

# **Choi Kai Yau College**

## **College Student Regulations**

### **Section 1: General Principles**

#### **A. Principles**

- A.1 Residential life is an integral part of the Choi Kai Yau College (CKYC) experience. These College Student Regulations serve to maintain a safe, congenial, and supportive environment for all CKYC members. College members should not do anything that causes a nuisance or annoyance to others. Mutual respect is the guiding principle and College members are expected to exercise self-discipline and act responsibly. Active participation of CKYC students in College activities is encouraged.
- A.2 CKYC is committed to high standards and continual improvement in all aspects of health and safety, including provision of appropriate equipment, monitoring, supervision, and training. College members are advised to pay close attention to health and safety information and/or signs warning of hazards and follow the instructions of the equipment accordingly.
- A.3 CKYC members are expected to make positive contributions to the College community and assume responsibility for their behavior. To that end, behavior that disrupts, obstructs, or interferes with College life and activities is prohibited.

#### **B. Interpretation Unless otherwise stated in this document**

- B.1 The “College” refers to Choi Kai Yau College (CKYC) and its buildings and grounds at the University of Macau.
- B.2 “College Management” refers to College Master, Associate Master, Resident Fellows and Administration Staff. They are responsible for the supervision of all CKYC students and enforcement of the College Student Regulations.
- B.3 “College members” refer to the members of the College Management, non-residential Fellows and Affiliates, Resident Tutors and students, resident or otherwise, who are affiliated with the College.
- B.4 “Resident College members” refer to College members, student or otherwise, who are in residence at the College. Students in residence are referred to as resident College student members.
- B.5 “Non-resident College members” refer to College members, student or otherwise, who are not in residence at the College. Students not in residence are referred to as non-resident College student members.
- B.6 “College residents” refer to resident College members, residing family members of College members and guests authorized by the College Master to reside in the College.
- B.7 “Visitors” include all persons who are invited by College members or College residents to visit the College, who are not a member of the College. Unless in open-house events, the College is closed to the public for security reasons.
- B.8 “Resident Tutors” and “Resident Assistants” are peer leaders who lives in the College and acts as a familiar first resource for Resident students. They are also responsible to assist the College Management in their duties.
- B.9 The “Hostel” refers to residential rooms and common areas provided by the College designated as accommodations for Resident members of the College.

## C. General Rules

- C.1 Resident and non-resident students of the College should observe the College Student Regulations and cooperate with the Resident Tutors, Resident Assistants and College staff.
- C.2 College members should not verbally, physically, or in written communication harass, threaten, intimidate, assault, coerce, or disturb the health, safety, or well-being of any person.
- C.3 College residents should not allow the Hostel or College to be used for any criminal, immoral or illegal purpose.
- C.4 Access to the internet via the University network is subject to the Acceptable Use policy, guidelines, and regulations of the University Information and Communications Technology Office (ICTO).

## **Section 2: Rules and Regulations**

### 1. General Conditions of College Student Membership

- 1.1. Besides the general requirements defined for the UM RC System, a College student member, in residence or otherwise, shall comply with any reasonable instruction of the College Master. He or she should attend High Table Dinners and other official College functions as prescribed, as well as meetings to which he or she has been invited by the College Management.

### 2. Proof of Identity

- 2.1 At the request of any member of the College Management or security guard, a College member in residence or otherwise, a non-College-member resident, or a visitor shall present for inspection a current UM Student Card, Staff Card, or appropriate document of identification. Any person who fails to comply with this clause may be refused entry into the College, or may be asked to leave the College.
- 2.2 No person may use another person's identification (e.g. Student ID card or Room Key Card) to gain access to the College or Hostel.
- 2.3 No person should provide false and/or misleading information or falsify any document to the Resident Tutors/Assistants, the College Management, or other members of the University.
- 2.4 College members should not engage in fraud, theft, or misuse of any property of other members of the College or University.

### 3. Visitors

- 3.1 Visitors shall only remain in the College between the hours of 9:00 a.m. and 10:00 p.m. unless the College Master or his/her representative gives permission otherwise. Visitors are required to observe the College Student Regulations during their visit to the College.
- 3.2 A visitor may be permitted to stay overnight in a College provided that
  - i. prior permission of the College Master or his/her representative has been obtained;
  - ii. payment of a prescribed charge, as the case may be, has been made.

- 3.3 A College member or a non-College-member resident who invites a visitor shall be responsible for
  - i. the conduct of the visitor while he or she is on the College premises;
  - ii. any charges incurred by the visitor.
- 3.4 Resident College student members shall not invite any person of the opposite gender to visit residential rooms. Such meetings must take place in prescribed common areas in the College.
- 3.5 A College Master may prohibit any visitor or any person not being a College member or a non-College-member resident from entering the College, ask him/her to leave the premises at any time, or permit him/her to remain on the premises beyond the time laid down for the departure of guests from the College.
- 3.6 Receiving Visitors after hours without approval from the College is a violation of the College Student Regulations. If an unauthorized Visitor is found after hours in a Hostel room and no College Resident claims responsibility, then all residents of the room concerned will be penalized equally.
- 3.7 A College member who receives an unauthorized Visitor(s) in violation of the Rules will have to pay a fee. Both the College member and Visitor will receive a written warning from the College Management.

#### 4. Room Key Cards

- 4.1 Resident College student members must keep their assigned key cards in a secure manner. Transfer of key cards to any other person, except members of the College Management, for entering residential rooms or for consuming College meals, if any, is strictly prohibited.
- 4.2 Duplication of key card or holding multiple key cards is strictly prohibited.
- 4.3 Assigned key cards must be returned to the Office when residents move out of College.
- 4.4 Charges will be incurred to a resident College student member in case of:
  - i. Loss of key card;
  - ii. Late return of key card borrowed from the Security Counter.
- 4.5 Resident College student members losing the key card for any reason must report this loss immediately to the Office or, after hours, to the Security Guard on duty, and go through the replacement procedure.
- 4.6 Any charge paid for key card replacement is non-refundable in all circumstances.

#### 5. Change of Room and Residence Period

- 5.1 The assignment of Residents to rooms is done by the College Management. Particularly for first-year students, care will be taken to match roommates to allow for opportunities to build friendships across cultures, while mindful of similarities in interests and living habits. The allocation of rooms to upper-class College members requesting residence is done by the College Management whose decision is final.
- 5.2 Change of room is allowed but only with good reason and subject to availability of a suitable room for such purpose. Students who request a room change should first complete the appropriate form at the College general office then make an appointment with the Associate Master. The Associate Master will make a decision thereafter.

- 5.3 Residents are not allowed to exchange rooms without the express permission of the College Management.
- 5.4 It is forbidden for students of opposite gender to reside in the same room.
- 5.5 Due to repairs or other needs, it may be necessary to vacate certain Hostel rooms. The College reserves the right to re-assign and re-allocate rooms for the Residents of the rooms concerned.
- 5.6 Hostel residence will be terminated temporarily or permanently if the Resident is certified by the University Health Service as unsuitable for living in student hostels.
- 5.7 Hostel residence will cease for a Resident whose studies are terminated, who is suspended on disciplinary grounds, or whose College affiliation has changed.
- 5.8 Any Resident who is on exchange or is suspended or who terminates his/her study at the University during an academic year should vacate his/her room forthwith.
- 5.9 The Residence Periods for each year will be determined by the College, generally designated to be commensurate with the dates of the First and Second Semesters and Summer Term of the academic year, and other summer activities, of the University.
- 5.10 Residents must move out of the Hostel on or before noon of the designated move-out date at the end of a Residence Period.
- 5.11 When moving out, Residents are responsible for cleaning their rooms. Residents are required to follow the check-out procedure. Room key cards and check-out forms should be returned to the College Office on time. Otherwise, fines may be imposed.
- 5.12 In case of damage to furniture, equipment and/or facilities, additional fees and compensation shall be charged to cover the cost of repairs and/or replacement. Vacating residents who leave items in the room will be charged for the cost of removal of those items.
- 5.13 Any extension of stay or early move-in for any Residence Period requires prior approval from the College Management and payment of additional fees. Requests should be made before the relevant deadline, and in any case no later than 5 working days before the first night of the requested stay.

## 6. Respect for Other Residents

- 6.1 Resident College members and College residents shall avoid actions or behaviors which may disrupt the normal collegial life of other resident College members or College residents, respect other College members' rights to privacy, maintain a reasonably quiet environment to study and rest, use College's facilities in a reasonable manner, and refrain from improper behaviour.
- 6.2 Resident College members and College residents shall not enter the rooms of other residents without consent unless they are doing so on official duty.
- 6.3 Residents should be properly attired in common areas of the College at all times.
- 6.4 A Resident is not allowed to be present in any Hostel room other than his or her assigned room between the hours of midnight and 7:00 a.m. Both the offender(s) and resident(s) of the room visited may be subject to penalties and/or disciplinary action.

- 6.5 -No person may enter a Resident's room without his or her prior consent. However, as the College Management is responsible for the safety and proper operations of the Hostel, authorized persons are entitled to enter rooms without the Resident's permission in the circumstances as outlined in clause 14.1.
- 6.6 Unauthorized use of electronic or other devices to make audio or video recording of another person without his/her prior consent, when such a recording is likely to cause injury or distress, is prohibited. This includes, but is not limited to, surreptitiously taking pictures of another person in the Hostel and the College.
- 6.7 Any emergency, illness, accident, or unusual event should be reported to the College Management as soon as possible.

## 7. Personal Property

- 7.1 Resident College members and College residents are responsible for their personal property in the College. To minimize chances of theft, personal belongings must be kept in a safe place. The room door should be locked when leaving. The College is not responsible for any loss of personal property. Personal property such as books or computers should not be left unattended in study rooms or other common areas. Cash and valuable items must be locked in an appropriate place in the residential rooms.
- 7.2 Hallways, walkways and stairs should be kept clear of furniture, refuse, personal belongings large or small, such as shoes, bicycles, or umbrellas, and any other objects, so that those items would not obstruct passages and therefore escape routes during emergencies. Any items found in hallways, walkways and stairs may be removed and disposed of without prior notice.
- 7.3 Food kept in the pantry or other common areas should be dated and clearly marked with the owner's name. College Management reserves the right to remove perishable items past their expiry date or deemed unhygienic. Expired and/or unmarked items will be removed and disposed.
- 7.4 Consumption or removal of food items belonging to others is prohibited.
- 7.5 Personal (non-food) items (including cooking utensils, crockery and cutlery, electrical appliances, clothes, shoes, furniture) should not be kept in the pantry, laundry room or other common areas of the Hostel of the College. Personal items left unclaimed in common areas of the College are liable to be confiscated and disposed by the College; confiscated items may not be returned.

## 8. University and College Property

- 8.1 College members and College residents shall not remove any furniture, fittings, fixtures or facilities provided for use in the College from their assigned location without prior approval from the College Management.
- 8.2 College members and College residents shall not deface, defile or damage any wall or any structure of any kind, or any furniture, fittings, fixtures or facility or system provided for use in the College, or install any new utility or fitting without prior approval from the College Management. College members and College residents who fail to comply with this clause shall be subject to charges imposed by the College Management.
- 8.3 College members and College residents must make good or pay for any damage to furniture, fittings, and the fabric of the College for which he or she is responsible, fair wear and tear excepted.

- 8.4 College members and residents are not permitted to stay in the common areas of the College (e.g. Fitness Room, Dance Studio, Music Room) beyond the stipulated opening hours (generally from 10:00 a.m. to 11:00 p.m.).
- 8.5 Facilities of the College are for the exclusive use of Residents and members of the College.
- 8.6 College members should exercise care when using musical instruments, audio-visual equipment, fitness machines and other amenities provided by the College.
- 8.7 Persons using the College Fitness Room should exercise within the limits determined by their knowledge of their own health. The College is not liable for injuries sustained during use of College equipment. All users of the Fitness Room must have undergone training prior to the use of the equipment.

## 9. Areas Out of Bounds

- 9.1 College student members shall not enter rooftop or balcony areas that are out of bounds in the College building.
- 9.2 College student members shall not endanger themselves by positioning themselves on the window ledge of the residential room, or any other dangerous place.

## 10. Fire Safety

- 10.1 Cooking in the College is prohibited except in the designated areas as authorized by the College Master.
- 10.2 Cooking left unattended is strictly prohibited at all times. College members are to clean up the cooking area after use.
- 10.3 Possession or storage of chemicals, viral specimens, explosives or highly combustible, corrosive, radioactive or poisonous materials that are potentially dangerous or damaging is strictly prohibited.
- 10.4 Open flames, including candles and incense, are strictly prohibited in any part of the College except when approved by the College Master or his/her representative in the case of specific ceremonies and celebrations.
- 10.5 Inappropriate activation, tampering, misuse or interference of fire service devices is strictly prohibited.
- 10.6 Attendance of all resident College members and College residents at official fire drills is compulsory, failure of which without permission of the College Management may affect future readmission application.
- 10.7 All Residents must evacuate the building promptly during a fire alarm or other emergency situation.

## 11. Smoking, Drugs, Alcohol and Gambling

- 11.1 According to the UM's No Smoking Policy (HSEO.06/20112/101) smoking (including tobacco cigarettes, e-cigarettes, herbal cigarettes, cigars, and pipes) is strictly prohibited.

11.2 College members, College residents, and their visitors shall not bring into or use in the College any illegal drugs or misuse prescription drugs.

11.3 Consumption or storage of alcoholic beverages without prior approval from the College Master is not allowed. Residents and College members should not overindulge in alcohol, as drunkenness and/or disorderly behavior is forbidden.

11.4 Resident or non-resident College student members shall not engage in any gambling whatsoever on the College premises, or permit such gambling to take place in their residential rooms or elsewhere in the College.

## 12. Electricity Appliances

12.1 Light electrical appliances intended for necessary personal care may be used in the residential room but must be in good order and properly maintained.

12.2 All other electrical appliances must be approved by College Management.

12.3 Charging batteries when unattended and overloading electrical outlets are prohibited.

12.4 College Management may remove without prior notice any appliances in any residential rooms or common areas which may disturb or endanger others.

12.5 Residents should endeavor to save energy in the College.

## 13. Cleanliness

13.1 It is the responsibility of the resident College members and College residents to keep the residential room and bathroom clean and hygienic. The resident College member and College residents should clean and empty trash bins in his/her room, tie up the trash in a garbage bag properly before disposing it in the refuse rooms.

13.2 Common or communal facilities must be left in a clean and tidy condition after use. If such facilities are found to be in an unclean, untidy, or unhygienic condition, please report immediately to the relevant RTs, RAs, or College Management.

13.3 Cost of cleaning common areas left in poor condition may be passed on to those responsible.

## 14. College Management's Entering into a Student's Room

14.1. The College, or its authorized persons, may enter any rooms for purpose of health, safety, security and building maintenance, or to investigate violations of College Student Regulations, or any other exceptional concerns as deemed appropriate by the College Management. Prior notice will normally be given of such entry to resident College members and College residents, except in cases of emergency, abandonment, or where prior notice is deemed not viable. A notice of entry will be left in the room thereafter.

## 15. Promotional and Commercial Activities

15.1. For-profit commercial promotions and activities are prohibited in the College. Sale of any goods or services in the College is not allowed without prior approval of the College Management.

15.2. Without prior approval of College Management, distribution or posting of promotional items for any purpose is prohibited.

15.3. Posters shall be approved and stamped by the College Management. They can only be placed in those areas designated for posting.

15.4. Hard copies of any publications, commercial or otherwise, shall have prior approval of the College Management before being placed in designated locations of the College.

#### 16. Quiet Hours and Noise Level

16.1. Residents should refrain from any disorderly behavior and avoid making excessive noise, particularly during Quiet Hours of the College (from 11:00 p.m. to 7:00 a.m.). Non-resident members are not allowed in the Hostel during Quiet Hours.

16.2. Resident College student members should avoid making disturbing noise in any parts of the College when meetings and other functions are in progress.

16.3. Quiet Hours may be extended during study and examination periods.

16.4. At all times, College members and College residents should keep noise levels reasonable so as not to cause nuisance to neighbors and fellow College members.

16.5. Quarrelling loudly should be avoided. Unsettled disputes should be referred to Resident Assistants, Resident Tutors, or the College Management for mediation in order to be resolved in an amicable manner.

#### 17. Pets

17.1. For health and safety reasons, a College member or a non-College-member resident shall not, without special permission from the College Master, bring onto the College premises any pet, including fish tanks and insect enclosures.

#### 18. Dangerous Objects

18.1. College members or College residents are forbidden to bring any object into the College which could endanger the well-being of others.

18.2. Any prohibited items may be confiscated by the College Management; confiscated items will not be returned.

#### 19. Bicycle Parking

19.1. Motor bikes and scooters are not to be driven inside College grounds or left in College designated bicycle parking areas.

19.2. Students from one College cannot park their bikes in the designated parking areas of another College.

19.3. Bikes are not to be left standing in areas not designated for bicycle parking such as public footpaths.

19.4. Bicycles should only be ridden on bike paths, not inside College grounds or pedestrian walkways.

#### 20. Disciplinary Procedures

20.1. Disciplinary action may be considered against a College student member if there is evidence beyond reasonable doubt that rules are violated to the extent that such disciplinary action is deemed warranted by the College Master.



- 20.2. A College Master may take disciplinary action in accordance with regulations and practices as authorized by Item 2 Article of “Student Disciplinary Regulations of the University of Macau” (SAO.03/201406/100).
- 20.3. The College Master may assign the Associate Master (AM) to convene the College Disciplinary Committee (CDC) to assist and advise the College Master regarding a particular case. The CDC will consist of three members, including the AM, one Resident Fellow, and one student who can be either a Resident Tutor, a Resident Assistant, or a nominee from the House Association Executive Board. The CDC is only advisory and the final decision rests with the College Master.
- 20.4. In the event that a disciplinary involves more than one College, or between College and Faculties, the Dean of Students of UM will act as coordinator.
- 20.5. The Dean of Students of UM will normally handle all appellate disputes arising from RC related disciplinary decision if he/she does not serve as the coordinator as prescribed in 20.4, in which case the VRSA will handle the dispute instead.
- 20.6. Depending on the degree of severity, a College Master may decide to take any of the following disciplinary actions, or other disciplinary measures as deemed more proportional:
- i. verbal warning;
  - ii. written warning with copy entered into the student’s College file (a total of three written warnings will result in one College demerit);
  - iii. recommendation of University demerit(s), of which a total of three may result in expulsion from the University;
  - iv. hostel community service as assigned by the College Management;
  - v. compensation and/or fines;
  - vi. Temporary or permanent termination of privileges in the College, including residency;
  - vii. Exclusion from readmission;
  - viii. Restriction from entering the College premises;
  - ix. Referral to the Dean of Students of UM for consideration of further disciplinary action;
  - x. Any other disciplinary action as the Student Discipline Committee or College Management may deem fit.

## 21. Revision and Interpretation

- 21.1. It is impossible to list every category or specific example of conduct serious enough to warrant review by the Student Discipline Committee, and/or College Management. Therefore, the College reserves the right to initiate action and seek appropriate outcomes for conduct which is not specifically identified in these Regulations whenever in the judgment of the Master it is determined to be in the best interest of the College.
- 21.2. These Regulations are in accordance with the “University of Macau Management and Operational Rules for Residential Colleges (RTO.04/201408/201.r02).
- 21.3. College Student Regulations may be reviewed and revised as necessary.
- 21.4. If there is any inconsistency or ambiguity between the English and Chinese version of the College Student Regulations, the English version shall prevail.
- 21.5 The College Management reserves the right of final interpretation of these Regulations.

7 April 2020

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