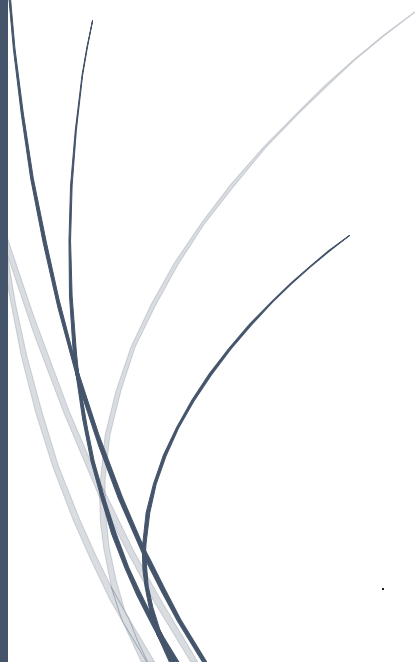


SHIU PONG
COLLEGE

2016

SHIU PONG COLLEGE

Orientation Program
and
A Navigation Guide



Master's Welcome

A warm and sincere welcome to Shiu Pong College (SPC), one of the 10 Residential Colleges (RCs) at the University of Macau.

As each RC has her own unique character, SPC is unique not only in her college motto, mission and desired student attributes – which are explained in the following pages – it is especially unique in the nature and approach of the College's experiential English learning programs through which participating students will effectively improve their English communication skills/abilities. These longer-term, regular, frequent, hands-on, active learning experiences are richly found in the weekly English Table, twice-a-year English Camp, occasional English Day and Overseas Summer Program in the United States.

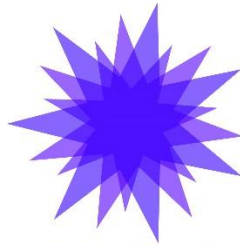
Other experiential learning opportunities could also be found in College Choir, Debate Team, Drama Club, Short Film Production Workshop, Shanxi Service Learning trip and Dream Building Team.

More exciting is the College's desire and effort to nurture our students to become future leaders, by integrating leadership training with experiential learning programs of the College.

As professional and academic excellence are no longer sufficient qualities to enable university graduates to cope with multiple challenges of the 21st Century, I would encourage you to actively participate in as many college programs and activities as your time allows, to create and develop your own project(s) from an idea to full fruition, and to learn, grow and mature as the University's 4-in-1 whole person education model is intended.

Welcome on board.

Kenneth W. Y. Leung



SHIU PONG
COLLEGE
紹 邦 書 院

“You Are the Light of the World”

「你們是世上的光。」

College Mission/書院院訓：

On the basis of teachings of Confucianism and the Christian spirit of Faith, Hope and Love, the mission of Shiu Pong College is to inspire students to search for, reflect on, and live a meaningful, purposeful, and fruitful life in order to serve as role models and make a positive difference wherever they go, as the light of the world.

建立在儒家思想的教導和基督教信、望、愛精神的基礎上，紹邦書院的使命在於啟迪和激勵學生去尋找，反思和活出一個充滿意義，具方向和有價值的人生；並在其崗位上成為楷模、成為照亮人前的光。

College Anthem

詞：謝志偉
曲：謝志偉



註： 謝志偉博士(Dr. Daniel C.W. Tse)：
澳門大學前校董會主席(2001-2014)，澳門大學新校奠基人之一、紹邦書院構思人、在港澳高等教育貢獻良多。
1994 年謝博士為香港浸會大學譜寫校歌第二段
2012 年為澳門大學填寫校歌歌詞
2014 年 9 月為澳門大學紹邦書院撰寫院歌曲詞

Intended Attributes of *Shiu Pongers*

An effective learner and competent communicator

A visionary person with a global perspective, seeing meaningful opportunities beyond oneself and beyond Macau/China/Asia

A person daring to break conventions and being creative in the process

A person of substance, searching for, reflecting on, and living a meaningful, purposeful, and fruitful life that goes beyond monetary return

A person of fine character, serving as role model for others and making a positive difference wherever possible

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2016 ORIENTATION PROGRAM SCHEDULE

Date	Time	Content	Venue
Aug 13, Sat	8:30-18:00	Freshmen Move-in	S9-G033
	15:00-16:00	SPC Parent Session	S9-G011
	16:30-18:00	UM Parent Session I	E4-G078
	17:30-19:00	Dinner	S9-Dining hall
	19:00-21:00	Activity: Game & Decoration	hall
Aug 14, Sun	8:30-18:00	Freshmen Move-in	S9-G033
	15:00-16:00	SPC Parent Session	S9-G011
	16:30-18:00	UM Parent Session II	N2-U hall
	18:00-19:30	Reception Dinner	S9-Dining hall
	19:30-21:00	Activity: Games, Decoration & Tour	hall
Aug 15, Mon	9:00-12:00	English Placement Test for Mainland China Students	TBA*
	14:00-15:30	First Step to UM - SAO Briefing	N2-U hall
	16:00-17:00	Briefing Session for Local Students	N2-U Hall
	16:00-18:30	Registration and Campus Card Production for Mainland China Students	E3-1043
	18:30-19:30	Briefing Session for Mainland China Students	E4-G078
	18:30-19:30	Briefing Session for Overseas Students	E4-1063
	Evening	Floor Activities	TBA*
Aug 16, Tue	10:00-11:15	Convocation	N8
	11:30-12:15	First Lecture of University	N8
	Afternoon	First Lecture of Faculty & Faculty Orientation	link

Aug 17, Wed	8:00-9:30	Breakfast	S9-Dining hall
	9:30-9:40	Anthem singing	
	9:40-10:30	Introduction to SPC	
	10:30-11:30	College life	
	11:30-12:30	Graduation Requirements	
	12:30-13:30	Lunch	
	14:30-15:30	Introduce RT/RA/HA	
	15:30-17:30	Team Building Game	
	17:30-18:30	Dinner	
	18:30-19:30	Workshop on course add/drop	
	Evening	Talents Show Rehearsal	
Aug 18, Thurs	8:00-9:30	Breakfast	S9-Dining hall
	9:30-10:00	College Rules & Regulations	
	10:00-10:30	College Facility & Administrative Affair	
	10:30-12:30	College Program Information	
	12:30-13:30	Lunch	
	12:30-16:00	Recruitment of College Programs	S9-Courtyard
	16:00-17:00	ICTO briefing	S9-Dining hall
	17:30-18:30	Dinner	
	19:30-21:00	Freshmen Talents Show	
Aug 19, Fri	9:00-18:00	Move-in for RC Returning Students	S9-G033
		First Phase of Course Add/Drop	TBA*
		Student Fair	E31
	Evening	U Rock (Freshmen Party)	N8

* To be announced

Note: If you have any question about the orientation schedule, please contact: Dr. Liu, SPC Resident Fellow (Tel: 62194680; Email: jiliu@umac.mo) for academic concerns, and Ms. Kaman Ao (Tel: 88229630; Email: SPC.enquiry@umac.mo) for administrative concerns.

STAFF MEMBERS

Academic Staff

Designing, developing, and implementing programs and activities to help students learn, grow and mature in the Residential College setting.



College Master

Prof. Kenneth Leung

Office: G020

Phone: 8822 9620

Email: KennethLeung@umac.mo

To design and develop college programs and activities, shaping and guiding college development to accomplish college mission.



Associate Master and Chief of Students

Dr. Kam Hou Vat

Office: G019

Phone: 8822 4476

Email: fstkhv@umac.mo

To assist Master to achieve the college mission, overseeing student affairs and student well-being.



Resident Fellow

Dr. Jingjing Liu

Office: G017

Phone: 8822 9627

Email: jjliu@umac.mo

Under guidance and leadership of Master and Associate Master – to be responsible for teaching of SAGE102, academic advising and counseling, as well as to serve as program secretary of experiential learning projects and activities, and supervising student groups and organizations.



Resident Fellow

Mr. Ivan Lei

Office: G017

Phone: 8822 9626

Email: ivanlwh@umac.mo

Under guidance and leadership of Master and Associate Master – to be responsible for teaching of SAGE102, academic advising and counseling, as well as to serve as program secretary of experiential learning projects and activities, and supervising student groups and organizations.

Administrative Staff

General Office: S9-G016

Responsible for all administrative matters, including living environment in the dormitory and other campus areas, function rooms and facilities, safety, cleanliness and utilities, finance and fees, information and communication, administrative and logistic support to all college functions, events, programs and activities.



Leo Che

Phone: 8822 9624



Kaman Ao

Phone: 8822 9964



Mariah Ng

Phone: 8822 9962



Hailie Wong

Phone: 8822 9632

STUDENT LEADERS

Resident Tutors (RT) / Resident Assistants (RA)

Provide pastoral care, support college programs and activities, as well as organize floor activities.

1st Floor



Lin Ziyang
Resident Tutor
FST, Master 2
E-mail:
MB55520@umac.mo
Phone: 62887968



Chiu Iat Lam
Resident Assistant
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2nd Floor



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Xu Chongchao
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DB52755@umac.mo
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3rd Floor



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Resident Tutor
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MB45036@umac.mo
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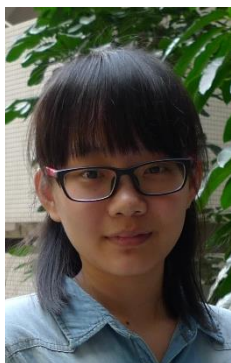


Yum Pou Man
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7th Floor



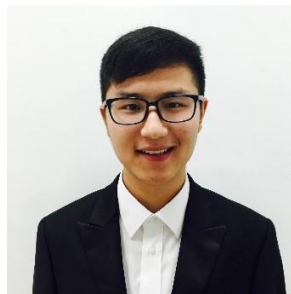
Hong Ka Man
Resident Assistant
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E-mail:
HB41084@umac.mo
Phone: 62310806



Chen Xi
Resident Assistant
FBA, Year 2
E-mail:
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Phone: 66959803

House Association (HA) Office Holders

Support college programs and activities, as well as organize college-wide student activities



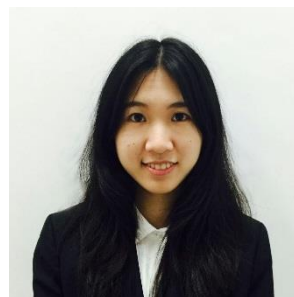
Chairman

Tang Haoxuan
FBA, Year 2
E-mail:
BB50515@umac.mo
Phone: 65705945



Vice-chairman

Wen Xinyi
FSS, Year 2
E-mail:
SB52370@umac.mo
Phone: 65705686



Secretary & Treasurer

Ng Ka Kei
FAH, Year 4
E-mail:
AB31606@umac.mo
Phone: 66932591



Leader, Communication & Publicity Working Group

Chen Jiexi
FBA, Year 2
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Phone: 62552900



Leader, Sports & Health Working Group

Li Yiran
FBA, Year 2
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BB50391@umac.
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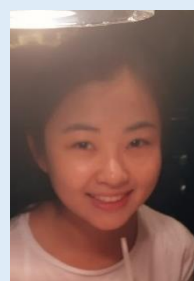
Leader, Arts & Culture Working Group

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mo
Phone: 62749530



Leader, Social service Working Group

Yang Yaru
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Leader, Social activity Working Group

Gao Shijie
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o
Phone: 65705646

RC LEARNING AT SPC

In general, all SPC programs and student activities can be conceptually divided into 5 categories:

(A) Frequent Seminars, Talks and Workshops

They are usually delivered by well-known experts. They help students broaden knowledge frontiers, enhance personal growth, enrich cultural experience and develop learning skills.



Dark Matters and Comets Seminar
(April 7, 2016)



Peking Opera Workshop
(Mar 21, 2016)



Food and Culture
(Apr 29, 2016)



Five Languages of Love
(Mar 30, 2016)

(B) College Experiential Learning Programs

B1. Major College Experiential Learning Programs

English Tables (ETs)

The ETs would improve English listening and speaking abilities. The ETs are attended by English speakers who volunteer to help our Shiu Pongers two evenings (Wednesday and Thursday) a week, to play games, and to learn what happens around the globe, and to discuss significant daily world/life issues in simple English.

**Program Leader:**

- Prof. Kenneth W. Y. Leung (Master)

Advisor:

-Mrs. Andrea Leung (Coordinator of Volunteer Relations)

Resource Staff:

-Mr. Ivan Lei (Resident Fellow)

Secretary:

-Ms. Hailie Wong

Contact person:

-Hong Ka Man (Mandy)

FED, Year 3 | HB41084@umac.mo

-Ho Cheuk Ting

FSS, Year 3 | SB41965@umac.mo



English Camps (ECs)

The ECs would improve English listening and speaking abilities. ECs are organized at the beginning and the end of the academic year. ECs typically last for 2-3 days, involving both indoor and outdoor activities on campus and in Macau, with English speakers collaborating with our students to complete goal-oriented and fun activities.



Program Leader:

- Prof. Kenneth W. Y. Leung (Master)

Advisor:

-Mrs. Andrea Leung (Coordinator of Volunteer Relations)

Secretary:

-Ms. Hailie Wong

Contact person:

-Hong Ka Man (Mandy)

FED, Year 3 | HB41084@umac.mo

-Ho Cheuk Ting

FSS, Year 3 | SB41965@umac.mo

Overseas Summer Program: American Culture and Language Program at NCU, Eugene, Oregon, USA (OSP)

This overseas summer program would improve English listening and speaking abilities. It provides an immersion experience to learn and practice their English at a US university, for a period of 15 days (usually in early July) after two semesters' of participation in ETs and ECs.



Program Leader:

- Prof. Kenneth W. Y. Leung (Master)

Advisor:

-Mrs. Andrea Leung (Coordinator of Volunteer Relations)

Secretary:

-Ms. Hailie Wong

Contact person:

-Hong Ka Man (Mandy)

FED, Year 3 | HB41084@umac.mo

-Ho Cheuk Ting

FSS, Year 3 | SB41965@umac.mo

Dream Building Team (DBT)

Dream Building Team nurtures in students empathetic ability to give, to serve and to love graciously and humbly.



Program Leader:

- Prof. Kenneth W. Y. Leung (Master)

Advisor:

-Mrs. Andrea Leung (Coordinator of Volunteer Relations)

-Prof. Nai Hua Liu (College Fellow)

Secretary: To be confirmed

Contact person:

-Lao Weng Chong (Wing)

FBA, Year 3 | BB40170@umac.mo

Shanxi Service Learning Trip (SSLT)

A six-month-long service learning project involving firstly in early spring an on-site observation, interviews and fact-finding in Shanxi Province; then creating and developing students' own teaching plans/materials back in Macau; followed by a week-long early summer teaching trip for primary and junior high school students there.



Program Leader:

- Prof. Kenneth W. Y. Leung (Master)

Advisor:

-Mrs. Andrea Leung (Coordinator of Volunteer Relations)

-Prof. Nai Hua Liu (College Fellow)

Secretary: To be confirmed

Contact person: To be confirmed

Short Film Production Workshop (SFPW)

Short Film Production Workshop allows students to craft their ideas and tell their stories through the lens of a camera.



Program Leader:

- Prof. Kenneth W. Y. Leung (Master)

Advisor: To be confirmed

Secretary:

-Dr. Jingjing Liu (Resident Fellow)

Contact person:

-Willian Wong

FBA, Year 5 | BB20285@umac.mo

-Runyun Liu (David)

FBA, Year 2 | BB50150@umac.mo

College Choir (CC)

It nurtures student ability to appreciate the art form of singing, cooperation and harmonization.



Program Leader:

- Prof. Kenneth W. Y. Leung (Master)

Advisor and Conductor:

-Prof. Katrine Wong (College Fellow)

Secretary:

-Mr. Ivan Lei (Resident Fellow)

Contact person:

-Lao Weng Chio,

FED, Year 2 | HB51100@umac.mo

-Cheong Lok Ka (Lydia),

FSS, Year 4 | SB32009@umac.mo

Student Ambassador Team (SAT)

Students with an interest to serve the College as ambassadors of goodwill and positive image boosters will be given professional hospitality and media training, to help receive, welcome, and introduce our College to guests, visitors and friends of the College.



Program Leader:

- Prof. Kenneth W. Y. Leung (Master)

Advisor:

-Dr. Kam Hou Vat (Associate Master)

Secretary: To be confirmed

Contact person:

-Ho Wing Shan (Winnie)

FBA, Year 3 | BB40099@umac.mo

B2. Other College Experiential Learning Programs

Debate Team (DT)

It develops in students their critical assessment of conflicting arguments from multiple perspectives at various level of analysis.

**Program Leader:**

- Prof. Kenneth W. Y. Leung (Master)

Advisor:

-Prof. Degang Yin (College Fellow)

-Prof. Zhe Li (College Fellow)

Secretary:

-Dr. Jingjing Liu (Resident Fellow)

Contact person:

-Zhong Xuanning (Cheryl)

FSS, Year 2 | SB51908@umac.mo

Drama Club

It helps to expand students' scope of understanding about human life in different socio-cultural settings and learn how to respond to complex and complicated networks of human relationships in real life setting.

**Program Leader:**

- Prof. Kenneth W. Y. Leung (Master)

Advisor: To be confirmed

Secretary:

-Mr. Ivan Lei (Resident Fellow)

Contact person:

-Ng Seng U (Sam)

FAH, Year 2 | AB51623@umac.mo

Dance Club

It enhances in students the ability to coordinate between body and music, and to cooperate among dancers, so as to produce a unified dancing performance.



Program Leader:

- Prof. Kenneth W. Y. Leung (Master)

Advisor and trainer:

-Prof. Michael Li (College Fellow)

Secretary: To be confirmed

Contact person:

- Lao Sin lok (Liz)

FBA, Year 4 | BB30025@umac.mo

Cantonese Tables

It is organized by the College to provide interested students with the conversational experience of living Cantonese. As a student interest group, experienced Cantonese-speaking trainers are invited to come every week to teach Cantonese songs, slangs, small talks in situations like shopping, dining, greetings with different kinds of friends and occasions.



Program Leader:

- Prof. Kenneth W. Y. Leung (Master)

Advisor:

-Dr. Kam Hou Vat (Associate Master)

Secretary: To be confirmed

Contact person: To be confirmed

B3. College Events That Inspire

High Table Dinners

High-table Dinners (HTD) are originated from the formal dinner tradition in Britain's prestigious boarding schools and higher academic institutions with long years of history. A good illustration is captured in the movie "Harry Potter" with students wearing gowns, 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 social skills, proper table manners, and people networking.

As a major college function, HTD at SPC is organized normally twice a semester. It is our hope that Shiu Pongers (SPCers), through participating in HTD under 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 SPCers as an enhancement of their social skills;
- to get insights from the speech or success story delivered by the invited speakers;
- to cherish the precious opportunity of learning from fellow SPC students assembled through HTD interactions while enjoying the dinner.

Given these values, the HTD is a **COMPULSORY** College function that all resident students 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 small groups of students. Guest(s) may be invited to share their personal story or experience during the gathering. Specific group of students may also be invited for informal exchange of views or simply for the purpose of getting to know about one another or about the College. The purpose is to foster a stronger sense of belonging as a family in the college. All SPC students are invited to participate in these college activities through open registration.



B4. Student Interest Groups

Basketball Team (under HA)



Contact person:

-Wu Bo (Jack)

FST, Year 3 | DB42744@umac.mo

Football Team (under HA)



Contact person:

-Fong Meng (Fleming)

FSS, Year 4 | SB31616@umac.mo

Cheerleading Team (under HA)



Contact person:

-Wen Xinyi (Emily)

FSS, Year 2 | SB52370@umac.mo

(C) House Association (HA) activities

They are College-wide student activities organized by HA and working groups under HA. HA will also organize students to attend inter-collegiate competitions.



Tug of War
(November 12, 2014)



Guia hill Tour
(April 24, 2016)

(D) Floor activities

They are small group activities organized by RT & RA of each floor to build friendship bonding.



Experiencing Dragon Boat
(November 28, 2015)



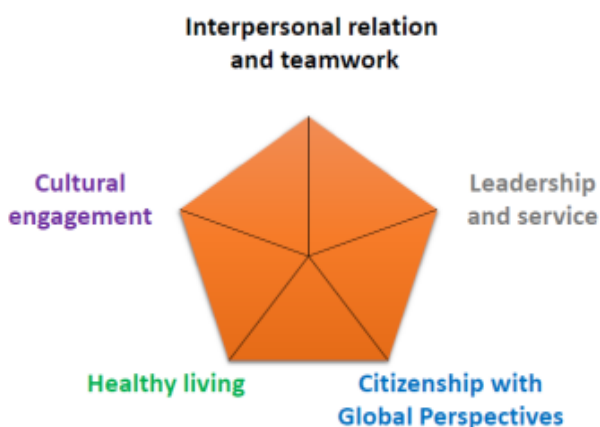
Pudding workshop
(March 13, 2016)

(E) Self-initiated activities

They are organized independently by small groups of students. If you have any ideas of growing your competence by organizing related activities, please do not hesitate to contact our Resident Fellows in G017.

GE COURSE IN RC: SAGE 102

SAGE 102 (First-year experiential learning) is a general education (GE) course designed to introduce the 5 competencies targeted in UM's Residential College (RC) education. Explanation and discussion of these competencies will be conducted in class in seminar/workshop format, including the use of games and projects to help students comprehend the related learning activities. It also provides students with active learning opportunities enabling students to make the transition from high school to university and RC life.



Students are required to attend all classes and finish a couple of assignments to show their achievements. Primary course assignments are blog writings on E-portfolio, which are designed to help students keep record of college life experience as well as reflective learning on college activities. Through the use of student E-Portfolio as a tool to assist assessment for student learning, students are expected to collect and select pieces of their own work and experience over a period of time as evidence of completing their learning objectives. Essentially, students have to write a rationale (reflection) to explain why they think the selected pieces are their best work to share or to showcase their achievement. Instructors of the class will guide students through the writing and portfolio construction process.

GRADUATION REQUIREMENTS

As an integral part of the University of Macau graduation requirements under the 4-in-1 education model, “Community and Peer Education” is required of for all undergraduate students. For the educational benefits of individual students and the entire residential community, all SPC students are expected to actively participate in college activities, as part of the graduation requirements. Student performance in activity participation and E-portfolio writing will be tracked. Students should meet these requirements throughout their years at UM before graduation.

SPC Requirements for Students Entering UM since 2016/2017

Year	Categories	University's General Requirements
1 st year	High Table Dinner	1 per year
	Activities	3 per semester, at least 2 must be a college, floor or House Association activity. The other can be a University activity. RC activities should fulfill RC competencies and goals. Some activities are built in as homework for SAGE 102 or Physical Fitness.
	E-portfolio	Student must maintain their e-portfolio over their entire student life to record and reflect upon the required activities in which they participated. In January all students must conduct a self-assessment and redefine their goals in terms of the Five Competencies.
2 nd year	High Table Dinner	1 per year
	Activities	2 per semester, at least 1 must be a college, floor or House Association activity. The other can be a University activity. RC activities should fulfill RC competencies and goals. Some activities are built in as homework for SAGE 102 or Physical Fitness.
	E-portfolio	Student must maintain their e-portfolio over their entire student life to record and reflect upon the required activities in which they participated. In January all students must conduct a self-assessment and redefine their goals in terms of the Five Competencies.

3 rd year & 4 th year	High Table Dinner and activity	1 High Table Dinner or RC activity per year
	E-portfolio	The student must record and reflect upon the one activity required.

As SPC students, if you fail to meet the specific SPC requirements, such as attending High Table Dinners, you should make it up in the following year. In particular, students who do not attend enough college activities should make them up in the summer, or in the next semester. It is worthy to note that students who meet SPC's resident requirements will have priority in getting accepted in important sought-after programs offered/sponsored by SPC.

SPC LIVING AND LEARNING FACILITIES

Dining Hall



Location: G010

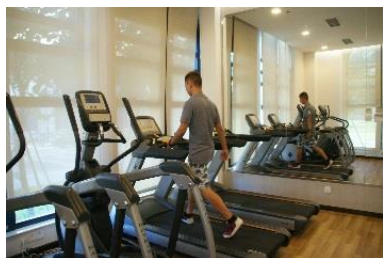
Meal Time:

Breakfast from 08:00 to 09:00

Lunch from 11:30 to 14:30

Dinner from 17:30 to 20:30

Fitness Room



Location: G035

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

Dancing Room

Location: G034

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



Music Room



Location: G029, G030

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

Common Room

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



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

Pantry



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

Library

Location: G014
Opening Time: To be determined



Multi-Purpose Function Room

Location: G011



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

RULES AND REGULATIONS

Move In / Out Procedures

MOVE IN PROCEDURES

1. Approach SPC General Office move-in counter for move-in procedure;
2. Present your student ID card/offering letter;
3. Complete SPC Move-in Acknowledgement form and submit a 1.5 inch/2 inch recent photo.
4. Pick up your room key card and room equipment checklist;
5. Return the room equipment checklist within first 3 days after moving in.
6. Remark: The record of utilities of each room will be posted at the common area of each floor on the morning of August 13. It will be considered as the initial reading for calculating your utility fees if you move in during annual mass move-in period.

MOVE OUT PROCEDURES

UM regulations require all first-year students to reside in the college, and actively participate in related college activities there. For upper class students, all requests for moving out college during the academic year, will be considered on a case-by-case application and be subjected to the final approval by the respective College Master in the academic year 2016/17.

1. Complete the move-out application at least **3 working days** before your actual move-out date. Contact 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 Fri: 9:00 - 13:00 ; 14:00 - 17:30	8822 9630

2. Staff from College Office will check the conditions of the room and record the electricity (and/or water) meter readings for excess usage charge.

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 (G016).

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 MOVE-OUT FORM TO TREASURY SECTION IN PERSON.

Access Control Policy

To provide a safe and secure living environment for SPC residents, all SPC students have 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 SPC General Office immediately upon realizing you have lost your resident card or student card. The college office will reissue a new resident card to you during office hours. 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 with a safe and secure living environment, there are four regulations concerning students' college life, which require your attention:

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

- Campus-wide Alcohol Policy

All SPC residents have to comply with following rules:

1	College Membership	<ul style="list-style-type: none"> ● A member of a College shall comply with any reasonable order of the College Master. ● He or she should attend High Table dinners and other official College functions, meetings or interviews to which he or she has been invited by the College Master or the College Master's nominee.
2.	Proof of Identity	<ul style="list-style-type: none"> ● Residents or visitors must present their Student Cards, or any documents of identification, for inspection at the request of the College Management.
3.	Change of Room	<ul style="list-style-type: none"> ● Change of room is not allowed except with permission of the College Master.
4	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. ● Residents must make good use of or pay for any damage to furniture, fittings and the fabric of the College for which he or she is responsible, with the exception of fair wear and tear. ● 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 RC Office. ● For safety and hygiene reasons, residents should not place shoes outside their room or on the corridor.
5	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. ● 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.
6	Fire Safety	<ul style="list-style-type: none"> ● Cooking in the Colleges is prohibited except in the

		<p>designated areas as authorized by the Office.</p> <ul style="list-style-type: none"> ● 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. ● Resident attendance at official fire drills is compulsory.
7	Smoking, Drugs, Alcohol and Gambling	<ul style="list-style-type: none"> ● Smoking is strictly prohibited. ● Residents and visitors shall not bring into or use in the Colleges any illegal drugs or misuse prescription drugs. ● Consumption of alcoholic beverages by students is permitted with proper approval on the licensed premises of the University of Macau. ● Service of alcoholic beverages in student activities must obtain prior approval from Rector, Vice Rectors, Dean of Students, College Masters, Deans of Faculties and Head of Independent Academic Units. ● No alcoholic beverages may be served to students under the age of 18 at any time. ● Students should not engage in any gambling whatsoever on the College premises, or permit such gambling to take place in the residential room without prior approval of the College Master.
8	Respect for Other Residents	<ul style="list-style-type: none"> ● Residents should not enter the bedrooms of other residents without consent. ● Student residents should not invite members of the opposite gender into their residential rooms. Such meetings should be in prescribed public places in the College.
9	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

		<p>should be properly maintained.</p> <ul style="list-style-type: none"> ● All other electrical appliances must be approved by College Management. ● The College Management may remove any appliances which may disturb or endanger others. ● Residents should endeavor to save energy in the Colleges.
10	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.
11	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. ● At all times, residents should keep noise levels reasonable so as not to cause nuisance to neighbors and fellow residents.
12	Pets	<ul style="list-style-type: none"> ● Pets of any size or kind are not allowed in the Colleges without permission of the Master.
13	Dangerous Objects	<ul style="list-style-type: none"> ● Residents are forbidden to bring any object into the College which could endanger the wellbeing of others.
14	Bicycle Parking	<ul style="list-style-type: none"> ● Bikes are not to be left standing in areas not designated for bicycle parking such as public footpaths.

Summer Stay Policy

All students are required to move out from SPC at the end of the academic year. For 2016/2017 academic year, the deadline is on 31 May 2017. Non-graduating students who need to stay in SPC in the summer are required to submit their application to SPC office (G016) in advance, typically in early April of 2017. The summer room fees are based on the number of nights of actual stay in SPC.

IMPORTANT CONTACTS

SPC

SPC General Office	Location: S9-G016 Phone No.: 8822 9630 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										
Mailing Address	<table><tr><td>中文</td><td><u>In English</u></td></tr><tr><td>中國澳門氹仔</td><td>Room XXX, Shiu Pong College</td></tr><tr><td>大學大馬路</td><td>University of Macau, S9</td></tr><tr><td>澳門大學, S9</td><td>Avenida da Universidade, Taipa, Macau,</td></tr><tr><td>紹邦書院, XXX 室</td><td>China</td></tr></table>	中文	<u>In English</u>	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
中文	<u>In English</u>										
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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										

The College will keep you in touch via your UM email account, which is considered as the official communication channel. Please check your **UM emails** at least once a day. Should you have any question about your College life, please use your UM email account to send email to < **SPC.enquiry@umac.mo** >.

The latest information about College programs and other SPC activities will also be announced and updated through our College website, Facebook and WeChat.

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>

(Please “like” it as soon as you can to get SPC’s Facebook updates.)

SPC WeChat:



Or search “UMACSPC” in WeChat

Other Departments

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	
Kiang Wu Hospital Taipa Clinic	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	

學生領袖眼中的紹邦書院——你們是世上的光



湯皓璇 (Shawn) 是工商管理學院二年級的學生，在 SPC 生活了一年，在本學年擔任 SPC 院生會的主席。SPC 在他眼中是什麼樣子呢？

紹邦書院的使命是建立在儒家思想的教導和基督教信、望、愛的精神之上，目的在於啟迪和激勵學生去尋找、反思和活出一個充滿意義和有價值的人生，並在其崗位上成為楷模，成為世上的光。

紹邦書院是住宿式書院。它不只是宿舍，更是同伴及社群學習成長的地方。不同專業、不同年級的同學一起學習，一起生活，一起參加活動，可以擴大同學們的交際面與知識面，豐富待人接物和處事的經驗，促進同學們的全面發展！

紹邦書院的生活環境是溫馨的。房間是雙人間，四人一套。宿舍內冰箱、空調、書桌、衣櫃和鞋櫃等設施一應俱全。四人公用一個廁所、淋浴房和漱洗

臺。每個樓層都配備有洗衣機、烘乾機和洗衣房。在洗衣房中有飲水機，並且 24 小時提供冷熱水。每個樓層有兩個茶水間，每個茶水間配備有冰箱、微波爐、電磁爐等設施，還有櫥櫃供同學們放置廚具。每個樓層還有兩個共享空間，內置很多桌椅，還有一個電視，同學們可以在裏面學習，也可以在裏面看電視、聊天等等。

書院的地面層配備有健身房，裡面有跑步機、划船機、啞鈴等設施器材，想鍛煉的同學們可以經常去。還有鋼琴房和電子琴房，同學們可以憑學生卡

借用，既給需要練習鋼琴完成作業的同學提供了方便，也給業餘愛好的同學提供了空間。書院還有舞蹈室、圖書館，以及一些可供舉辦活動的教室，可以滿足同學們的業餘愛好，豐富書院生活。書院還有自己的餐廳，同學們每週可以刷學生卡吃十五餐飯。

紹邦書院的院長是梁偉賢教授，副院長是屈鑑濠博士，還有兩位書院導師和四名辦公室行政人員。書院還有多個不同的學生團體及相應的學生領袖。例如，院生會，為書院學生服務，傾聽大家的意見及問題，並舉辦供全書院學生參加的活動。書院每個樓層都有樓層小導師和樓層助理，他們會幫助同學們解答生活中的疑難問題，舉辦樓層活動，建立團隊和生活上的友好關係，營造健康向上的樓層環境和氛圍。書院還舉辦豐富多彩的英語桌，在每週三、四舉行，讓成員可以跟以英語為母語的志願導師用英語交流，藉此鍛煉英語聽和說的能力。此外，還有各樣體驗式學習的活動機會，如英語營、築夢小隊、微電影工作坊、合唱團、舞蹈社、慧言堂（辯論社）、話劇社、廣東話班、書院大使等等。這些有趣又有意義的項目豐富了同學們的課餘生活，讓同學們能在活動的體驗過程中成長。

書院也會定期舉辦各種各樣的一次性活動，例如，一年三次的高桌晚宴是最大型的活動。一些知名的專家學者或社會賢達會來參加晚宴，並給學生做精彩的分享。同學們還能在晚宴上學到一些社交禮儀。書院還有一系列講座、個人成長工作坊、文化體驗活動，和擴展知識前沿、國際視野的活動。院生會的活動有體育活動、才藝表演、學習交流講座。還有一些娛樂性活動，比如桌游、KTV party，以及一些社會服務性質的活動，去做志願者，奉獻愛心。樓層活動有電影欣賞/討論、體育比賽、製作甜點等等。這讓同學們的校園生活變得豐富多彩，而不是單調的學習。