



## GUANGDONG-MACAO IN-DEPTH COOPERATION ZONE IN HENGQIN POSTGRADUATE HOUSE RESIDENT STIPULATION

### 1. Scope

- 1.1. The stipulation applies to all residents living in the University of Macau (hereinafter referred to as “UM”) Guangdong-Macao In-Depth Cooperation Zone in Hengqin Postgraduate House (hereinafter referred to as “PGH”). The stipulation also applies to temporary residents and visitors.
- 1.2. PGH residents must comply with the existing UM regulations, rules, guidelines and instructions issued by the UM authorities.
- 1.3. PGH residents must comply with the law of the residential district.

### 2. Responsibilities

- 2.1. The Dean of Students or his/her delegate is responsible for ensuring and supervising the execution of the stipulation.
- 2.2. The Head of Student Resources Section (hereinafter referred to as “SRS”) or his/her delegate is responsible for the execution of the stipulation.

### 3. PGH Move-in

- 3.1. Students must apply for PGH accommodation in accordance with the relevant stipulation. The PGH considers the following factors when deciding whether to approve the applications: applicants’ study status, numbers of bed spaces available for male and female, numbers of different types of rooms, etc. The approval criteria are stipulated in the “Guidelines for Assessing the Applications for UM PGH Accommodation”.
- 3.2. 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 has the right to examine and approve other unmentioned applications.
- 3.3. PGH residents must carry student ID cards at all times and show them to security guards or SRS authorized persons upon request.
- 3.4. PGH residents must live in the designated rooms as assigned by the person in charge of PGH. It is not allowed to switch rooms or bedspaces without consent of the person in charge of PGH.
- 3.5. Sharing or duplicating of unit entrance passcodes, room keys or keycards to non-residents



of the unit without official authorization is prohibited;

- 3.6. Rental of units, rooms or bedspace for visitors is strictly prohibited.
- 3.7. In case of non-compliance for this article, the related residents will be subjected to disciplinary action and may be deprived of his/her accommodation.

#### 4. **Residence Fee**

- 4.1. PGH residents must pay the residence fees and other required fees prior to the payment deadline.
- 4.2. The UM authorized entities determine the residence fees and other required fees.
- 4.3. The UM authorized entities determine the terms of making a residence fee refund.
- 4.4. The application for reduction or waiver of residence fee shall be examined and approved by the UM authorized entities.
- 4.5. The application for residence fee installment shall be examined and approved by the UM authorized entities.
- 4.6. Subject to PGH availability, residents may apply for move-in earlier or move-out later than the defined period. The residence fees and other required fees for the period which is beyond the defined period shall be defined by the UM authorized entities.
- 4.7. Settling the resident fees and related fees including overdue payments are the obligation of all PGH residents; UM shall levy fines and penalties to any resident with overdue payments. If necessary, UM will issue an eviction order to those residents who fail to pay the fees within a specified period of time.
- 4.8. In case of non-compliance for this article, the related residents will be subjected to disciplinary action and may be deprived of his/her accommodation.

#### 5. **PGH Move-out**

- 5.1. PGH residents must perform the move-out procedure before moving out of PGH.
- 5.2. When moving-out, residents are required to remove all their personal belongings, garbage, and restore the room to its original condition. Otherwise, handling fees shall be charged, whose amounts shall be defined by the UM authorized entities.
- 5.3. PGH residents must return their room keys or keycards, any other UM properties and pay all related fees and fines upon move-out.
- 5.4. For those residents who have moved out of PGH without performing the move-out procedure, UM shall not only take relevant disciplinary actions but will also charge handling fees as stated in 5.2. UM will charge the residence fee until the move-out procedure is completed.
- 5.5. UM will not take any responsibility for losses or damages of items, mails, packages left by PGH residents after their move-out.



5.6. In case of non-compliance for this article, the related residents will be subjected to disciplinary action and may be deprived of his/her accommodation.

## 6. PGH Properties

- 6.1. PGH residents must use the facilities and equipment reasonably, carefully and economically.
- 6.2. PGH residents should fill out a requisition form for maintenance or repairs and return it to the Management Company when any PGH facilities or equipment need to be repaired.
- 6.3. PGH residents must keep the living environment and public areas clean and tidy.
- 6.4. Moving, exchanging or damaging equipment of the rooms, furniture or public facilities on their appearance (exterior or interior), integrality (including but not limited to dirtying, writing, drawing, drilling holes, nailing or posting any items on the wall or furniture) or altering their functions for any reasons is prohibited. Such damage is subject to restitution to UM. The amount of restitution is to be defined by the UM authorized entities in accordance with the actual situation.
- 6.5. In case of non-compliance for this article, the related residents will be subjected to disciplinary action and may be deprived of his/her accommodation.

## 7. Visitors

- 7.1. PGH residents must make visiting applications together with their visitors at designated application venue at PGH. Once the application is approved, visitors must carry the visitor passes issued by the Management Company/ SRS and be accompanied by the related PGH resident when entering PGH.
- 7.2. Visitors must be accompanied by the related PGH resident during their entire visit. The PGH resident is responsible:
  - 7.2.1. To ensure that his/her visitors do not commit any violation of the PGH stipulation or any behavior that is disruptive to other residents.
  - 7.2.2. For any fees or costs incurred by the visitors during the visit.
- 7.3. PGH residents should obtain the consent of the roommate(s) before inviting visitors into their unit.
- 7.4. Except for visitors of the same gender as the resident or those who have obtained prior permission from SRS, entry into residence units or rooms of the opposite gender is prohibited. Residents should not allow the opposite sex to enter their residence units or rooms. Visitors of the opposite sex may use the common meeting rooms during their visit.
- 7.5. Visits are only allowed between 9:00 a.m. and 10:00 p.m. Visitors are not allowed to stay overnight. Visitors must leave PGH by 10:00 p.m. and return their visitor passes to the designated venue before leaving on the day the passes are issued.
- 7.6. PGH residents should not bring visitors into PGH during non-visiting hours or without



prior approved application from the Management Company or SRS.

- 7.7. SRS reserves the right to reject any visiting application.
- 7.8. In case of non-compliance for this article, the related residents will be subjected to disciplinary action and may be deprived of his/her accommodation.

## **8. Prohibited Areas**

- 8.1. PGH residents should not enter areas that are out of bounds in the PGH premises.
- 8.2. PGH residents should not endanger themselves by positioning themselves on the window or balcony ledge of their residence units and rooms, or any other dangerous place.
- 8.3. Entering facility/equipment room, opening facility/equipment control box or adjusting facility/equipment without official authorization is prohibited.
- 8.4. In case of non-compliance for this article, the related residents will be subjected to disciplinary action and may be deprived of his/her accommodation.

## **9. PGH Inspection**

- 9.1. Staff of SRS, Management Company, and House Tutors have the right to enter the residence units or rooms on a regular basis to inspect the unit, rooms, and public facilities of PGH in order to have an understanding of the conditions of facilities and equipment, and to execute the stipulations in the absence of the residents from the units or rooms.
- 9.2. SRS authorized persons may enter any residence units or rooms for purposes not limited to health, safety, security, cleanliness and building maintenance.
- 9.3. Prior notice will normally be given of such entry to PGH residents, except in cases of emergency, abandonment, or where prior notice is deemed not viable. A notice of entry will be left in the unit or room thereafter.
- 9.4. In case of non-compliance for this article, the related residents will be subjected to disciplinary action and may be deprived of his/her accommodation.

## **10. Emergency**

- 10.1. In case of emergency, PGH residents should contact PGH Security Guards, Management Company, House Tutors or the person in charge of PGH immediately.

## **11. Fire Safety**

- 11.1. Cooking in PGH is strictly prohibited except in the designated kitchen areas.
- 11.2. Cooking left unattended or causing fire hazards due to improper cooking is strictly prohibited at all times.



- 11.3. Open flames other than that for cooking in the designated kitchen is prohibited in PGH.
- 11.4. Possession of chemicals, explosives or highly combustible materials that are potentially dangerous or damaging are strictly prohibited.
- 11.5. In case of non-compliance for this article, the related residents will be subjected to disciplinary action and may be deprived of his/her accommodation.

## 12. **Smoking, Alcohol, Drugs and Gambling**

- 12.1. Smoking is strictly prohibited within the entire PGH.
- 12.2. The consumption or possession of alcohol in PGH is forbidden, while inebriation is strictly forbidden within PGH.
- 12.3. Bringing into PGH, or the possession and use of illegal drugs or misuse of prescription drugs is strictly prohibited.
- 12.4. Being under the influence of any illegal drugs or the misuse of prescription drugs is strictly prohibited.
- 12.5. PGH residents are not allowed to participate in any gambling activities within PGH premises or allow gambling activities to take place in their residence units or rooms.
- 12.6. In case of non-compliance for this article, the related residents will be subjected to disciplinary action and may be deprived of his/her accommodation.

## 13. **Dangerous Objects**

- 13.1. PGH residents are forbidden to bring any objects, items and substances into PGH which could endanger the well-being of others.
- 13.2. In case of non-compliance for this article, the related residents will be subjected to disciplinary action and may be deprived of his/her accommodation.

## 14. **Electrical Appliances**

- 14.1. PGH residents should use personal electronic devices that comply with safety regulations and have appropriate voltage.
- 14.2. Leaving electronic devices on or charging batteries when unattended is prohibited.
- 14.3. Overloading electrical outlets are prohibited.
- 14.4. In case of non-compliance for this article, the related residents will be subjected to disciplinary action and may be deprived of his/her accommodation.

## 15. **Cleanliness**

- 15.1. PGH residents should keep the environment and equipment of the residence units, rooms,



bathrooms and public spaces clean and tidy at all times.

- 15.2. Residents of the unit should clean up the garbage regularly and dispose of the garbage in the designated place.
- 15.3. The common or public facilities should be kept clean and tidy after use.
- 15.4. In case of non-compliance for this article, the related residents will be subjected to disciplinary action and may be deprived of his/her accommodation.

## **16. Respect for Other Residents**

- 16.1. PGH residents should avoid actions or behaviors which may disrupt the normal residence life of other residents, respect other residents' rights to privacy, maintain a reasonably quiet environment to study and rest, use PGH facilities in a reasonable manner, and refrain from improper behavior.
- 16.2. Any behavior that may cause harassment to other residents is prohibited.
- 16.3. PGH residents should respect the quiet hours from 10:00 p.m. to 8:00 a.m. of the next day.
- 16.4. PGH residents should avoid any behaviors that jeopardize other residents' personal and property safety;
- 16.5. In case of non-compliance for this article, the related residents will be subjected to disciplinary action and may be deprived of his/her accommodation.

## **17. Vehicles**

- 17.1. Any electrically powered vehicles and transportation devices are not allowed within the PGH premises, including but not limited to PGH resident units, rooms and public areas.
- 17.2. SRS reserves the right to relocate and detain any electrically powered vehicles found on site without prior notice.
- 17.3. Bicycles are not allowed into PGH resident units and room, and should not to be left standing in areas not designated for bicycle parking.
- 17.4. Wheelchairs or electronic wheelchairs usage in PGH is exempted from the above measures. SRS retains the authority to provide the definitive interpretation of items falling within the classification of electrical appliances permitted for use within the PGH.
- 17.5. In case of non-compliance for this article, the related residents will be subjected to disciplinary action and may be deprived of his/her accommodation.

## **18. Promotion and Commercial Activities**

- 18.1. Any commercial promotions or activities are prohibited on PGH property without prior approval from SRS.
- 18.2. Any publications, printed materials or posters must be approved in advance by SRS



before they are placed in the designated areas.

- 18.3. In case of non-compliance for this article, the related residents will be subjected to disciplinary action and may be deprived of his/her accommodation.

## **19. Personal Property**

- 19.1. PGH residents are responsible for their personal property in PGH. Valuable personal belongings must be kept in a safe place. The unit and room doors should be locked when leaving. PGH is not responsible for any loss of personal property.
- 19.2. PGH resident units, unit public areas, floor corridors emergency exits and stairs should be kept clear of furniture, refuse, personal belongings large or small, such as but not limited to shoes, umbrellas, and any other objects, so that those items would not obstruct passages and therefore escape routes during emergencies. Any items found in floor corridors, emergency exits and stairs may be removed and disposed of without prior notice.
- 19.3. In case of non-compliance for this article, the related residents will be subjected to disciplinary action and may be deprived of his/her accommodation.

## **20. Other Improper Behaviors**

- 20.1. Bringing pets into or keeping pets in PGH premises is prohibited.
- 20.2. Throwing objects from height is prohibited.
- 20.3. Absent from the disciplinary meeting without a justified reason.
- 20.4. Behaviors that severely affect the normal operation and order of the PGH.
- 20.5. In case of non-compliance for this article, the related residents will be subjected to disciplinary action and may be deprived of his/her accommodation.

## **21. Disciplinary Authorities**

- 21.1. 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:
- 21.1.1. The Head of SRS or his/her delegate, staff of SRS or House Tutors may verbally advise PGH residents or students with disciplinary offences;
- 21.1.2. The Head of SRS or his/her delegate may issue warning letters to PGH residents or students with disciplinary offences;
- 21.1.3. The Dean of Students or Head of SRS or his/her delegate has the right to issue an eviction order.



## 22. Penalty

### 22.1. Warning Letter

- 22.1.1. A warning letter will be issued to any residents or students who violate the resident stipulation or commit a disciplinary offence.
- 22.1.2. A resident who receives 3 warning letters within 2 consecutive semesters will be evicted immediately.

### 22.2. Eviction Order

22.2.1. The Dean of Students or Head of SRS or his/her delegate has the right to issue an eviction order

immediately to PGH residents who:

- 22.2.1.1. Commit behaviors that jeopardize other residents' personal and property safety;
- 22.2.1.2. Commit behaviors that severely affect the normal operation and order of PGH.
- 22.2.1.3. Repeatedly violate the stipulation, repeatedly commit disciplinary offences, or severely affect the normal living or study of other residents.
- 22.2.2. 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.
- 22.2.3. There is only one reapplication allowed for each resident with eviction record. PGH bedspaces will first be allocated to residents with no eviction records; remaining bedspaces will then be considered for reapplying residents.
- 22.2.4. A resident who accumulates 2 eviction orders is disqualified permanently for re application.

## 23. Appeal Process

- 23.1. An appeal against the decision that results in penalty imposed by SRS may be submitted to the Dean of Students or his/her delegate within 10 working days. Appeals must be in writing.
- 23.2. The Dean of Students or his/her delegate shall appoint his/her delegate(s) to review the case and make their recommendation.
- 23.3. The decision made by the Dean of Students or his/her delegate is final.

## 24. Interpretation and Amendment

- 24.1. The power of interpreting and amending the stipulation shall be vested in the UM authorities.
- 24.2. The UM authorities may amend the stipulation at any time and such constraints will come into force with immediate effect after announcement.