

Macao Polytechnic Institute Student Dormitory Regulations

Article 1

(Scope)

These Regulations apply to all students (hereinafter referred to as student boarders) residing in dormitories (hereinafter referred to as dormitories) of the Macao Polytechnic Institute (hereinafter referred to as MPI).

Article 2

(Purpose)

To provide a good learning and residential environment for all student boarders, and to cultivate their independence; to ensure the safety of accommodation, and to standardize and optimize dormitory management.

Article 3

(Authorities)

1. The MPI Student Affairs Office and General Services Division are responsible for the supervision and enforcement of the regulations and have the right to intervene in all matters related to dormitories. The Student Affairs Office is responsible for accommodation allocation and disciplinary matters; the General Services Division is responsible for the coordination of the management of dormitories, and communicating and coordinating with dormitory wardens concerning guarantee logistical support.

2. A management company authorized by MPI is responsible for the daily management of dormitories.

Article 4

(Moving in)

1. Re-allocation of dormitory places for the next academic year takes place before the summer holidays. Current students may apply for admission in accordance with the notices issued by the Student Affairs Office. The Student Affairs Office will give

priority to the needs of non-local new students and all applicants' preferences. It is not guaranteed that the allocation of dormitory places, rooms and roommates will be conducted according to applicants' choices. The allocation results will be determined by the number of rooms and allocation principles, together with drawing lots. Those unable to obtain a place will need to arrange their own accommodation.

2. Those obtaining a place in a dormitory shall report to their wardens within a specified time. Student boarders being admitted for the first time will be provided with bed sheets, pillowcases, quilt covers, pillows, air-conditioning quilts and cotton quilts, for free for one time only.

3. When student boarders check in they must, together with the warden, check whether the room equipment is intact and sign the acknowledgement slip. If within three days of checking in a student finds any equipment damaged they should report this to a warden.

4. Applications for swapping of dormitory places shall be well-founded, and shall be raised in written form to the Student Affairs Office within three months from the date of checking-in. Only after approval can changes be made.

5. Student boarders must abide by the limits of the dormitory accommodation period. When their accommodation is soon to expire (before the summer holiday each year), they must duly deal with their personal belongings according to the notifications issued by MPI.

6. Written applications for summer residence must be submitted on a specified date in accordance with the notice issued by the Student Affairs Office. Only those who have been approved and made payments according to the provisions may move in.

7. Student boarders should pay a dormitory deposit of MOP \$ 1,030 at the same time as paying for tuition and accommodation fees.

Article 5

(Moving out)

1. Student boarders who are moving out should fill in the "student dormitory check-out

form” (hereinafter referred to as the check-out form) and contact the warden to deal with checking out procedures. Check-out forms can be downloaded from the MPI website or obtained from the Registry and Student Affairs Office.

2. When checking out student boarders are required to return all dormitory equipment to wardens. If instances of any loss or damage to any equipment student boarders are required to pay compensation to the Cashier according to the “compensation notice” (if necessary they may appoint others to settle the amount on their behalf) and return the payment receipts to the warden. Otherwise, compensation will be deducted from the student boarder’s dormitory deposit.

3. When the accommodation period expires, student boarders must move all their personal belongs out of dormitories. Seven days after the checking-out date MPI will deal with all items left behind and the respective student boarders will be required to pay necessary moving and cleaning costs. MPI will not be held liable for any loss of or damage to these items.

4. Student boarders who want to move out before the end of their agreed residency period (except for cases of study leave, withdrawal, expulsion from dormitories or not being allocated a place in a dormitory) should make an application to the Student Affairs Office in writing with signed approval of their parents or guardians. They may only check out after the Office has approved their application.

5. In cases where student boarders fail to abide by the above procedures to move out, MPI may reject any applications for admission to dormitories in the future.

Article 6

(Services Provided by Dormitories)

1. The dormitories provide warden management, security and cleaning services (in some quarters, only warden management and cleaning services are provided). Wardens deal with all matters arising within the dormitory under the relevant regulations and other related rules. Student boarders are requested to maintain good communications with wardens and support their work.

2. Wardens make at least two inspections of common areas in the dormitories (including canteens, activity rooms, meeting rooms/living rooms, tea rooms/kitchens, laundry rooms, toilets, balconies, corridors and stairs) on a daily basis. MPI also sends other staff to inspect dormitories on a regular basis.

3. Security services include patrolling common areas in dormitories, monitoring access control, CCTV, fire and power electronic systems, and registering visitors in order to safeguard the safety of persons and properties in the dormitory.

4. Cleaning services are provided, including cleaning of the common areas and regular cleaning of student boarders' rooms. Wardens will arrange and give notice of the day and time of cleaning at least three days in advance and related information will be posted on the notice boards of the dormitories.

5. In principle, wardens and responsible MPI staff when entering into student boarders' rooms will first obtain the consent of, and do so in the presence of, the student boarder. However, during special circumstances, such as when accidents inside rooms are suspected, or during investigations relating to illegal activities, or distribution of dormitory supplies, they may enter without the student boarder's consent.

Article 7

(Dormitory Facilities Management)

1. Student boarders should take good care of and use properly all dormitory facilities, as well as paying attention to daily security, checking electricity/water/gas facilities and locking all the doors and windows before leaving the dormitory.

2. Student boarders should pay their respective water, electricity and / or gas and laundry / dryer fees.

3. If there is any damage caused to dormitory equipment/facilities, the cost of compensation refers to the "compensation fee schedule for any damage to dormitory equipment".

4. Student boarders are responsible for taking good care of their personal valuables and

are themselves responsible for any loss.

Article 8

(Contingency Measures)

1. "Emergencies" include dormitory fires, accidents, serious illnesses, thefts, violent incidences, water or electricity power failure, and cases of force majeure such as natural disasters.

2. In case of emergencies, student boarders shall immediately notify wardens. If the situation warrants such action they should immediately report to the police (Tel: 999). The General Service Division and Student Affairs Office will deal with all such situations according to internal working guidelines.

3. Dormitories are equipped with escape route maps. Student boarders should make themselves aware of the locations of fire escapes so as to be able to quickly flee from the scene in the event of a fire. Student boarders should participate in fire drills and talks organised by MPI.

4. If a student boarder contracts any acute disease, the warden should be notified to assist in medical treatment. If it is confirmed that the disease is infectious, the warden should be notified immediately so as to instigate corresponding measures.

Article 9

(Disciplinary System)

1. Student boarders shall not engage in any illegal, unethical behaviour or behaviours which interrupt the dormitories' normal functioning. Misconduct such as smoking, gambling (including playing mahjong, poker, etc.), fighting, brawling, drinking alcoholic beverages, keeping or using any contraband materials are strictly prohibited.

2. Student boarders should abide with official room allocations and should not change rooms privately.

3. It is strictly prohibited for student boarders to enter into dormitories of the opposite sex, to allow others to stay overnight in one's room or stay overnight in another's room.

4. Parents or guardians of the student boarders are allowed room visits. Other visitors are confined to the common areas. All visitors are required to obtain prior warden's approval and shall conduct themselves so as not to cause disturbance to other student boarders. Visiting hours are from 9am to 11 pm.

5. Student boarders must abide by the rules governing how to use dormitory equipment/facilities. They shall not (unless authorized) make copies of dormitory keys / smart cards or change the positions in which dormitory items are located or move in large furniture/debris. They shall not draw graffiti, drill, nail or post anything on the inside and outside walls, doors and furniture of dormitories. They shall not occupy public space for private use.

6. If student boarders want to use their own high-power electrical equipment they shall submit written applications to the wardens. Only after the approval by the General Services Office can such equipment be used. If any power failure is caused by using appliances which do not meet safety standards, the respective student boarders are liable for any maintenance costs arising.

7. Student boarders have a responsibility to maintain a proper standard of hygiene in dormitories (including their bedrooms and the common areas). They should clean their own rooms and maintain indoor ventilation. Cooking inside rooms and keeping pets in dormitories are strictly prohibited.

8. Student boarders should be properly dressed in the common areas of dormitories.

9. Student boarders must return to dormitories before 12:00 pm (During the final exam revision / make-up class and exam periods as specified in the MPI academic calendar, the curfew time is extended to 2:00am). Wardens take an attendance register every night. If student boarders are not present during the attendance taking time, they should report to wardens after returning to the dormitory.

10. If student boarders need to go out after attendance taking, they must report to wardens when going out and when coming back and return to the dormitory before

12:00 pm (During the final exam revision / make-up class and exam periods as specified in the MPI academic calendar, the time is extended to 2:00am).

11. Those who plan to return late or stay outside overnight should lodge an application in writing in advance with the warden Those who otherwise wish to return late or stay outside shall promptly notify the warden orally or send a text message and submit a written reports to the warden after returning to the dormitory the following day.

12. In any cases of staying outside or returning late, consent letters of parents or guardians must be provided (except for holidays in the MPI academic calendar). Student boarders who need to stay outside or return late often or irregularly can present to wardens a consent letter signed by their parents or guardians in advance to confirm multiple instances of staying outside or returning late.

13. Apart from holidays as indicated in the MPI academic calendar and weekends, if a student boarder's time of staying outside exceeds one fifth of the total accommodation period MPI has the right to withdraw his/her dormitory place and re-allocate it to another student. Accommodation fees that have been paid will not be refunded except under very special circumstances.

Article 10 (Penalties)

1. The following demerit point system is implemented in order to assist the effective management of student dormitories

(1) violation of items 1, 2 or 3 of Article 9 of the regulations, 10 point deduction each time;

(2) violation of items 4 to 8 of Article 9 of the regulations, 3 point deduction each time;

(3) violation of items 9 to 12 of Article 9 of the regulations, 2 point deduction each time;

2. Penalties in relation to the demerit point system are as follows:

(1) For those whose deduction amounts to ten points before the end of the school year,, their application for next school year's dormitory places will be placed on the waiting

list and MPI retains the right to order the respective student boarders to move out within a specified period.

(2) For those whose deduction points are greater than 10 points but smaller than 20 points before the end of the school year, their application for next school year's dormitory places will not be considered and MPI retains the right to order the respective student boarders to move out within a specified period.

(3) For those whose deduction amounts to more than twenty points before the end of the school year, their application for dormitory places within any school year will not be considered and MPI retains the right to order the respective student boarders to move out within a specified period.

3. The Student Affairs Office sends out penalty notices to student boarders who violate regulations and reserves the right to notify their parents or guardians as well.

4. All student boarders have the responsibility to familiarize themselves with and comply with the regulations. MPI reserves the right to inquire into respective student boarders' liabilities caused by the violation of any regulations. All records of violations will be kept in respective student's personal files.

Article 11

(Omissions and modifications)

In the case of any omissions in these regulations, or if a dispute arises in their implementation, MPI's Management Board shall resolve any such issues at its discretion. If necessary, modifications may be made by MPI to these regulations as required and new regulations will take effect immediately upon announcement

Article 12

(Commencement)

MPI Management Board passed these Regulations at its meeting on August 27, 2012, and they are effective from that date. On the effective date, No.13R/CG/DAAG/2010 "Macao Polytechnic Institute Student Dormitory Management Regulations", approved by the Management Board on August 23, 2010, were repealed.