



**蔡繼有書院**  
**COLÉGIO CHOI KAI YAU**  
**CHOI KAI YAU COLLEGE**

# 書院學生守則

## College Student Regulation



## 蔡繼有書院 書院學生守則

### 第一節：總則

#### A. 規則

- A.1 住宿生活是蔡繼有書院生活不可分割的一部分。《書院學生守則》旨在維持一個安全、一致及支持性的環境，讓所有蔡繼有書院成員都能參與其中。書院成員不應做任何會對他人造成滋擾或煩惱的事。相互尊重是指導原則，書院成員要自律，負責任。書院鼓勵蔡繼有書院學生積極參與活動。
- A.2 蔡繼有書院致力於提供高標準健康和安全的全面保障，包括持續改善適當的設備、監察、監督和培訓。建議書院成員密切關注健康與安全信息以及危險警示，並遵循相應的設備說明。
- A.3 蔡繼有書院成員須對書院做出積極的貢獻，並對自己的行為負責。因此，擾亂、妨礙或干擾書院生活的行為是被禁止的。

#### B. 定義

除另有說明外，在本規條中：

- B.1“書院”指澳門大學的蔡繼有書院及其院舍和場地；
- B.2“書院管理人員”指書院院長、書院副院長、書院導師及行政人員，他們負責監管所有蔡繼有書院學生並確保書院學生遵守規則；
- B.3“書院成員”指蔡繼有書院管理人員、屬於蔡繼有書院的非駐院導師及教員、書院助教、住宿及非住宿學生；
- B.4“書院住宿成員”指在書院住宿的書院成員，無論是否為學生；住宿學生稱為書院住宿學生成員，簡稱為宿生；
- B.5“書院非住宿成員”指不在書院住宿的書院成員，無論是否為學生；非住宿學生稱為書院非住宿學生成員；
- B.6“書院住宿人員”指在書院住宿的書院成員及其家庭成員，以及經書院院長批准在書院住宿的客人；
- B.7“訪客”包括所有受書院成員或住宿人員邀請到訪書院但不屬於書院成員的人士。除開放日活動外，書院出於安全原因不對外開放；
- B.8“書院助教”和“書院學生助理”是住宿學生所熟悉及住在書院內為宿生提供幫助的學生領袖，他們也有責任協助書院的管理工作；
- B.9“學生宿舍”指的是書院為學生提供住宿的宿舍及公共場所。

## C. 一般規則

- C.1 住宿和非住宿學生應遵守《書院學生守則》，並配合書院助教、書院學生助理和書院同事的工作。書院成員應遵守學院管理人員制定的規定（如信息申報、住宿記錄、等等）。
- C.2 書院成員不應以口頭、動作、書面或電子通訊、或其他行動騷擾、威脅、恐嚇、攻擊、脅迫或干擾任何人的健康、安全或福祉。
- C.3 書院住宿人員不得將宿舍或書院用作任何犯罪、不道德或非法行為的場所。
- C.4 書院成員不得詐騙、盜竊、從事犯罪行為或濫用書院或大學其他成員的財物。
- C.5 通過大學網絡連結互聯網時，必須遵守 ICTO 的使用政策、指引及規則。

## 第二節：規則和條例

### 1. 書院學生成員的一般要求

- 1.1. 除澳大住宿式書院制度所訂定的一般要求外，書院學生成員，不論在書院住宿與否，須遵守書院院長下達的任何合理指令，並應按規定出席高桌晚宴、書院其他正式活動，以及應書院管理人員邀請出席有關會議。

### 2. 身份證明

- 2.1 在書院管理人員或保安的要求下，書院成員（不論在書院住宿與否）、非書院成員的住宿人員或訪客須出示有效學生證、職員證或其他身份證明文件以供檢查。不遵守此規定者，書院可拒絕其進入或要求其離開書院。
- 2.2 任何人不得使用他人的身份證明文件(例如學生證或房卡或 UMPass) 進入書院或宿舍，或從而獲得任何利益或特權。
- 2.3 任何人不得向書院助教/學生助理、書院管理人員或其他書院成員提供虛假或具誤導性的資料，或偽造任何文件。

### 3. 訪客

- 3.1 除非書院院長或其代表另有許可，書院非住宿成員或訪客只能於上午九時至晚上十時期間在書院內逗留。訪客進入書院時必須在保安處登記，並在離開書院時記錄逗留時間。訪客在書院期間必須遵守《書院學生守則》。
- 3.2 只有在以下特殊情況，書院非住宿成員或訪客方可於書院內過夜：
  - i. 事先獲得書院院長或其代表同意；並
  - ii. 事先繳付相關費用（如適用）。
- 3.3 如書院成員或非書院成員的住宿人員邀請訪客，須：
  - i. 對訪客在書院內的行為負責；並
  - ii. 承擔訪客產生的任何費用。

- 3.4 書院住宿學生成員不得邀請異性進入寢室，與異性會面須在書院規定的公共區域進行。
- 3.5 書院院長可禁止任何訪客，以及書院成員及非書院成員的住宿人員以外的其他人員進入書院，隨時要求其離開，或准許其在非訪客時段在書院逗留。
- 3.6 在許可時間以外邀請訪者或書院非住宿成員進入屬於違反書院規則。如未經授權的違規訪者被發現在房間內，又無宿生承擔責任，則該房間內的所有宿生將被一起被處罰。
- 3.7 如有書院成員違反規定接待未經授權的訪者，將被處罰繳付費用。書院將給予院生和訪者以書面警告。若訪者為本大學學生，其書院及學院將會被通知有關違規行為。

#### **4. 房卡**

- 4.1 書院住宿學生成員須妥善保管其獲發的房卡。嚴禁將房卡交給除書院管理人員外的任何人，用以進入寢室或進入書院內用餐。
- 4.2 嚴禁複製房卡或持有多張房卡。
- 4.3 搬出書院時須將其獲發的房卡歸還給辦公室。
- 4.4 在下列情況下，書院住宿學生成員須繳交費用：
  - i. 丟失房卡；
  - ii. 未及時歸還從保安櫃檯所借的房卡。
- 4.5 書院住宿學生成員無論因何種原因丟失房卡，均須立即向辦公室報失，如辦公室已下班，則須向當值保安報失，並申請補卡。
- 4.6 補卡費在任何情況下均不退還。

#### **5. 換房及居住期限**

- 5.1 宿生的寢室分配由書院管理人員決定。特別是對大一的學生，書院在室友的配對和分配房間時將考慮學生之間的興趣愛好和生活習慣等因素，以便宿生有機會在不同文化間建立友誼關係。申請住宿的高年級學生的寢室分配由書院管理人員決定，書院擁有寢室分配的最終決定權。
- 5.2 換房（即更換寢室）必須要有充分理由，並須視乎是否有合適房間。學生如要求換房，應先到書院辦公室填寫有關表格，然後預約與副院長會面。副院長隨後作出決定。
- 5.3 未經書院許可，院生不得私自換房或搬入另一個寢室。
- 5.4 禁止異性學生同住或在同一寢室逗留。

- 5.5 由於維修或其他需要，可能需要騰出某些房間。書院保留為有關房間的宿生重新分配房間的權利。
- 5.6 如學生經大學衛生處證明不適宜居住在書院，將暫時或永久終止書院住宿。
- 5.7 如學生已畢業或退學、或因違紀處分被停學或已轉書院，其住宿資格將被終止。
- 5.8 任何在學年期間參加交換、交流專案、休學或被停學或退學的宿生，均應搬離宿舍。
- 5.9 每學年的住宿期限由書院決定，通常與大學第一、二學期的日期、暑期課程和其他暑期活動的日期相稱。
- 5.10 住宿期滿時，宿生必須在指定遷出日正午或之前搬出宿舍。
- 5.11 搬離房間時，宿生須負責自行打掃房間。並且必須遵守退房手續。房間鑰匙卡和退房表應按時交回書院辦公室。否則，可能會被罰款。
- 5.12 如果傢俱、設備或設施有損壞，將會收取額外費用和賠償，以支付修理或更換的費用。若書院需清理宿生搬離房間時遺留的物品，書院將收取所需的額外費用。
- 5.13 任何在規定的住宿期限外延長居留期或提前入住都需要得到書院辦公室的事先批准並支付額外費用。申請應在相關截止日期前提出，在任何情況下不得遲於申請入住的第一晚前 5 個工作日申請。
- 5.14 入宿或退宿手續只能在指定時間（通常在辦公時間內）進行。於辦理入宿手續前入住，或辦理退宿手續後在寢室逗留，都是嚴厲禁止的。

## **6. 尊重其他住院人員**

- 6.1 書院住宿成員和書院住宿人員應避免可能干擾他人正常生活的行為舉止，尊重其他書院成員的私隱權，保持合理安靜的學習和休息環境，合理使用書院設施，避免作出不恰當的行為。
- 6.2 書院住宿成員和書院住宿人員未經他人同意不得進入他人寢室，但執行公務者除外。
- 6.3 書院住宿成員和書院住宿人員在書院公共區域應時刻保持著裝得體。
- 6.4 午夜至早上七時期間，宿生不得在他人房間逗留。違者將處以罰款和/或違紀處分。
- 6.5 書院成員和書院住宿人員不得擅自使用或移走他人財物。
- 6.6 嚴禁未經授權使用電子設備，在他人不知情或未徵得他人同意的情況下，對其進行可能造成傷害或壓力的錄音或錄影。這包括但不限於在宿舍、書院和校園內偷拍別人。未經同意，轉發或傳播這些音頻/視頻都是嚴厲禁止的。
- 6.7 如發生任何緊急、疾病、意外或異常情況，院生應盡早通知書院辦公室和/或書院導師。

## 7. 私人財物

- 7.1 書院住宿成員和書院住宿人員應保管好自己在書院內的私人財物，對個人物品負責。書院住宿人員應將貴重的私人物品存放在安全的地方以防被盜，並在出門時鎖好房門。書院不會為任何個人財物的丟失承擔責任。在自習室和其他公共範圍，應看管好書本或電腦等個人物品。現金和貴重物品必須鎖在寢室內合適的地方。
- 7.2 走廊、過道及樓梯區域不得擺放家具、垃圾、大小個人物品如鞋子、自行車和雨傘等，以及任何其他物品，以免阻礙通道，並保持緊急逃生通道暢通。擺放在走廊、過道及樓梯區域的任何物品可能會被清除並棄置，而無需提前通知。
- 7.3 存放在宿舍廚房或其他公共空間內的食物須清楚標明日期和院生姓名。書院有權清理過期食物和不衛生食物。過期和/或沒有標籤的食物，將會被清出處理。
- 7.4 院生不得擅自使用或清理他人的食物。
- 7.5 食物以外的個人物品（包括廚具、餐具、刀具、電子設備、衣物、鞋靴和傢俱），不得存放在廚房、洗衣房、宿舍走廊或其他公共區域。無人認領的物品將被處理，放置在書院公共區域的個人物品將會被書院沒收。

## 8. 大學及書院財產

- 8.1 未經書院管理人員事先批准，書院成員和書院住宿人員不得擅自從指定地點移走供書院內使用的任何設備、家具、配件、裝置或設施。
- 8.2 書院成員和書院住宿人員不得毀損、弄污或以其他方式破壞任何類型的牆壁或結構，或書院內的任何設備、家具、配件、裝置或設施，亦不得在未經書院管理人員事先批准的情況下安裝任何新的設施或設備。違反本條規定者，書院管理人員可決定向其收取所需的賠償費用。
- 8.3 書院成員和書院住宿人員如對書院的設備、家具、配件和結構造成任何損壞（正常損耗除外），須恢復原狀或作出賠償。
- 8.4 書院成員或書院住宿人員不得在規定的開放時間段（一般為早上十時至晚上十一時）以外，在書院公共空間（如健身房、音樂房和舞蹈房）內逗留。
- 8.5 書院設施專供書院成員和書院住宿人員使用。
- 8.6 書院成員須小心使用樂器、視聽設備、健身器材及書院提供的其他設施，並遵守有關使用規定。若設施被損壞，使用者需承擔維修和/或更換的費用。
- 8.7 健身房使用者須根據自己的健康狀況進行鍛煉。書院對於因使用書院健身器材所造成的身體損傷不負有責任。所有人在使用健身器材前須接受培訓。

## 9. 書院禁區

- 9.1 書院學生成員不得進入書院大樓天台或陽台等禁區。
- 9.2 書院學生成員不得置身寢室窗台或其他危險地方，以免發生意外。

## 10. 消防安全

- 10.1 除書院院長准許的指定區域外，書院內嚴禁煮食。
- 10.2 嚴禁煮食過程無人看管。煮食結束後要清理乾淨烹飪區域。
- 10.3 嚴禁持有、存放或使用具潛在危險性或破壞性的化學品、病毒標本、炸藥、爆炸物或易燃物、腐蝕性、放射性或有毒物質等物品。
- 10.4 除在舉行特定典禮或慶祝活動時經書院院長或其代表批准外，嚴禁在書院內任何地方使用明火，包括香、燭、熏香等。
- 10.5 嚴禁不適當啟動、改造、誤用或妨礙消防設備。
- 10.6 所有書院住宿成員和住宿人員必須參加正式的消防演習，未經書院管理人員批准而缺席，可能影響將來申請續住。
- 10.7 在火災警報或其他緊急情況下，所有書院住宿人員必須迅速疏散、離開建築物。

## 11. 煙酒、藥物及賭博

- 11.1 根據澳門大學無煙政策（HSEO.06/20112/101），嚴禁在書院內任何地方吸煙（包括煙草煙、電子香煙、草藥香煙、雪茄和煙斗）。
- 11.2 書院成員、書院住宿人員及其訪客不得攜帶任何違禁藥物進入書院，或在書院內使用任何違禁藥物或濫用處方藥。
- 11.3 未經書院院長事先同意，不得在書院內飲用或存放酒精飲料。書院成員及書院住宿人員禁止在書院範圍內酗酒、醉酒和/或擾亂秩序。
- 11.4 書院住宿或非住宿學生成員不得在書院範圍內進行任何形式的賭博活動，或允許在其寢室內或書院其他地方進行此類活動。
- 11.5 違反上述第 11.1 至 11.4 規條的書院成員可能會被逐出宿舍。任何相關物品可能會被書院管理人員沒收。

## 12. 電器

- 12.1 必要的個人護理用途的小電器可在寢室內使用，但須狀態良好及妥善保管及保養。
- 12.2 使用任何其他電器須獲得書院管理人員批准。
- 12.3 禁止電池充電時無人看管或超載使用電源插座。
- 12.4 書院管理人員可在沒有事先通知的情況下移除寢室或公共區域內任何可能對他人造成干擾或危險的電器。



12.5 書院住宿人員應節省用電。

### **13. 保持清潔**

13.1 書院住宿成員和書院住宿人員有責任保持寢室及衛生間清潔衛生。書院住宿成員和書院住宿人員應清理其寢室內的垃圾桶，用垃圾袋包妥垃圾，再妥善地棄置於垃圾房內。

13.2 公共或共用設施在使用後須保持乾淨整潔。若發現該等設施不整潔或不衛生，請立即向相關書院助教、書院學生助理或書院管理人員報告。

13.3 公共區域使用後如留有髒污，清潔費用可由相關責任者承擔。

### **14. 書院管理人員進入學生房間**

14.1 書院或其受權人可以出於以下原因進入任何房間：

- 出於衛生健康、安全、保安或建築物維護原因，
- 調查違規行為，
- 書院認為任何其它必要的情況。

除緊急情況、放棄住宿或事先通知不可行的情況外，進入房間前通常會事先通知相關書院住宿成員或書院住宿人員，進入房間後亦會留下進入通知。

### **15. 宣傳及商業活動**

15.1. 禁止在書院內進行營利性商業宣傳或活動。未經書院管理人員事先批准，不得在書院內推銷任何商品或服務。利用書院空間作為營商活動場地，也是禁止的。

15.2. 未經書院管理人員事先批准，不論出於任何目的，禁止在書院內派發或張貼宣傳品。

15.3. 僅獲書院辦公室批准並蓋有其印章的海報才可張貼在書院指定的張貼區域。

15.4. 任何商業或非商業性質的出版印刷品，均須經書院管理人員事先批准，才可擺放在書院指定地點。

### **16. 安靜時段及噪音**

16.1 住院人員應避免任何無序行為，避免噪音過大，尤其是在書院的安靜時段（晚上 11：00 至早上 7：00）須保持安靜。非宿生在安靜時段內不得在書院逗留；

16.2 當會議或其他活動正在進行時，宿生應避免在書院內任何地方大聲喧嘩製造噪音。

16.3 溫習和考試期間可延長安靜時段。

16.4 書院成員和書院住宿人員應時刻注意合理控制噪音，避免滋擾鄰舍和其他書院成員。他們應該特別注意在公共區域或宿舍房間玩桌遊或其他遊戲時產生的噪音。

- 16.5 宿生應避免大聲爭吵。未解決的爭端應交由書院學生助理、書院助教或書院管理人員調解，以友善方式解決。

## **17. 寵物**

- 17.1 出於健康和安全理由，未經書院院長特別許可，書院成員或書院住宿人員不得將任何寵物、魚缸、昆蟲圍籠帶入書院範圍。

## **18. 危險物品**

- 18.1 書院成員和書院住宿人員禁止攜帶任何可能危及他人安全的物品進入書院。
- 18.2 所有違禁物品可被書院管理人員沒收，沒收的物品恕不退還。

## **19. 運載工具**

- 19.1 不得在書院場地內駕駛摩托車或踏板車，或將其停放在書院指定的單車停泊區。
- 19.2 書院學生不得將單車停放在非所屬書院的單車停泊區。
- 19.3 不得在公共人行道等非指定單車停泊區停放單車。
- 19.4 單車只限於單車徑上行駛，不得在書院場地或人行道上騎單車。
- 19.5 禁止電動行動輔助設備進入書院內，包括書院學生房間和公共區域，經書院管理層批准的除外。
- 19.6 禁止在書院內存放電動行動輔助設備或對其及其電池作任何充電。

## **20. 紀律程序**

- 20.1 如有可排除合理懷疑的證據表明書院住宿學生違紀，在書院院長認為有必要的情況下，可考慮對其採取紀律處分。
- 20.2 書院院長可根據《澳門大學學生紀律規章》（SAO.03/201406/100）第一條第二款的規定及措施採取紀律處分。
- 20.3 書院院長可指派書院副院長召集書院紀律委員會，為書院院長處理某個紀律個案提供協助和建議。書院紀律委員會由書院副院長、一名書院導師、一名學生（書院助教、書院學生助理或院生會指派的代表）共三人組成。書院紀律委員會僅為諮詢性質，最終決定由書院院長作出。
- 20.4 如違紀行為涉及兩個或兩個以上書院，或同時涉及書院和學院時，澳大學生事務長將作為協調人。
- 20.5 對所有書院紀律個案決定的上訴一般由澳大學生事務長處理，若學生事務長擔任20.4所規定的協調人，該爭議則交由副校長（學生事務）處理。

20.6 根據違紀行為的性質和嚴重程度，書院院長可決定採取以下任何紀律處分，或其認為更恰當的其他懲戒措施。

- i. 口頭警告；
- ii. 書面警告，並記入學生的書院檔案（累計三次書面警告院生將可能被書院記過一次）；
- iii. 提請大學記過，院生累計三次大學記過將可能被大學開除學籍；
- iv. 書院安排宿舍社區服務工作；
- v. 賠償和/或罰款；
- vi. 暫時或永久終止在書院的權利，包括住宿權；
- vii. 不予續住；
- viii. 禁止進入書院範圍；
- ix. 轉交澳大學生事務長，以考慮作出進一步的紀律處分；
- x. 其他學生紀律委員會或書院管理人員認為合適的任何其他處分方式。

## 21. 修訂和釋義

- 21.1. 由於本條例不可能列出每一類具體行為或所有特殊嚴重案例供學生紀律委員會和/或書院管理人員進行審查。因此，當根據書院院長的判斷出現本條例中未詳盡事宜，以符合書院的利益為目標，書院保留有採取行動、用合適的辦法進行處理的權利。
- 21.2. 本《書院學生守則》符合《澳門大學住宿式書院的管理和運作規則》RTO.04/201408/201.r02。
- 21.3. 如有必要時，《書院學生守則》可被審核和修訂。
- 21.4. 如《書院學生守則》的英文版和中文版有任何抵觸或不一致之處，則以英文版本為準。
- 21.5. 本書院管理人員保留對本條例作出最終解釋的權利。

二零二零年 四月 七日  
二零二零年 八月 七日 修訂  
二零二一年 一月 十二日 修訂  
二零二一年 七月 八日 修訂  
二零二二年 五月 二十六日 修訂  
二零二四年 七月 十日 修訂



**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. College members should comply with any requirements (such as report of information, attendance, etc.) as set down by the College Management.
- C.2 College members should not verbally, physically, in written/electronic communications or by other actions, 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 College members should not engage in fraud, theft, or criminal acts, nor misuse of any property of other members of the College or University.
- C.5 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 or UMPass) to gain access to the College or Hostel, or to obtain any benefits or privileges.

- 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.

### **3. Visitors**

- 3.1 Visitors and non-resident College members 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 must sign in with the College Security Guard upon entering the College and sign out upon departure. Visitors are required to observe the College Student Regulations during their visit to the College.
- 3.2 A visitor or non-resident College member 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 or non-resident College members after hours without approval from the College is a violation of the College Student Regulations. If an unauthorized person 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 person(s) in violation of the Rules will have to pay a fee. Both the College member and visiting person 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 or move into a hostel room without the express permission of the College Management.
- 5.4 It is forbidden for students of opposite gender to reside or stay 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.
- 5.14 Move-in or Move-out procedures can only be processed during designated times (generally during office hours). It is strictly prohibited to move into a hostel room before completing move-in procedures, or to occupy a hostel room after completing move-out procedures.

## **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 College members and residents should not tamper with or remove belongings of others.
- 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 of the College or elsewhere on campus. It is also prohibited to distribute or circulate such audio/video recordings without consent.
- 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 equipment, 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 equipment, 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 equipment, 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. Users are responsible for the cost of repair and/or replacement in case of damage.
- 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.
- 11.5 Offenders of clauses 11.1 to 11.4 above may be expelled from the hostel. Any related items may be confiscated by the College Management.

## **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. It is forbidden to use the space of the College as the venue for any commercial activities.
- 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. They should be particularly mindful of the noise generated when playing board games or other games in common areas and hostel rooms.
- 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. Vehicles**

- 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.
- 19.5. Any Electrical Personal Assistive Mobility Devices are not allowed within the College premises, including College student rooms and public areas, except otherwise approved by the College Management.
- 19.6. Storage of Electrical Personal Assistive Mobility Devices, as well as charging of such devices or their batteries within the College is strictly prohibited.

## **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.

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