



POSTGRADUATE HOUSE RESIDENT RULES

Article 1

(Scope)

1. The rules apply to all residents living in the University of Macau (hereinafter referred to as “UM”) Postgraduate House (hereinafter referred to as “PGH”). The rules also apply to temporary residents and visitors.
2. PGH residents must comply with the existing UM regulations, rules, guidelines and instructions issued by the UM authorities.
3. PGH residents 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 Section (hereinafter referred to as “SRS”) or his/her delegate is responsible for the execution of the rules.

Article 3

(PGH Check-in)

1. Students must apply for PGH accommodation in accordance with the relevant rules. The PGH considers the following factors when deciding whether to approve the applications: applicants’ study status and PGH points, numbers of bed spaces available for male and female, numbers of different types of rooms, male to female ratio, etc. The approval criteria are stipulated in the “Guidelines for Assessing the Applications for UM PGH Accommodation”.
2. The Head of SRS or his/her delegate is responsible for examining and approving the applications for PGH accommodation according to the aforementioned guidelines. The Dean of Students or his/her delegate(s) has the right to examine and approve other unmentioned applications.
3. PGH residents must carry student ID cards at all times and show them to security guards or staff as assigned by SRS upon request.
4. PGH residents must live in the designated rooms as assigned by the person in charge of PGH. It is not allowed to switch rooms without consent of the person in charge of PGH.



Article 4

(Residence Fees)

1. PGH students must pay the residence fees and other required fees prior to the payment deadline.
2. UM authorities determine the residence fees and other required fees.
3. UM authorities determine the terms of making a residence fee refund.
4. The application for reduction or waiver of residence 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.
5. The application for residence fee installment shall be examined and approved by the Dean of Students, Vice Rector (Administration), Rector or Finance Management Committee in accordance with their respective delegated powers.
6. Subject to PGH availability, residents may apply for check-in earlier or check-out later than the defined period. The residence fees (not including air-conditioning) for the period which is beyond the defined period shall be defined by the UM authorities.
7. Settling the resident fees and related fees (overdue payments) are the obligation of all PGH residents; UM shall levy fines and penalties to any resident with overdue payments. At worst, an eviction order shall be issued to the resident who is required to check-out from PGH within the designated period.

Article 5

(PGH Check-out)

1. PGH residents must perform the check-out procedure before moving out of PGH.
2. When checking-out, residents are required to remove all their personal belongings and the garbage, and restore the room to its original condition. Otherwise, handling fees shall be charged, whose amounts shall be defined by the UM authorities.
3. PGH residents 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 residents who have moved out of PGH without performing the check-out procedure, UM shall not only take relevant disciplinary actions but also will charge the handling fees as stated in Item 2 of this Article. UM will charge the residence fee until check-out procedure is completed.
5. UM will not take any responsibility for losses or damages of articles left by PGH residents after their check-out.



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Article 6

(Public Facilities and Equipment)

1. PGH residents must use the facilities and equipment reasonably, carefully and economically.
2. PGH residents should fill out a requisition form for maintenance or repairs and return it to the Management Company/ SRS when any PGH facilities or equipment need to be repaired.
3. PGH residents must keep the living environment clean and tidy.
4. PGH residents 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 visitor passes (the first or second category) issued by Management Company/ SRS and be accompanied by the related PGH resident when entering PGH.
2. Visitors are divided into two categories: the visitors of the first category may enter the resident'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 resident'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 PGH resident, as well as the relatives, friends and UM students of the same sex as the resident being visited. Except parents and guardians of the same sex as the resident 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 resident 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

(PGH Checking)

The person in charge of PGH or staff assigned by SRS have the right to check the public



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facilities and rooms of PGH 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, PGH residents should contact PGH security guards, Resident Assistants or the person in charge of PGH immediately.

Article 10

(Smoking and Alcohol)

1. Under the Laws of Macau, it is an offence to smoke anywhere within the boundary of the University. Smoking is prohibited within the entire PGH, except in the specified smoking zones, which shall be defined by the UM authorities.
2. The drinking or possession of alcohol in PGH is forbidden without prior permission by the UM authorities, while inebriation is strictly forbidden within PGH.

Article 11

(Disciplinary Measures)

1. In addition to the disciplinary offences as stated in the existing “Regulations of the Student Discipline of UM” and the restrictions as stipulated in the rules, the following behaviors are also considered as disciplinary offences:
 - a) Entering PGH with hazardous articles and substances, forbidden medicine or drugs;
 - b) Bringing pets into or keeping pets in PGH;
 - c) Bringing visitors into PGH during non-visiting hours or without prior approved application from the Management Company/ SRS;
 - d) Entering floors of PGH rooms of the opposite sex in non-visit time;
 - e) Entering rooms of the opposite sex;
 - f) Smoking in PGH, except in the specified smoking zones;
 - g) Drinking or possession of alcohol in PGH;
 - h) Cooking in rooms of PGH, except in pantries or kitchens;
 - i) Lighting fire;
 - j) Making noise;
 - k) Throwing objects out into the air;
 - l) Improper treatment of garbage;
 - m) Duplicating room cards/ keys without official authorization;



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- n) Damaging public facilities or the appearance (exterior and interior) and integrity of the rooms (including but not limited to dirtying, writing, drawing, drilling holes, putting nail or posting any items on the wall) or altering their functions;
- o) Moving, exchanging or damaging the furniture or equipment in 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;
- p) Entering facility/ equipment room, opening facility/ equipment control box or adjusting facility/ equipment without official authorization;
- q) Unauthorized occupation of public areas;
- r) Behaviors that cause harassment for other PGH residents;
- s) Not settling residence fees, required fees or penalty before payment deadline;
- t) Absent from the disciplinary meeting without a justified reason;
- u) Behaviors that jeopardize other students' personal and property safety;
- v) Behaviors that severely affect the normal operation and order of the PGH.

2. Disciplinary authorities

The following authorities and officials, in accordance with their designated power, may impose any of the following penalties on PGH residents with disciplinary offences in ascending order of severity:

- a) The Head of SRS, staff as assigned by SRS or Resident Assistants may verbally advise PGH residents with disciplinary offences;
- b) The Head of SRS or his/her delegate may issue warning letters to PGH residents with disciplinary offences;
- c) The Dean of Students or Head of SRS has the right to issue an eviction order.

Article 12

(Penalty)

1. Warning Letter

- a) A warning letter will be issued to any students who break the resident rules or commit a disciplinary offence.
- b) A resident who receives 3 warning letters within 2 consecutive semesters will be evicted immediately.

2. Eviction Order

- a) The Dean of Students or Head of SRS has the right to issue an eviction order



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immediately to PGH residents who:

- i. Commit behaviors that jeopardize other residents' personal and property safety;
 - ii. Commit behaviors that severely affect the normal operation and order of PGH.
 - iii. Repeatedly violate the rules, repeatedly commit disciplinary offences, or severely affect the normal living or study of other residents.
- b) The Eviction Order will be effective till the end of the next semester. Evicted residents are allowed to re-apply PGH after the eviction period.
 - c) There is only 1 re-application allowed for each resident with eviction record. PGH beds will first be allocated to residents with no eviction records; remaining bed spaces will then be considered for re-application residents.
 - d) A resident who accumulates 2 eviction orders is disqualified permanently for re-application.
 - e) The decision of the Dean of Students or his/ her delegate(s) shall be final.

Article 13

(Restitution)

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

Article 14

(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.