



澳門大學  
UNIVERSIDADE DE MACAU

## 研究生宿舍轉房程序 Postgraduate House (PGH) Change Room Procedure

1. 於指定的轉房期間，學生須於轉房日期前至少三個工作天到管理公司填寫轉房表及預約檢查其現行房間的日期。

During the assigned change room period, students should fill in the Change Room Form and make appointment for checking the current rooms at the Management Company at least 3 working days before the actual change room day.

2. 於預約當日，管理公司將派員到學生房間檢查物品有否損壞或遺失(若有，須作出賠償)，並記錄電錶讀數，學生須歸還所有現行房間的匙咭。

On the appointed date, the Management Company assigned staff member should check the conditions of the room and record the meter reading. If any property in the room is damaged or lost, the concerned student has to compensate for it. Students have to return all the key cards of the current rooms after checking.

3. 學生將獲發其新房間的匙咭，並需在宿舍設備檢查表及照片上確認其新房間的設備是否整備

Students will get room keycards of the new rooms and are also required to sign on the PGH Equipment Checklist and photos to confirm the condition of the new rooms.

### 注意/Note :

學生應於預約檢查當日清除其現行房間的所有個人物品及垃圾，否則將被處以罰金。

Students are required to remove all their belongings and garbage on the appointed date of checking the current rooms, otherwise, a fine will be imposed.

詳情可發電郵至 [sao.pgh@um.edu.mo](mailto:sao.pgh@um.edu.mo) 查詢。

For details, please email to [sao.pgh@um.edu.mo](mailto:sao.pgh@um.edu.mo).