 a.m. the next day and handling emergencies in the dormitories. If necessary, the Dormitory Wardens are required to visit dormitories and inform the person in charge of the dormitory of related problems.
4. The Dormitory Assistants are responsible for assisting the person in charge of the dormitory and the Dormitory Wardens in dormitory operations.

Article 3

(Dormitory Check-in)

1. Students must apply for dormitory accommodation in accordance with the relevant rules. The processing and approving priorities are as follows:
 - a) New non-local students in their first year of study in undergraduate programmes
 - b) Non-local students from higher education institutions which have signed student exchange agreements with UM
 - c) Current non-local dormitory students in undergraduate programmes of UM
 - d) Current non-local dormitory students in postgraduate programmes of UM
 - e) Returning non-local dormitory students from exchange programmes
 - f) Other current non-local students in undergraduate programmes of UM



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- g) Other current non-local students in postgraduate programmes of UM
 - h) Non-local students enrolled in UM short term courses
 - i) UM students who are holders of Macao Identifications Card but have no residency in Macao
 - j) Local students in undergraduate programmes of UM
 - k) Local students in postgraduate programmes of UM
 - l) Students from other academic institutions
2. The Head of SRS / the person in charge of the dormitory are responsible for examining and approving the above-mentioned applications for dormitory accommodation. The Dean of Students or his/her delegates has the right to examine and approve other unmentioned applications.
 3. Dormitory students must carry student ID cards at all times and show them to security guards or dormitory staff upon request.
 4. Dormitory students must live in the designated rooms as assigned by the person in charge of the dormitory. It is not allowed to switch rooms without consent of the person in charge of the dormitory.

Article 4

(Dormitory Fees)

1. Dormitory students must pay the dormitory fees and other required fees prior to the payment deadline. A penalty of 3% will be imposed on any overdue payment.
2. The UM authorities determines the dormitory fees and other required fees.
3. The application for reduction or waiver of dormitory fee shall be examined and approved by the Director of Finance Office, Vice Rector (Administration), Rector or Finance Management Committee in accordance with their respective delegated powers.
4. The application for dormitory fee installment shall be examined and approved by the Head of Student Resources and Services Section or Dean of Students in accordance with their respective delegated powers.
5. The dormitory fees are calculated on a basis of semester. Each semester is divided into four periods for dormitory fees calculation or dormitory fees refund. The calculations are as follows:



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	Dormitory fees paid while check-in	Dormitory fees refunded while check-out
Within Period 1	Full payment	3/4 repayment
Within Period 2	3/4 payment	1/2 repayment
Within Period 3	1/2 payment	1/4 repayment
Within Period 4	Payment based on days of residence	No refund

SRS sets the dates for each period of the first and second semesters in accordance with the academic calendar prior to the commencement of each academic year.

6. The dormitory fees of changing dormitory are calculated as follows:

	Dormitory fees charged for original room	Dormitory fees charged for relocated room
Within Period 1	none	full payment
Within Period 2	1/4 payment	3/4 payment
Within Period 3	1/2 payment	1/2 payment
Within Period 4	3/4 payment	1/4 payment

7. Subject to dormitory availability, dormitory students may apply for check-in earlier than the appointed period and delayed check-out. Dormitory fees (not including air-conditioning) are calculated based on days of residence.
8. Dormitory fees (including air-conditioning) for students as stated in h) and l) of Point 1 of Article 3 in the rules and other temporary residents are calculated based on days of residence. The daily dormitory fees shall be determined by the UM authorities.
9. Dormitory students who check in within periods 1 to 3 and complete check-out procedure may apply for dormitory fees refund (see table in Point 5). Dormitory students who check in within period 4, dormitory students who apply for check-in earlier than the appointed period, dormitory students who apply for delayed check-out, students as stated in h) and l) of Point 1 of Article 3 in the rules or other temporary residents are not eligible for a refund.
10. Settling the dormitory fee and related fee (Overdue Payments) are the obligation of all dormitory students; University will impose fines and penalties to any student with overdue payments. As worst, an eviction order will be issued to student in requiring to check-out from the dormitory within the designated period.
11. University of Macau reserves the rights to take any action deemed necessary.

Article 5

(Dormitory Check-out)

1. Dormitory students must perform the check-out procedure before moving out of the dormitory.



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2. When checking-out, students are required to remove all their personal belongings and the garbage and restore the room to its original condition. Otherwise, handling fees will be charged, whose amounts shall be defined by the University.
3. Dormitory students must return their room keys or cards and any other UM properties and pay all the related fees and fines upon check-out.
4. For those students who have moved out of the dormitory without performing the check-out procedure, UM will not only take relevant disciplinary actions but also will charge the handling fees stated in Point 2 of Article 5. UM will charge the dormitory fee until check-out procedure is completed.
5. UM will not take any responsibility for losses or damages of articles left by the dormitory students after their check-out.

Article 6

(Public Facilities and Equipment)

1. Dormitory students must use the facilities and equipment reasonably, carefully and economically.
2. Dormitory students should fill out a requisition form for maintenance / repairs and return to management company/SRS when any dormitory facilities or equipment need repair.
3. Dormitory students must keep the living environment clean and tidy.
4. Dormitory students must keep the corridors and stairs clear.

Article 7

(Visit)

1. All visitors must submit the visiting application. Once the application is approved, visitors must carry the dormitory passes (the first or second category) issued by Management Company/SRS and be accompanied by the related dormitory student when entering the dormitories.
2. Visitors are divided into two categories: the visitors of the first category may enter the student's room, as well as the activity room, TV room and public living room on the respective floor; the visitors of the second category are **NOT** allowed to enter the student's room, but may enter the activity room, TV room and public living room on the respective floor.
3. The visitors of the first category are limited to the parents or guardians of a dormitory student, as well as the relatives, friends and UM students of the same sex as the



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student being visited. Except parents and guardians of the same sex as the student being visited, all other visitors mentioned above shall obtain consent of the roommate(s) before entering the room.

4. The second category includes the relatives, friends and UM students of the opposite sex of the student being visited.
5. Visits are only allowed between 9:00 a.m. and 10:00 p.m.
6. SRS reserves the right to reject/ decline/ refill any visiting application.

Article 8

(Dormitory Checking)

The person in charge of the dormitory and the Dormitory Wardens or staff assigned by SRS have the right to check the public facilities and rooms of student dormitories in order to have an understanding of the conditions of facilities and equipment and to execute the stipulations as stated in the rules.

Article 9

(Emergency)

In case of emergency, dormitory students should contact dormitory security guards, Dormitory Assistants, the Dormitory Wardens or the person in charge of the dormitory immediately.

Article 10

(Disciplinary Measures)

1. In addition to the disciplinary offences as stated in the existing “Student Discipline Regulations” and the restrictions as stipulated in the rules, the following behaviors are also considered as disciplinary offences:
 - a) Entering dormitories with hazardous articles and substances, forbidden medicine or drugs;
 - b) Bringing pets into or keeping pets in dormitories;
 - c) Bringing visitors into dormitories during non-visiting hours or without prior approved application from Management Company/SRS;
 - d) Entering floors of dormitory rooms of the opposite sex in non-visit time;
 - e) Entering rooms of the opposite sex;
 - f) Smoking in dormitories;
 - g) Cooking in room, (except in pantry or kitchen)



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- h) Lighting fire;
- i) Making noise;
- j) Throwing objects out into the air;
- k) Improper treatment of garbage;
- l) Duplicating dormitory room keys without official authorization;
- m) Damaging dormitory public facilities or the appearance (exterior and interior) and integrity of the dormitory rooms (including but not limited to dirtying, writing, drawing, drilling holes, putting nail or posting any items on the wall) or altering their functions
- n) Moving, exchanging or damaging the furniture or equipment in dormitory rooms or public areas (including but not limited to dirtying, writing, drawing, drilling holes, putting nail or posting any items on the furniture) or altering their functions;
- o) Entering facility/equipment room, opening facility/equipment control box or adjusting facility/equipment without official authorization.
- p) Unauthorized occupation of public areas;
- q) Behaviors that cause harassment for other dormitory students;
- r) Not settling dormitory fees, required fees or penalty before payment deadline;
- s) Behaviors that jeopardize other students' personal and property safety;
- t) Behaviors that severely affect the normal operation and order of the dormitories.

2. Disciplinary authorities

The following officials, in accordance with their designated power, may impose any of the following penalties on the dormitory students with disciplinary offences in ascending order of severity:

- a) The Dormitory Wardens / Dormitory Staff / Dormitory Assistants may verbally advise the dormitory students with disciplinary offences;
- b) The Head of SRS / the person in charge of the dormitory may issue warning letters to the dormitory students with disciplinary offences;
- c) The Dean of Students / Head of SRS has the right to issue an eviction order.

Article 11

(Penalty)

1. Warning Letter

- a) A warning letter will be issued to any students who break the dormitory rules or



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commit a disciplinary offence.

- b) Student who receives 3 warning letters within 2 consecutive semesters will be evicted immediately.

2. Eviction Order

- a) The Dean of Students / Head of SRS has the right to issue an eviction order immediately to the dormitory student who:
 - i. Commit behaviors that jeopardize other students’ personal and property safety;
 - ii. Commit behaviors that severely affect the normal operation and order of the dormitories.
 - iii. Repeatedly violate the rules, repeatedly commit disciplinary offences, or severely affect the normal living or study of other dormitory students.
- b) The Eviction Order will be effective till the end of the next semester. Evicted students are allowed to re-apply the dormitory after the eviction period.
- c) There is only 1 re-application allowed for each student with eviction record. Dormitory beds will first be allocated to students with no eviction records; remaining bed spaces will then be considered for re-application students.
- d) Student who accumulates 2 eviction orders is disqualified permanently for re-application.
- e) The decision of Dean of Students or his/her delegate shall be final.

Article 12

(Restitution)

Any dormitory residents who damage or lose any dormitory facilities or equipment during their stay, or damage the appearance (exterior and interior) and integrity of the dormitory rooms, or alter their functions, must make restitution to UM. The amount of restitution is to be defined by the University in accordance with the actual situation.

Article 13

(Interpretation and Amendment)

- 1. The power of interpreting and amending the rules shall be vested in the UM authorities.
- 2. The UM authorities may amend the rules at any time and the rules will come into force with immediate effect after announcement.