



澳門大學  
UNIVERSIDADE DE MACAU  
UNIVERSITY OF MACAU

S-062/G/SRS  
Rev000

**Student Affairs Office, Student Resources Section**

**Rights and Obligations of Cultural & Arts U-Team Members – For Debating Teams and Public Speaking Team**

**學生事務部 – 學生資源處**

**文化藝術校隊成員權利與義務 – 辯論隊及演講隊**

**1. Obligations 義務**

1. Protect the image of UM.  
保護大學形象。
2. Achieve a minimum GPA of 2.0/Scale 10 or above.  
達到學術成績最低要求之績點 2.0/10 分或以上。
3. Cherish the trainings, team uniform and facilities of the Cultural & Arts U-Teams.  
珍惜文化藝術校隊之訓練及愛惜校隊制服及設施。
4. Respect and follow the training arrangement of the coach(es); respect the instructions that are given out by the captain/vice-captain; and take care of every teammate.  
尊重及遵守教練所安排之訓練計劃；尊重隊長及/或副隊長的指示；照顧隊友。
5. Punctually and wholeheartedly attend the training sessions and tournaments; members are required to sign-in of attendance for every training in-person.  
準時、認真並全情投入參與訓練及比賽；出席練習時必須親自簽到。
6. Participate in affairs of the team.  
參與或協助隊內事務。
7. Assist coach(es) in drafting the annual year goal and year plan of the team, and endeavour to implement the endorsed year plan and achieve the goals.  
協助教練擬定校隊年度目標及年度計劃，並與所屬校隊一起執行已核准的年度計劃，共同達成目標。
8. Punctually attend registered tournaments; attend all official tournament activities, respect your organizers and opponents.  
準時出席已報名之比賽；比賽期間尊重主辦方及其他參賽選手、並出席所有指定之活動。
9. Participate in activities and trainings arranged by SAO, in which activities include but not limited to UM Open Day, Convocation, Congregation, etc.  
必須參與學生事務部所安排的大型活動及培訓，活動包括但不限於澳大開放日以及其他澳大活動。
10. Members who are late for more than 30 minutes without a justified reason will be counted as absenteeism.  
遲到超過三十分鐘且沒有合理理由的隊員將被視為缺勤。



澳門大學  
UNIVERSIDADE DE MACAU  
UNIVERSITY OF MACAU

S-062/G/SRS  
Rev000

11. Promote the arts culture and enhance its development in the University.

配合大學推動校園內的藝術風氣及協助其發展。

12. Competitions / Activities / on behalf of UM or falls into final examination period must seek for prior approval from Student Affairs Office.

所有以澳門大學名義進行及與考試撞期的活動必須先獲得學生事務部批准。

13. Members are obliged to evaluate team coaches at the end of each academic year.

成員必須完成每學年對校隊教練的評核。

## 2. Justified Absence 有理缺席

Justified absence includes time clash with lessons, mid-term and finals, compulsory college activities, and sick leaves.

Other reasons will be regarded as absenteeism

有理缺席包括訓練與上課、考試或期中考撞期、強制性書院活動和因病請假，其他原因一律當作無理缺席。

Prior approval should be obtained for any justified absence. Please follow the below timeline when requesting justified absences:

任何合理的缺席必需事先獲得批准，請根據以下時間表申請有理缺席：

- Training: **1 day** in advance; if emergency happens, please notify the captain as soon as possible  
訓練：提前一天；如遇上突發情況，請儘早聯絡隊長
- Medical proof or leave letter issued by relevant authorities are necessary for sick leave and compulsory college activities respectively  
因病請假的隊員需遞交醫生證明；參加強制性書院活動的隊員需遞交由相關單位發出的請假信
- Absence due to attending tournaments will not be counted  
因參加比賽而缺席訓練不作缺席



Sample of Notifying Absence to Board Members / Official email of the team:

通知校隊內閣成員／官方電郵有關有理缺席之範本：

Subject: REQUEST FOR LEAVE ON 1 JAN 2017 (TRAINING) – CHAN TAI MAN, PETER

Dear Captain,

I, CHAN TAI MAN, XBXXX123, would like to request for a leave on training on (2 January 2017) since (I am feeling sick) / (I have class) and crash the training hour of (Team Name).

Please find attached (my class timetable) as the supporting document.

I hope for your understanding and confirmation for my leave.

Yours sincerely,

Peter

XBXXXXXX

### 3. Absenteeism 曠訓

1. Members who are absent without prior approval is considered as one absenteeism;  
沒事先獲批准的缺席被視為一次曠訓；
2. Members who come late for 30 minutes without a justified reason will be counted as one absenteeism;  
沒有合理理由遲到任何活動三十分鐘將被視為一次曠訓；
3. Members with three absenteeism or more per semester will be expelled from the team, record will be cleared every start of the academic year.
4. 每學期達曠訓三次或以上將被校隊開除，紀錄於每學年八月重新開始計算。

*Remarks:*

- a. *Members are allowed to have maximum 3 justified absences each semester.*  
隊員每學期最多可有三次有理缺席。
- b. *Three Justified Absences equals to one absenteeism.*  
三次有理缺席等於一次曠訓。



#### 4. Team Rights 校隊權利

Every member is entitled with equal rights;

每位校隊成員均享有平等權利;

1. Receive subsidy in purchasing U-Team uniform for representing UM to participate in competitions and other activities.  
可獲資助購買校隊制服，作為代表澳門大學出席及參加比賽及其他活動之用。
2. Receive training from Professional coaches provided by UM in venues that are reserved by the University for the team.  
可使用大學為校隊預留的場地及在大學提供的專業教練指導下接受訓練。
3. Have opportunities to represent UM to participate in international, national, regional or local tournaments and workshops  
有機會代表大學參加國際、全國、地區性或本地比賽和工作坊。
4. Insurance covered during team activities, e.g. training, competition and workshops  
可享有在校隊活動期間之保險，包括訓練、比賽及工作坊。
5. Certificate for being a U-Team members can be available from Student Affairs Office (SAO) on request.  
可向學生事務部申請校隊隊員證明書。
6. Have the priority in renting locker (if you are a team member during the application period at the beginning of the new academic year).  
可優先租借儲物箱（如在新學年申請時段時已為校隊隊員）。
7. Have the priority to join certain activities that are organised or arranged by SAO.  
可優先參與部份由學生事務部所舉辦或安排的活動。
8. Members who attend over 80% of the training sessions and competitions throughout the whole academic year, with the recommendation by SAO, members will receive 400 UM competencies (CS) in the “Whole Person Development Award Programme” of Student Affairs Office (SAO).  
如參與訓練和比賽滿一學年並達八成或以上出席率，經學生資源處推薦可獲學生事務部「全人發展獎勵計劃」的 400 個 UM competencies (CS)。
9. Members who meet the benefit scheme requirements below are eligible for having benefits such as summer exchange program subsidy, summer stay subsidy, team exchange, debate room access, other team activities, etc.  
符合以下條件的隊員有資格獲得暑期交流計劃津貼、暑期住宿津貼、團隊交流、使用模擬辯論室及其他校隊活動等福利。
10. All members are entitled to participate in the UM Student Award Ceremony every academic year and to be awarded in accordance to the selection criteria.  
所有隊員都有權參與每學年的澳門大學學生頒獎禮及根據甄選條件獲頒授獎項。



Benefit Scheme 福利計劃

Countable in one academic year (August to July) 以一個學年計算(八月至七月)			
Benefit 福利	Required Attendance 所需出席率		
	Regular Training 定期訓練	Workshops/Competition 工作坊/比賽	U-Wide Activity 大學活動
Priority Locker Rental 優先租借儲物箱	>=50%	At least 1 per semester 一學期至少一個	N/A 不適用
Summer Stay Fee Subsidy 暑期住宿津貼	>=70%	At least 1 per semester 一學期至少一個	All (while invited) 所有(當受邀請)
Summer Exchange Programme Subsidy 暑假交流計劃津貼	>=80%	At least 1 per semester 一學期至少一個	All (while invited) 所有(當受邀請)
Team Exchange 團隊交流	>=80%	At least 1 per semester 一學期至少一個	All (while invited) 所有(當受邀請)
Mock Debate Room Access 使用模擬辯論室	>=40%	At least 1 per semester 一學期至少一個	N/A 不適用
Team Activities (Orientation, debriefing, etc.) 其他活動	>=50%	At least 1 per semester 一學期至少一個	N/A 不適用

## 5. Expulsion 開除

- Members whose attendance is less than 60% in one semester will be expelled from the team;  
一學期出席率不達 60%的隊員將被開除；
- Members with 3 absenteeism or more per semester will be expelled from the team, record will be cleared at the beginning of every academic year.  
每學期達曠訓三次或以上將被校隊開除，紀錄於每學年八月重新開始計算。
- Members who fail to obey the obligations may face disciplinary action of the UM ;  
隊員如不遵守以上之義務，有可能面對澳門大學的紀律處分。
- Members expelled from either of the C&A U-Teams cannot be admitted to any of the teams anymore.  
隊員如被任何文化藝術校隊開除後，沒有資格再被任何其他文化藝術校隊錄取。