

SHIU PONG
COLLEGE

2015

SHIU PONG COLLEGE

Orientation Pamphlet

A Guide to SPC

Table of Contents

1.	2015 ORIENTATION SCHEDULE	4
2.	PEOPLE	8
	Academic staff	8
	Administrative Staff	9
	Resident Tutors / Resident Assistants	10
	House Association (HA) Committee members	13
	Student Groups.....	14
3.	LEARNING IN SPC	18
	Activities in SPC	18
	High Table Dinner, Dinner and Tea Time with Master	20
	University and College Graduation Requirements.....	22
	Important tools in SPC.....	23
	Support Group	23
	Opportunities to serve SPC.....	23
4.	LIVING IN SPC – FACILITIES	24
5.	LIVING IN SPC – RULES AND REGULATIONS	27
	Move In / Out Procedures	27
	Access Control	28
	College Rules and Regulations.....	28
	Summer Stay.....	30
6.	IN THE EYES OF A STUDENT WHO WAS A FRESHMAN LAST AUGUST	31
7.	DREAM BUILDING TEAM – THE ORIGIN AND THE STORY	33
8.	CONTACT AND RESOURCES	35
	Office and Phone	35
	Mailing Address	35

1. 2015 ORIENTATION SCHEDULE

Part 1. Aug.15-25

Freshmen Move-in and UM / SPC Orientation / Activities

Date	Time	Content	In Charge	Venue	Notes
Aug.15, Sat.	All-day	Freshmen Move-in	RC	SPC	
	4:30pm - 6:00pm	Parents Session I	SAO-SCD	E4-G078	
	Evening	Support groups / Activities for freshmen	RT, RA & HA	SPC Dining hall	To help freshmen prepare for campus life
Aug.16, Sun.	All-day	Freshmen Move-in	RC	SPC	
	4:30pm - 6:00pm	Parents Session II	SAO-SCD	E4-G078	
	Evening	Support groups / Activities for freshmen	RT, RA & HA	SPC Dining hall	To help freshmen prepare for campus life
Aug.17, Mon.	10:00am - 12:00pm	English Placement Test for Mainland Students	ELC, CTLE, HC. ICTO, REG	N/A	
		Briefing for local student: FAH, FED, FHS, FST		E4-G078	Course Enrolment
	3:00pm - 6:00pm	Registration for Mainland China Students		E3-1043	
		Briefing for local student: FBA, FLL, FSS		E4-G078	Course Enrolment
	6:30pm- 7:30pm	Briefing for overseas and Mainland China students		E4-G078	Course Enrolment
	Evening	Support groups / Activities for freshmen	RT, RA & HA	SPC Dining hall	To help freshmen prepare for campus life

Part 2. Aug.18-19

SPC Freshmen Orientation

Date	Time	Content	In Charge	Venue
Aug.18, Tue.	9:45am	Roll call		Dining Hall
	10:00am	Know your SPC Family 1. Welcoming speech by Master Leung 2. Introduction of SPC	Prof. Leung	Dining Hall
	11:00-11:10am Break time			
	11:10am	Know Your Neighbors 1. Introduction of RT/RA 2. Ice-breaking activities (floor groups – floor mates with RT/RA)	Dr. Sun	Dining Hall
	12:30am	Floor groups gathering(Lunch at Dining Hall)	RT, RA & HA	Dining Hall
	14:30pm	Know Your Community 1. Introduction of college rules, regulation and facilities 2. College tour	Leo & Dr. Liu	Dining Hall
	16:10pm	Know your House Association 1. Introduction of SPC HA 2. Appointment of SPC 3. Recruitment of SPC HA (via activity)	Dr. Liu	Dining Hall
	17:20-17:30pm Break time			
	17:30pm	Floor groups gathering and activity planning	RT, RA & HA	Floor room
	18:00pm	Welcoming Dinner at Dining Hall	Leo	Dining Hall
	19:30pm	Floor groups activity	RT, RA & HA	

Aug.19, Wed.	9:45am	Roll call		Dining Hall
	10:00am	Know your experiential learning life at SPC 1. Graduation Requirements, SAGE 102 and E-portfolio 2. Introduction of SPC activities	Dr. Sun	Dining Hall
	11:00-11:10am Break time			

11:10am	Student groups sharing by ET, Choir, Drama club, Debate club, 築夢小組, Basketball team, Football team...	Dr. Liu	Dining Hall
12:00am	Q&A Time	Dr. Liu	Dining Hall
12:30am	Floor groups gathering(Lunch at Dining Hall)	RT, RA & HA	Dining Hall
1:30pm-4:30pm	Recruitment of SPC student groups by college(or student) groups (or projects)	Dr. Sun & Dr. Liu	SPC courtyard
4:30pm-5:30pm	ICTO briefing sessions	Leo & ICTO	Dining Hall
7:30pm-10:00pm	Freshmen competition organized by SPC HA	Dr. Liu	SPC courtyard

Part 3. Aug.20-25

UM Orientation, Course Add/Drop, Upper-class Move-in and SPC Orientation for Upper-class

Date	Time	Content	In Charge	Venue	Notes
20-Aug, Thurs.	9:15am-10:50pm	University Briefing for MCMC, CKYC, SHEAC, HFPJC (session 1)	SAO-SCD	N2	Admittance Time is 8:45am
	11:15am-12:50pm	University Briefing for CKPC, LCWC, CYTC, SPC (session 2)		N2	Admittance Time is 10:55am
	2:30pm - 3:10pm	Convocation		N8	Admittance Time is 1:45pm
	3:30pm - 6:00pm	Faculty Induction, Faculty Briefing & Reception	Faculty		
	Evening	Student activity	UM student organizations		

21-Aug, Fri.	All day	Move-in for Returning RC Students	RC	SPC	
	10:00am- 5:00pm	First Phase of Course Add/Drop	REG, ICTO and Academic Units	Online	
	10:00am- 6:00pm	Student Activity Fair	SAO-SRS	E31-G floor	
	10:00am- 6:00pm	UMSU Sub Organizations Recruitment	SAO-SRS	E31- 1F	
	Evening	SPC freshmen Talents Show	Dr. Sun	SPC- Dining Hall	
22-Aug, Sat.	Reserved for contingency		SAO-SCD		
23-Aug, Sun.	Holiday				
24-Aug, Mon.	First Day of Class				
	6:00pm- 6:40pm	SPC Upper-class Orientation(Master's welcome address, Introduction of RT/RA/HA)	Dr. Sun	Dining Hall	
	6:40pm- 8:00pm(Di nner time)	Recruitment of SPC Students groups	Dr. Liu	Dining Hall	
25-Aug, Tue.	Medical Check / Visa Application for Mainland Students		SAO-SRS		

2. PEOPLE

Academic staff

Design and implement college program, give academic advice, as well as help you to adapt to university life.



Prof. Kenneth Leung
SPC Master
Office: G020
Phone: 8822 9620
Email: KennethLeung@umac.mo



Dr. Shanyi Sun
SPC Resident Fellow
Office: G017
Phone: 8822 9271
Email: ShanyiSun@umac.mo



Dr. Jingjing Liu
SPC Resident Fellow
Office: G017
Phone: 8822 9627
Email: jjliu@umac.mo

Administrative Staff



Leo Che

Office: G016

Phone: 8822 9624

Job: Take overall responsibilities to manage the SPC administration office and monitor dining hall service quality.



Kaman Ao

Office: G016

Phone: 8822 9621

Job: Responsible for SPC artwork design including SPC souvenirs and activity promotional materials and also provide logistics support to College.



Mariah Ng

Office: G016

Phone: 8822 9962

Job: Manage dormitory, maintain College utilities and facilities, coordinate with outsource cleaning and security Company.



Connie Cheong

Office: G016

Phone: 8822 9618

Job: Coordinate and provide logistics support for SPC activities.

Resident Tutors / Resident Assistants

1st Floor



Huang ZeYu (Alan)
Resident Tutor
FLL, Master 2
E-mail:
hzruc@gmail.com
Phone: 63228946



Fong Meng (Fleming)
Resident Assistant
FSS, Year 3
E-mail:
10fengming@gmail.com
Phone: 62363319



Lao Ka Wo (Steven)
Resident Assistant
FBA, Year 2
E-mail:
steven2007lao@hotmail.com
Phone: 66934090

2nd Floor



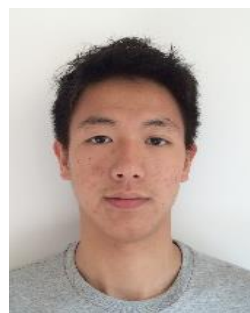
Zhang Peng (Chris)
Resident Tutor
FST, Master 3
E-mail:
mb35459@umac.mo
Phone: 62261021



Cai YiXiang
Resident Tutor
FLL, Master 2
E-mail:
317812102@qq.com
Phone: 63708166



Willian Wong
Resident Assistant
FBA, Year 4
E-mail:
BB20285@umac.mo
Phone: 66141678



Xu JiaHui (Damon)
Resident Assistant
FBA, Year 2
E-mail:
331895421@qq.com
Phone: 63725290

3rd Floor



Lin ZiYang (Edward)
Resident Tutor
FST, Master 1
E-mail:
264370340@qq.com
Phone: 62887968



Wang Yang Ming
Resident Tutor
FLL, Master 3
E-mail:
mb35113@umac.mo
Phone: 63229242



Wei RunZe (Jacky)
Resident Assistant
FSS, Year 2
E-mail:
jackbrain24@163.com
Phone: 65597630

4th Floor



Yu Meng (Lidia)
Resident Tutor
FAH, Master 2
E-mail:
ymldia@gmail.com
Phone: 63467215



Li Shengmei (Summer)
Resident Tutor
FSS, Master 2
E-mail:
lee_920420@sina.com
Phone: 63718420



Miao YaoYing
Resident Assistant
FAH, Year 2
E-mail:
myuasmew@gmail.com
Phone: 65573684



Hong Ka Man (Mandy)
Resident Assistant
FED, Year 2
E-mail:
mandyhkm1120@gmail
.com
Phone: 62310806

5th Floor



Kong LingNing (Ling)
Resident Tutor
FST, Master 2
E-mail:
mb45464@umac.mo
Phone: 63702653



Zhang JiaLin (Tapas)
Resident Tutor
FSS, Master 1
E-mail:
125212368@qq.com
Phone: 63735617



Nong ZhenZhen (Sunny)
Resident Assistant
FBA, Year 4
E-mail:
iamsunny61@163.com
Phone: 62889927

6th Floor



Su MengZhen (Jenny)
Resident Tutor
FBA, Master 1
E-mail:
heureuxsu@126.com
Phone: 63180721



Huang FangNi (Fanny)
Resident Assistant
FBA, Year 4
E-mail:
bb20455@umac.mo
Phone: 63282316



Yum Pou Man (Janice)
Resident Assistant
FSS, Year 3
E-mail:
yumpouman@gmail.com
Phone: 62035502

House Association (HA) Committee members



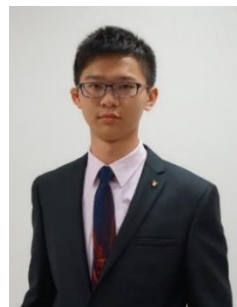
Chairman

Wang Zihao (Jack)
FAH, Year 2
E-mail:
ab41748@umac.mo
Phone: 65576411



Vice-chairman

Liu Ziping (Chris)
FSS, Year 4
E-mail:
liuziping1994@163.com
Phone: 63876446



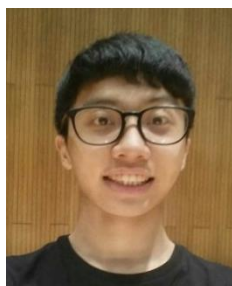
Secretary & Treasurer

Zhong Ming (Steven)
FBA, Year 2
E-mail:
bb40437@umac.mo



Leader, Communication & Publicity Working Group

Wang Xinyang (Yuki)
FBA, Year 2
E-mail:
yukinim13@gmail.com
Phone: 63727599



Leader, Sports & Health Working Group

Zhen Zijie (Yan Chikit,
Jason)
FBA, Year 2
E-mail:
yanchikit@gamil.com
Phone: 632166609



Leader, Arts & Culture Working Group

Yang Yujia (Logo)
FSS, Year 2
E-mail:
sb42250@umac.mo
Phone: 63706085



Leader, Social service Working Group

Wang Junhan
(JoeJoe)
FBA, Year 2
E-mail:
wangjunhanjoejoe
@gmail.com
Phone: 63266286

Student Groups

Dancing Club: Instructions will be given to interested students on a weekly train.



Consultant, Advisor:

-Prof. Michael Li (College Fellow)

Contact person:

To be announced

Debate Club: It is committed to improving students' critical thinking, language ability (Chinese) and team spirit. It also promotes better understanding of social issues.



Consultant, Advisor:

-Prof. Degang Yin (College Fellow)

-Prof. Zhe Li (College Fellow)

Contact person:

-Yang Yujia (Logo)

FSS, Year 2

E-mail: SB42250@umac.mo

Drama Club: It tries to build a platform on which students can enhance their artistic accomplishment, team work spirit and empathy through realizing another kind of situation, culture and life.



Consultant, Advisor:

-To be announced

Contact person:

-Zuo Wenqi (Left)

FBA, Year 2,

E-mail: BB40489@umac.mo

Dream Building Team: It devotes itself to social service. Its members go to a children's home to help children with learning and encourage them to form a positive outlook on life.



Consultant, Advisor:

-Prof. Liu Nai Hua (College Fellow)
-Mrs. Andrea Leung (Coordinator of Volunteers)

Contact person:

-Lao Weng Chong (Wing)
FBA, Year 2
E-mail: BB40170@umac.mo

English Table / English Camp: Its goal is to help SPC resident students to raise their confidence level in speaking English, enhance their Oral English Skill and expand their scope of awareness of international affairs.



Consultant, Advisor:

-Prof. Li Cheuk Wing (College Fellow)

Contact person:

-Lin Ziyang (Edward)
FST, Master 1
E-mail: 264370340@qq.com
-Hong Ka Man (Mandy)
FED, Year 2
E-mail: mandyhkm1120@gmail.com
-Zhong Ming (Steven)
FBA, Year 2
E-mail: bb40437@umac.mo



Short Film Club: It trains resident students to shoot the short film which can keep records of university life, Macau history and other interesting things.



Consultant, Advisor:

-Mr. Lawrence Cheang

Contact person:

-Lin ZiYang (Edward)

FST, Master 1

E-mail: 264370340@qq.com

SPC Choir: Its mission is to facilitate the resident students who love choral singing to improve their artistic talents and teamwork. It also bring joy and peace to people.



Consultant, Advisor:

-Prof. Katrine Wong (College Fellow)

Choir Conductor:

-Mr. Johann Ho

Contact person:

-Chao Ieng Tong (Jen),
Chairperson, FED, Year 2,
E-mail: HB41072@umac.mo

-Yip Sheung Yan (Paul),
Vice-Chairperson, FSS, Year 2,
E-mail: SB42224@umac.mo

-Cheong Lok Ka (Lydia),
Secretary & Treasurer, FSS, Year 3,
E-mail: SB32009@umac.mo



Basketball Team (under HA)



Contact person:

-Liu Ziping (Chris), FSS, Year 4, E-mail: liuziping1994@163.com

-Zhen Zijie (Yan Chikit, Jason), FBA, Year 2, E-mail: yanchikit@gamil.com

Football Team (under HA)



Contact person:

-Fong Meng (Fleming), FSS, Year 3, E-mail: 10fengming@gmail.com

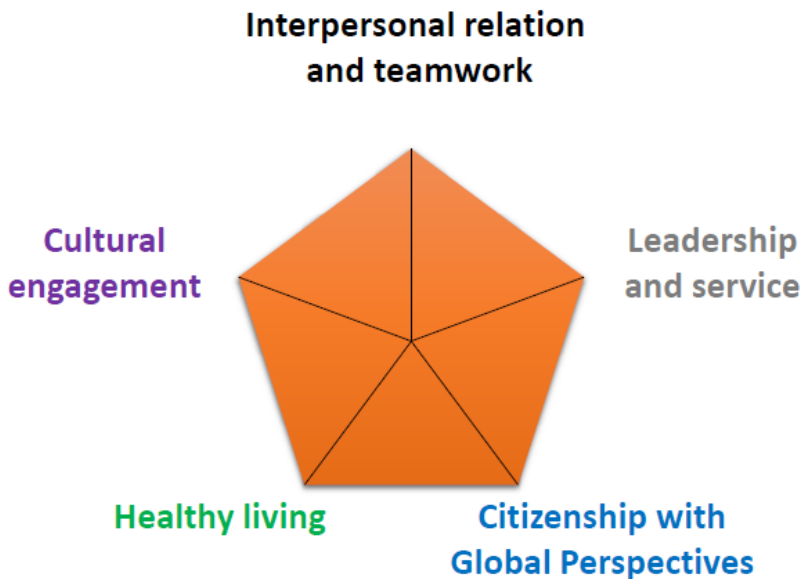
3. LEARNING IN SPC

Activities in SPC

Professional and academic excellences are no longer sufficient qualities to enable university students to cope with multiple challenges of modern age. Personal competence nowadays plays an important part contributing to career success.

College residents are expected to live a full college life where learning opportunities for the whole-person development are almost limitless. Through living together, residents will explore and develop new learning opportunities that suit their needs and interests.

Programs and activities run by Residential College must meet the following five Areas of Competencies. You will get more details about them in SAGE 102, an important GE course in UM.



All SPC activities can be divided into 4 categories:

(A) College activity: organized by college



Brain and learning seminar



Shadow Theatre

(B) House Association (HA) activity: organized by HA and its working groups



Tug of War



Spring Concert

(C) Floor activity: organized by RT & RA of each floor



Running man



Mini Garden DIY

(D) Self-initiated activity: organized independently by small groups of students
(to be developed)

High Table Dinner, Dinner and Tea Time with Master

High Table Dinner

High-table Dinner (HTD) originated from the formal dinner in Britain's prestigious boarding schools and academic institutions with long years of history. A good illustration is captured in the movie "Harry Potter" with students wearing gown, attending a grand formal dinner after the speech of their school master. The values of HTD are that it fosters a sense of identity in students, and provides an opportunity for community leaders and renowned people in town to share their experience with the students. It also enables the students to practice socializing skills, proper table manners, and networking.

As a major college function, HTD at SPC is organized normally twice a semester. It is our hope that Shiu-Pongers, through participating in HTD in an elegant and refreshing ambience, will achieve the following education objectives:

- to feel at ease in attending formal social functions and get well versed to social and dining etiquettes, which will be beneficial for their career development;
- to learn to break the ice in interacting/communicating with High Table guests or guests at their table (Table Guests) and other unfamiliar Shiu Pongers as an enhancement of their communication skill;
- to get insights from the speech or success story delivered by the invited speakers;
- to cherish the precious opportunity of having fellow SPC students assembled for interaction while enjoying the dinner.

Given these values, the HTD is a compulsory College function that all residents are required to attend 2 times in an academic year.

Social Etiquette at HTD:

As the saying goes, "good manners will open doors that the best education cannot." The HTD is perhaps an epitome of one of the most important social rituals that each and every university student should have some knowledge and experience of before they enter into society. All the etiquette and formalities allow the students to have a "taste" of socializing in a formal setting.

- Be punctual.
- Better stand up and shake hands with guests when greeting them.
- Dress up properly—Formal or Lounge-suit (i.e. a matching jacket and trousers/skirt for office work) is recommended for HTD and similar formal occasions.
- Never put things other than food or tableware, e.g. spectacles, handbag, etc., on the table.
- Show respect to the speaker by stopping all activities in progress (e.g. eating).



Lunch/Dinner and Tea Time with Master

Throughout the year, College Master will organize informal tea time, lunch or dinner gatherings for smaller groups of students, during which time guest(s) may be invited to share their personal story or experience. Specific group of students may also be invited for informal exchange of views or simply for the purpose of getting to know about each other or about the College.

The purpose is to foster a stronger sense of the College as a family.

(All SPC students are invited participating in these activities through open registration.)



University and College Graduation Requirements

For the educational benefits of individual students and the entire residential community, all residents are expected to take an active part in activities as a graduate requirement. Their performance will be assessed. Students who fail to meet minimum requirements in their years at UM will not graduate. If a student fails to meet the requirement of High Table Dinner, he/she should make up in following year. Students who are rated “Unsatisfactory” in SAGE 102 must repeat this requirement until they pass. It is noteworthy that students who meet SPC requirements will have priority in important programs sponsored by SPC.

RC Requirements for year one students of 2015-16

Categories	Minimum Requirements	SPC Requirements
Residence in RC	4 nights a week	4 nights a week
High Table Dinner	1 per year	2 per year
Activities	3 per semester, at least 2 must be a college or floor activity. The other can be a University activity. 2 of 6 in the year must be of an academic or intellectual nature as determined by individual RCs.	6 per year, including 2 SPC college activities, 2 SPC House Association activities and 2 SPC floor activities.
Leadership and Service	Active participation in one of the student associations (RC/UM) in which membership is not automatic. This requirement can also be fulfilled by other activities, after consulting with the AM/RFs.	Same as left
E-portfolio	Students must maintain their e-portfolio over their entire student life to record and reflect upon all the required activities in which they participated. Every January all students must conduct a self-assessment and redefine their goals in terms of the Five Competencies.	Same as left
SAGE 102	All students must be rated “Satisfactory” in this course.	Same as left

Important tools in SPC

Following tools are important for you to get the newest information about SPC activities and other College affairs, so please “like” it as soon as possible.

SPC website: <http://spc.rc.umac.mo/>

SPC Official Facebook: <https://www.facebook.com/pages/澳門大學紹邦書院-Shiu-Pong-College/1480431092236804>

SPC WeChat:



Or search “UMACSPC” in WeChat

Support Group

Year one students should attend a support group called by your SAGE 102 instructor (Dr. Sun or Dr. Liu in 2015/2016 academic year). You can discuss with instructor and other students about your college life, learning problem or suggestion to SPC. Your instructor or RT/RA will contact you to determine gathering time of support group.

Opportunities to serve SPC

There will be lots of opportunities for students to serve your community, including Emcees, SPC ambassadors, reporters/writers, publicity team and so on. Training will be provided to help SPCers to become semi-professional in these areas of service to the College.

4. LIVING IN SPC – FACILITIES

Dining Hall



Location: G010

Meal Time:

Breakfast from 07:30 to 09:00

Lunch from 11:30 to 14:30

Dinner from 18:00 to 20:30

You may eat 15 meals per week in the Dining Hall during the academic year. Remember that the meals do not accrue. You can't eat ten meals one week and twenty the next. For checking your meal quota, please make use of the UM self-service kiosk opposite to room G012.

Fitness Room



Location: G035

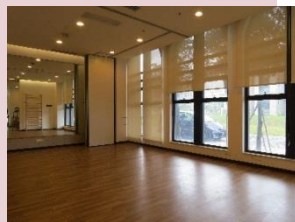
Opening Time: Monday to Sunday, 07:00 – 23:00

The Fitness room of SPC is equipped with 10 fitness machines, which is opened to all SPC students. All students are required to sign a declaration form upon check-in before using the fitness equipment.

Dancing Room

Location: G034

Opening Time: Monday to Sunday, 07:00 – 23:00



The dancing room is also place where college may organize other activities, e.g. Martial Arts, Jazz Dance, Yoga, etc.

Music Room



Location: G029, G030

Opening Time: Monday to Sunday, 07:00 – 18:00
18:00 – 21:00

Students who want to use the piano room have to sign in and out at Security office. Keep the place tidy and ensure the air conditioning at 25°C and lock the door after using.

Common Room

Location: 2 common rooms on each floor

Opening Time: 24 hours and 7 days



There are two common rooms on each floor. One is functioning as a study room while the other equipped with television, sofa, tea tables or long tables, which aim to provide a recreational area for all SPC residents. Beverage is acceptable, while food should be consumed in pantries. For the sake of other residents, voice/sound should be kept at a reasonable level especially after 10:00 p.m.

Laundry and Drying Area



There are two Laundry and Drying Areas on each floor. Each Laundry is equipped with:

- 1 washing machine
- 1 dryer machine

Please read and follow the instructions posted in the room before use.

Pantry



Location: 2 pantries on each floor
Opening Time: 24 hours and 7 days

The pantry is designated for reheating the food, not cooking.

In SPC, there are two pantries on each floor. Each pantry is equipped with:

- 2 fridges
- 1 microwave oven
- 1 induction cooker with designated iron pot
- 1 toaster
- 1 drinking fountain with hot and cool water (Normally is placed at the opposite side of the pantry)

Cabinets have been assigned to respective rooms. You may find your cabinet by the room number.

For the well-being of the users, the fridge will be cleaned at the first Saturday of each month. You are advised to take out your food the night before.

Printer

SPC will provide a printer for all student residents. Students bring your own computer and papers for use. The policy and location of printer will be published soon.

5. LIVING IN SPC – RULES AND REGULATIONS

Move In / Out Procedures

MOVE IN PROCEDURES

1. Approach to the Office of Shiu Pong College/ move-in counter for move-in procedure;
2. Present your student ID card/offering letter;
3. Complete the Move-in Acknowledgement of Shiu Pong College and submit a 1.5 inch/2 inch recent photo.
4. Receive your room key card and room equipment checklist;
5. Returned the room equipment checklist within first 3 days after moving in.
6. Remark: The record of utilities of each room on the morning of 15 Aug will be posted at the common area of each floor. It will be considered as the starting point for calculating your utility fees.

MOVE OUT PROCEDURES

1. Make the appointment at least **3 working days** before your actual move-out date. Contact the SPC general office in person for appointment

Office Location	Office Hours	Contact No.
S9-G016	Mon-Thu: 9:00 - 13:00 ; 14:00 - 17:45	8822 9624
	Fri: 9:00 - 13:00 ; 14:00 - 17:30	8822 9618

2. Staff from College Office will check the conditions of the room and record the electricity (and/or water) meter reading for excess usage cost. Student is required to remove all personal belongings, clear the common area, compensate any damaged or lost property in the room / apartment, and then return the room key card to the college office.

IF YOU HAVE APPLIED FOR COLLECTION OF CAUTION FEE IN CASH (ONLY GRADUATE AND EXCHANGE STUDENTS CAN COLLECT IN CASH), YOU ARE REQUIRED TO SUBMIT YOUR CHECK-OUT FORM TO TREASURY SECTION IN PERSON.

Access Control

To provide a safe and secure living environment for SPC residents, all SPC students had to follow the guidelines of our Access Control mechanism.

Situation	Fees & Charges
Request security to open room door when you do not take your Resident Card	MOP\$10 each time
Loss of Resident Card	First time: MOP\$20 Second time onward: MOP\$50

Loss of the Resident Card and/or Student Card

For security reason, please report to the Security Office of S9 or College General Office immediately upon finding you have lost your resident card or student card. The college office will reissue a new resident card to you during office hour. For replacement of a student card, you need to report to UM Registry (for undergraduates) or Graduate School (for postgraduate).

College Rules and Regulations

To ensure our residents a safe and secure living environment, there are three regulations relating to students' college life, including:

- Management Rules for Residential Colleges
- Regulations Governing Residential Colleges
- Student Disciplinary Regulations of the University of Macau

All SPC residents have to comply with following rules:

1.	Proof of Identity	Residents or visitors must present their Student Cards, or any documents of identification, for inspection at the request of the College Management. Any resident or visitor who fails to comply with this may be refused entry into the College, or may be asked to leave the College.
2	Change of Room	Change of room is not allowed except with permission of the College Master.

3	Public Property	<ul style="list-style-type: none"> ● Residents shall not remove any furniture, fittings, fixtures or facilities provided for use in Colleges without prior approval from the Office. ● For safety and hygiene reasons, residents should not place shoes outside their room or on the corridor.
4	Visitors	<ul style="list-style-type: none"> ● All visitors must complete with the registration procedure upon arrival and departure; ● Visitors are not allowed to be in the Colleges between 10:00pm and 9:00am. No visitor access is allowed after 10:00pm. ● A resident who invites visitor(s) to the Colleges shall accompany his/her visitor(s) during their stay in the Colleges, and shall be responsible for their conduct and any charges incurred by them.
5	Fire Safety	<ul style="list-style-type: none"> ● Cooking in the Colleges is prohibited except in the designated areas as authorized by the Office. ● Cooking left unattended is strictly prohibited at all times. ● Possession of chemicals, explosives or highly combustible materials that are potentially dangerous or damaging is prohibited. ● Open flames, including candles and incense, are prohibited in any part of the Colleges except when approved by the Master or nominee in the case of specific ceremonies and celebrations. ● Interference of fire service devices is strictly prohibited.
6	Smoking, Drugs, Alcohol and Gambling	<ul style="list-style-type: none"> ● Smoking, drugs, alcohol and gambling, or misused prescription drugs are strictly prohibited in any part of the College.
7	Electrical Appliances	<ul style="list-style-type: none"> ● Light electrical appliances intended for necessary personal care purposes may be used in the residents' rooms and should be properly maintained. ● All other electrical appliances must be approved by College Management.

		<ul style="list-style-type: none"> ● The College Management may remove any appliances which may disturb or endanger others. ● Residents should endeavor to save energy in the Colleges.
8	Commercial Activities	<ul style="list-style-type: none"> ● Commercial promotions and activities are prohibited in the Colleges. Sale of any goods or services in the Colleges is not allowed without prior approval of the College Management. ● Without prior approval of College Management, distribution of promotional items is prohibited. ● Only posters with the stamp of the RC Office may be placed in designated areas.
9	Quiet Hours and Noise Level	<ul style="list-style-type: none"> ● Students should avoid creating noise in any parts of the Colleges when meetings and other functions are in progress. ● Quiet Hours may be extended during study and examination periods. ● At all times, residents should keep noise levels reasonable so as not to cause nuisance to neighbors and fellow residents.
10	Pets	Pets of any size or kind are not allowed in the Colleges without permission of the Master.

Summer Stay

SUMMER STAY PERIOD

All students are required to move-out from SPC at the end of the academic year. For 2015/2016 academic year, the last check-out date is on 31 May 2016. Students (not yet graduated) who have a need to stay in SPC throughout the summer are required to submit their application to the college office in advance. Normally the application period starts in April. The summer stay fees are calculated on the basis of how many nights the students have stayed in SPC.

6. IN THE EYES OF A STUDENT WHO WAS A FRESHMAN LAST AUGUST



劉穎聰 (Wing) 是工商管理專業二年級的學生，已經在 SPC 生活了一年。SPC 在他眼中是什麼樣子呢？

紹邦書院坐落於澳門大學新校區南部，臨近研究生宿舍和教工宿舍，是澳門大學八個住宿式書院之一。住宿式書院除了為學生提供住宿和用餐等基本生活保障，還能夠滿足學生在健身、娛樂、學習等方面的需求，目的是為了讓學生有一個全面的發展，成為未來的領袖，正如紹邦書院的院訓一樣，“你們是世上的光”。

紹邦書院入門設有三個閘口，進出需刷卡或登記，力求為學生提供一個安全的環境。進入書院迎面便是一個精緻典雅的小庭院，書院的“回”字型建築設計可以讓陽光直透庭中。庭院綠意盎然，為學生的生活增添不少生機與活力，是一個休閒散步的好場所。書院的地面層有健身室、舞蹈室、自習室、書院辦公室、各種多功能房間，以及飯堂。飯堂除了是平時用餐的地方外，也定期地作為高桌晚宴等重要節目舉行的場所。高桌晚宴是澳門大學住宿式書院的一個特色，每次都會邀請各界鴻儒來發表講話，有重要的紀念意義及為學生傳達積極向上精神的重要作用。每次學生都要求穿著正裝，在西式長餐桌上文雅用餐。

書院共八層，除了地面層外，其餘皆作為學生的宿舍。學生宿舍多為兩個人一間，兩間房作為一套房。每個套房中兩個宿舍共用一套洗手台、衛生間和浴室。所以基本是四個人一起生活的。書院為每層設置兩個廚房。偶爾三五知己可以於此共同烹調，增進感情。除了廚房外，每一層都有兩個晾衣室和學習室。學習室除了可供學生自習外，還可以作為朋友間聚會或舉行會議的場所。

書院共八層，除了地面層外，其餘皆作為學生的宿舍。學生宿舍多為兩個人一間，兩間房作為一套房。每個套房中兩個宿舍共用一套洗手台、衛生間和浴室。所以基本是四個人一起生活的。書院為每層設置兩個廚房。偶爾三五知己可以於此共同烹調，增進感情。除了廚房外，每一層都有兩個晾衣室和學習室。學習室除了可供學生自習外，還可以作為朋友間聚會或舉行會議的場所。

另外，書院每一層都會有一位 RA 和一位 RT。RA、RT 即為 “Resident Assistant”（樓層助理）和 “Resident Tutor”（樓層導師）。他們都是較高年級的學生和研究生，幫助我們適應書院的生活，以及解決生活中各種問題，是我們的好夥伴。他們會擔當各樓層活動的設計和領導，也會積極參與到其他類型的書院活動中。

紹邦書院還設有院生會，是相對獨立自主的學生組織，其領袖由學生投票選出。

院生會設有多個不同的部門，面向全書院的學生舉辦各式各樣的活動，並代表學生向書院提出建議。

學生還可以參加書院內不同的學生社團和活動。對於熱愛音樂的學生來說，紹邦合唱團便是他們的首選。它建立於書院成立之初，是紹邦書院年齡最長的一個社團。書院為滿足學生對高質量的音樂學習的需求，特地請來何卓毅先生作為合唱團的指揮。何指揮是廣州巴羅克樂合唱團的音樂總監，富有教學經驗。其教學風格幽默風趣，待人友善，深受學生愛戴。紹邦合唱團的成員喜愛音樂，常常自發相聚一起彈吉他，不時也會有各種聚餐，氣氛十分融洽。有時紹邦合唱團更像一個溫馨的大家庭。

對於想提高英語聽、說能力的學生，每週一次的 English Table 便是他們的不二之選。書院會邀請學校外的志願者擔任 English Table 的導師。每次都會談論一些時事新聞或生活中的話題，在提高學生的英語運用能力的同時，增強學生思維能力和擴展他們的眼界。若學生想獲得更多的學習英語的機會，還可以參加其延伸出來的 English Camp 和海外交流活動。

此外，書院還組建了話劇社和辯論社，對於有相關愛好的同學來說，這是一個可以充分施展他們才華的舞台。

至於那些樂於助人的同學，則可以選擇參加紹邦築夢小隊。紹邦築夢小隊是學生自發組織的一個義工隊，在梁院長與梁太太的扶持下逐漸壯大，並成為了書院重要的學生組織。他們秉承著紹邦書院的精神，為社會中需要幫助的人帶來光明。目前築夢小隊所服務的機構是一個叫“恩慈”的兒童院。他們希望能夠通過“補習功課”、“學業輔導”等方式來與院童建立友誼，再慢慢給他們灌輸積極向上的正能量，並成為終生的好友。

紹邦書院的梁院長希望書院不只是一個吃飯與睡覺的地方，更是一個充滿發展機會的舞台。他常常邀請紹邦合唱團和築夢小隊的成員到他的宿舍聚餐聊天，分享他的人生經驗。當然，他也十分願意為其他需要幫助的學生敞開宿舍的大門。

紹邦書院便是一個生活如此豐富多彩的地方，只要你願意，就可以找到一個讓你發光發熱的地方，成為“世上的光”。

7. DREAM BUILDING TEAM – THE ORIGIN AND THE STORY

很多時候，一個不經意的瞬間，往往是一個不經意故事的開始。

築夢小隊就是起源於這樣的一個瞬間。臨近期中考試，同學都忙於準備複習而缺席星期三晚上的英語桌。然而，作為英語桌的擁護者，Rex 還是選擇了出席。他的這個決定促成了築夢小隊的誕生。

由於當晚只有 Rex 一位同學，英語桌上的討論已不再局限於討論室。於是，Rex 便主動向三位導師們用英語介紹了紹邦書院的各種設施。導師們都十分感謝 Rex 的講解，其中一位突然問 Rex 是否願意當義工，去幫助一些社會上有需要的人士。這位導師便是梁太太 Andrea，後來她成為了築夢小隊的顧問。Rex 一直都希望能幫助社會上的弱勢群體，正好有此機會，便一口答應了。築夢小隊便開始誕生。

原來在這之前紹邦書院的高桌晚宴上，書院邀請了恩慈兒童院的楊院長出席。Andrea 從楊院長口中得悉，兒童院雖然獲政府資助，但他們所缺少的關愛卻是金錢買不回來的。因此，楊院長希望有一些關心社會、充滿愛心的大學生能抽出時間，關心愛護這些院童，透過這些正面的互動，讓他們從小建立正確的價值觀。得悉一切後，Rex 便開始組織這個義工團隊。

俗語說，「萬事起頭難」，由於沒有正式的組織，招募成員便有點困難。Rex 希望招募的成員擁有長期服務社會的承諾，這也增加了招募難度。最初招募的成員絕大部分都是 Rex 從紹邦書院的朋友網絡中找出來的。不管是吃飯遇到的朋友，還是透過英語桌時的推廣，終於，結集了第一批加入服務的成員。第一位加入的是 Ingrid，她後來成為了小隊的副主席。Ingrid 與 Rex 同是英語桌的一員，是一位十分有愛心的女孩。當 Rex 把初步的服務構想告訴她，她便表示自己十分願意參加。她更協助建立微信群組，邀請了她室友 Sharon 參加；同時以實際的行動，把小組消息分享給身邊的朋友。有了 Ingrid 的努力，義工團得以成長。

第三位加入團隊的是 JoeJoe，她後來也成為了小隊副主席，她除了充滿愛心、身體力行外，更積極地的參加團隊事務，同時也在英語桌及紹邦合唱團裡大力推廣義工團隊。第四位加入的成員是 Wing，他後來成為了小隊主席，Wing 是合唱隊的

一員，他聽過梁太太的介紹后，便十分樂意加入這個團隊；在他的帶領下，築夢小隊後來發展至具有十五人的規模，並且對書院院友的影響力不斷地擴大。

隨著新成員的不斷加入，大家也積極地為小組發展做準備。這次築夢小隊所服務的機構是基督教恩慈兒童院。剛開始服務時，一切都顯得不容易。畢竟兒童院的院童對陌生人有一種潛意識的抗拒，我們就更需要努力與他們打破隔膜，更細心地聆聽他們的需求。由於小隊成員不懈的努力，大家成功地打開孩子們的心扉。通過交流和輔導，小朋友不久便和小隊的哥哥姐姐打成了一片。及後，孩子們除了會問學習上的問題外，也願意與我們分享他們的快樂。當遇到其他問題時，他們也願意諮詢我們的意見。這看似簡單或理所當然，其實都是小隊成員一點一滴地累積起來的。正因看到了孩子們身心健康地成長，鼓舞了小隊成員繼續服務院童的決心。

在群組信息裡，讓人感動的往往是那些不經意的關懷話語。每次成員結束兒童院的服務時，都會有其他成員關懷地問，他們是否安全抵達書院、或天雨路滑，他們是否有帶雨傘出門等。有時是分享一下快捷乘車經驗，讓其他成員能更安全抵達目的地。這種看似不起眼的問候，卻發自內心的關懷，很多時候便成了凝聚這個小隊的主要力量，讓心窩心的精神洋溢於溫情中。

为了更好的服務院童們，築夢小隊設定了一系列對外服務計劃，包括週一至週五輪流自發前往兒童院幫孩子們補習。成員們都十分主動積極，因事不能出席時，他們也會跟其他成員調換服務時間；即使臨近考試，也都風雨無阻。除了補習外，成員們更在節日為孩子們送上溫暖的祝福，例如在春節小隊成員自製祝賀卡，春節小福袋等。同時，他們也邀請孩子前往澳門大學紹邦書院參加中國傳統藝術皮影戲的工作坊。在年度服務結束前，小隊特別為孩子們舉辦了一個晚會，為 2014/2015 年度的計劃寫上了完美的句號。然而，以上的一切都只是開始，正因為築夢小隊願意貫徹長期的服務承諾，在有了這半年的服務經驗後，小組將會有更詳細的 2015/2016 年度服務計劃，也將為更多的機構提供更多服務。

有了上半年的服務經驗後，成員們堅信在未來的日子裡，小隊會因為有更多志同道合、願意服務社會的紹邦人加入而日益壯大。如果你也願意為社會有需要的人做一點事，紹邦書院社會服務組這個大家庭隨時歡迎你！（築夢小隊）

8. CONTACT AND RESOURCES

Office and Phone

SPC General Office	Location: S9-G016 Phone No.: 8822 9618 Office Hour: Monday to Thursday 9:00 - 13:00 & 14:30 - 17:45 Friday 9:00 - 13:00 & 14:30 - 17:30 E-mail: SPC.enquiry@umac.mo
Security Office	SPC Security Counter – Ground Floor of S9 6389 2706 UM Security Counter – Central Teaching Building 8822 4000 UM Security Emergency Contact 6633 1860
Emergency Hotline of the Police	999/ 110/ 112
Medical Center of University of Macau	Location: UM Sports Complex, ground floor, room G002 Phone No.: 8822 4123 Opening Hour: Monday to Thursday 9:00 - 13:00 & 14:30 - 17:45 Friday 9:00 - 13:00 & 14:30 - 17:30
Kiang Wu Hospital Taipa Clinic	Location: 氹仔排角路泉福新村第二期 Phone No.: 8295 4017 Opening Hours: 24 hours emergency service Website: http://www.kwh.org.mo/tz%20medical%20center.php

*You have to submit the “Requisition Form for Maintenances” for all maintenance issues. Forms are available in SPC General Office or Security Counter.

Mailing Address

中文	In English
中國澳門氹仔	Room XXX, Shiu Pong College
大學大馬路	University of Macau, S9
澳門大學, S9	Avenida da Universidade, Taipa, Macau,
紹邦書院, XXX 室	China

