



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

S-063/G/SRS
Ver 000

Student Affairs Office, Student Resources Section

Rights and Obligations of Cultural & Arts U-Team Members – For Music and Dance Teams

學生事務部 - 學生資源處

文化藝術校隊成員權利與義務 - 樂團及舞蹈隊

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, musical instruments 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、樂器及設施。
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 performances; 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表演；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 performances and competitions; during the performances/competitions, respect your team manager, coach(es), teammates and opponents, attend all official activities.
準時出席已報名之表演及比賽，期間尊重領隊、教練、隊友及其他參賽選手；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、開學禮、結業禮等。
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曠訓。



11. Promote the arts culture and enhance its development in the University.
配合大學推動校園內的藝術氛圍及協助其發展。
12. Get ready with any instrument / equipment before every training starts.
每次訓練開始之前，準備好任何樂器或所需設備。
13. Using of any electronic devices with sound during trainings and performances is prohibited.
訓練及表演期間禁止使用任何電子響鬧設備。
14. Members should have well prepared their parts before attending any training.
校隊成員應該在每次訓練或預演前完成教練安排的個人練習。
15. 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之活動的活動必須先獲得學生事務部批准。
16. 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

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;
訓練：提前一天；
- Rehearsal: **3 days** in advance;
彩排：提前三天；
- Concerts and Performances: **2 weeks** in advance;
音樂會和表演：提前二週；
- Training camp: **1 month** in advance;
訓練營：提前一個月；
- Representatives for any performance (outside UM): **1 month** in advance;
代表澳大之任何表演（澳大以外）：提前一個月；
- Members joining exchange program: **1 month** before exchange starts。
校隊交流計劃：行程開始前一個月。



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 six absenteeism or more in one academic year will be expelled from the team, record will be cleared at the beginning of every academic year.
每學年達曠訓六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 6 justified absences per academic year.*
隊員每學年最多可有六次有理缺席。
- b. *Three Justified Absences equal to one absenteeism.*
三次有理缺席等於一次曠訓。



4. Team Members' Rights 校隊成員之權利

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 performances, 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表演、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 performances or competitions.
有機會代表大學參加國際、全國、地區性或本地表演或比賽。
4. Insurance covered during team activities, e.g. training, competition, exchange and performances.
可享有在校隊活動期間之保險，包括訓練、比賽、交流及表演。
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 already 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且出席率達八成或以上，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, music 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、使用音樂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	Concert/Performance/Competition 音樂會/表演/比賽	U-Wide Activity 大學活動
Priority Locker Rental 優先租借儲物箱	$\geq 50\%$	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	$\geq 70\%$	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	$\geq 80\%$	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	$\geq 80\%$	At least 1 per semester 一學期至少一個	All (while invited) 所有(當受邀請)
Music Room Access 使用音樂室	$\geq 40\%$	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	$\geq 50\%$	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 40% AND fail to perform at least one concert / performance / competition of the team in one academic year will be expelled from the team;
出席率不達 40% 且未能在一學年內出席校內至少一個音樂會/表演/比賽的隊員將被開除；
- Members with 6 absenteeism or more per academic year will be expelled from the team, record will be cleared at the beginning of every academic year.
每學年達曠訓六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。