

To be completed by SRS/Management Co.

Facility Access Card No.: _____

PGH Room Card No.: _____

Sleeping Habit: _____

Electricity Meter : (IN)_____/ (OUT) _____

Hot Water Meter : (IN)_____/ (OUT) _____

Recycled Water Meter : (IN)_____/ (OUT) _____

Ref.: PGH-001/F/SRS

學生資源處

Student Resources Section (SRS)

研究生宿舍 - 入住登記表

Postgraduate House – Move-in Form

住客資料 Resident Information

中文姓名 *Name in Chinese*: _____

外文姓名 *Name in block letters*: _____

學生證號碼 *Student no.*: _____ 性別 *Sex*: _____

學院 *Faculty*: _____

流動電話號碼 *Mobile phone no.*: _____

電郵地址 *E-mail address*: _____

相片
Photo

在緊急情況下，我們能聯絡你哪一位親人? *In case of an emergency, which of your family member may we contact?*

姓名 *Name*: _____ 關係 *Relationship*: _____

電話號碼 *Phone no.*: _____ 電郵地址 *E-mail address*: _____

收集個人資料聲明 Personal Data Collection Statement

- 澳門大學根據第1/2006號法律作為一所公立高等教育機構，將處理在本表格內所收集的個人資料作舉辦活動、提供服務及聯絡之用。The University of Macau being a public institution of higher education as set in Law No. 1/ 2006, will process the personal data collected on this form for activity organization, service providing and contact purposes.
- 基於活動或服務所需，上述個人資料有可能轉交本澳相關機構。Due to the needs of the activity or service, the personal data on this form may be transferred to other organizations in Macao.
- 申請人有權依法申請查閱、更正或更新其存於本校的個人資料。The applicants have the right to access, rectify or update their personal data stored at UM.

住客簽名 *Resident signature*: _____ 日期 *Date*: _____

房間安排 Room allocation (由學生資源處/管理公司填寫 Written by the SRS/ Management Company)

研究生宿舍 *Postgraduate House*: _____ 房間類型 *Room type*: _____

房間號碼 *Room no.*: _____ 入住日期 *Move-in date*: _____ (dd/mm/yyyy)

已即時辦理入住登記手續。 *Handled move-in procedure immediately.*

處理人簽名及蓋章 *Handler signature & chop*: _____ 日期 *Date*: _____

入住確認 Move In Acknowledgement

1. 本人收妥房卡及設施出入許可卡。
I received my Room key card & Facility Access Card.
2. 本人收到房間設備清單及知悉如沒有在入住首三天內把設備清單交回學生資源處或管理公司，即表示房間內的設備完好。如在退房時，房間物品有缺、或受破壞，則需要作出相應賠償。
I received the room equipment checklist. I acknowledged that if the check list is not returned to SRS or Management Company within first 3 days after moving in, it is assumed that all items are in good condition. If anything in the room is found missing, in less than reasonable condition, or damaged during move-out, I need to compensate accordingly.
3. 本人知悉由於研究生宿舍宿位有限，2022/2023 學年，本校只確保第一年修讀一年級且在澳門地區沒有住所的研究生之住宿。而之後，當本人升讀至課程二年級或以上時，基本不會獲安排宿位。所有年級的工商管理博士、高級管理人員工商管理碩士、教育博士、公共行政博士學位課程及學士後證書/文憑課程的學生不獲安排宿位。不獲安排宿位時，本人將自行安排校外住宿。
Due to insufficient bedspace in PGH, I acknowledged that the University can only ensure accommodation for year-one postgraduate students who are in their first year of study and do not have a residence in Macao in Academic Year 2022/2023. I will unlikely be offered an accommodation in PGH when I enter second year or above of my degree programme. PGH accommodation are not provided to students at all levels of the following courses: EMBA, DBA, EdD, DPA and Postgraduate Certificate / Diploma Programmes. I will arrange off-campus accommodation myself if I am not offered a bedspace.
4. 本人已經詳細閱讀並且同意遵守所有研究生宿舍相關的規則。
I have read and agree to abide by all rules and regulations of PGH.
5. 按照新型冠狀病毒肺炎疫情最新情況，研究生宿舍會根據當時實際情況及風險作出或更新較為具體及嚴格的防疫措施及指引，本人同意嚴格遵守及支持當下要求的防疫措施，以保障整體宿生的住宿及健康安全。
The PGH will develop or revise specific epidemic prevention measures according to the latest situation of COVID-19. I agree to strictly abide by and support the current epidemic prevention measures to ensure the overall health and safety of all residents.
6. 本人知悉退房時需要帶走所有私人物品，遺留在房間內或公共空間的物品可被丟棄，也明白澳門大學將不會為其物品之遺失或損壞承擔任何責任。
I acknowledged that I should take away all personal effects and belongings upon move-out. Anything left in the room or any public space may be discarded. I understand that UM will not bear any responsibility for loss or damage.
7. 本人知悉研究生宿舍相關收費及退費條款。
I acknowledged the PGH-related fees and Refund Policy.
8. 本人知悉須在規定的期限內繳交住宿費用和其他所要求繳交的費用。否則，澳大將會向逾期繳費之住客收取罰款。如有必要，澳大將勒令未能繳清費用的住客在指定期間內遷離宿舍。
I acknowledged that I should pay the residence fees and other required fees prior to the payment deadline. Otherwise, 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.

住客姓名 Resident Name: _____

住客簽名 Resident signature: _____

學生證號碼 Student no.: _____

日期 Date: _____



入住確認 Move In Acknowledgement

9. 本人知悉研究生宿舍及其授權代表將會基於健康衛生、安全、保安、或設施維修保養的需要而進入本人被分配的房間，進行相關清理房間之工作。除在應對緊急、棄宿或無法通知的情況外，研究生宿舍將事先發郵件通知本人相關進房的安排。
I acknowledge that the SRS, and its authorized representatives, may enter my room for the purposes of health, safety, security, or building maintenance to perform cleaning works. Prior notice of such entry will be given to me via email, except in response to emergencies, abandonment, or where such notice is deemed impractical.
10. 本人知悉研究生宿舍及其授權代表將會基於健康衛生、安全、保安、或設施維修保養的需要而進入本人被分配的房間，處理本人之個人物品。除在應對緊急、棄宿或無法通知的情況外，研究生宿舍將事先發郵件通知本人相關進房的安排。
I acknowledge that the SRS, and its authorized representatives, may enter my room for the purposes of health, safety, security, and building maintenance, and help pack my personal belongings. Prior notice of such entry will be given to me via email, except in response to emergencies, abandonment, or where such notice is deemed impractical.
11. 本人知悉研究生宿舍活動進行期間所拍攝含有本人肖像的相片及錄影片段有機會用作宣傳用途（如研究生宿舍網站及小冊子等）。（註：如須特別安排，請於活動前向研究生宿舍提出。）
I acknowledge that photos and video clips with my portrait taken during PGH activities may be used for promotional purposes (e.g. posted on PGH website or printed on booklet). (Note: If special arrangements are needed, please contact the Student Housing Office prior to the activities.)

住客姓名 Resident Name: _____ 住客簽名 Resident signature: _____

學生證號碼 Student no.: _____ 日期 Date: _____