

SHIU PONG
COLLEGE

2017-18

SHIU PONG COLLEGE

Orientation Program
and
A Navigation Guide

Master's Welcome

A warm and sincere welcome from 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 in a relaxed atmosphere with lots of fun. 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 interest-based college programs could also be found in College Choir, Debate Team, Drama Club, Short Film Production Workshop, Shanxi Service Learning trip and Dream Building Team, which provide a wide range of communication-oriented experiential learning opportunities.

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



“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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2017-18 ORIENTATION PROGRAM SCHEDULE

Date	Time	Content	Venue
Aug 12, Sat	8:30-18:00	Freshmen move-in	S9-G033
	14:15-15:30	SPC parent session	S9-G011
	16:30-18:30	Town Hall with Parents (Mandarin Session)	N2
	17:30-19:00	Dinner	S9-dining hall
	19:00-21:00	Activity: Game & Decoration	S9-dining hall
Aug 13, Sun	8:30-18:00	Freshmen move-in	S9-G033
	14:30-15:30	First Step to UM - SAO Briefing (Mainland and Direct Admission Students)	N2
	14:45-16:00	SPC parent session	S9-G011
	16:30-18:30	Town Hall with Parents (Cantonese Session)	N2
	18:00-19:30	Dinner	S9-dining hall
	19:30-21:30	Campus Orienteering	
Aug 14, Mon	9:30-11:00	First Step to UM – SAO Briefing (Principals’ Recommended Admission and Admission Examination Students)	N8
	11:15-12:15	Course Enrollment Briefing Session 1 (Principals’ Recommended Admission and Admission Examination Students)	N8
	9:30-11:30	English Language Test (Mainland China and Direct Admission Students)	Refer to FAH- ELC announcement

	12:00-13:00	Information Technology Test (Mainland China and Direct Admission Students)	Refer to REG/SAO announcement
	14:30-16:00	Chinese Language Test (Direct Admission Students)	Refer to REG/SAO announcement
	14:30-18:30	Registration and Campus Card Production	Refer to REG announcement
Aug 14, Mon	16:30-17:30	Course Enrollment Briefing Session 2 (Overseas Students)	Refer to REG announcement
	17:30-18:30	Course Enrollment Briefing Session 3 (Mainland China Students)	Refer to REG announcement
	18:30-19:30	Course Enrollment Briefing Session 4 (Mainland China Students)	Refer to REG announcement
	Evening	Taipa Tour	Refer to your floor RT/RA announcement
Aug 15, Tue	10:00-11:15	Convocation	N8
	11:20-12:30	First Lecture of University	N8
	Afternoon	First Lecture of Faculty & Faculty Orientation	Refer to your faculty announcement
	19:30-22:00	U Rock Concert	N8
Aug 16, Wed	9:30-9:40	College anthem singing	S9-dining hall
	9:40-10:30	Introduction to SPC and College anthem	
	10:30-11:30	Graduation requirements and Merit Point System	
	11:30-12:30	College rules, regulations & Physical Education Course	

	14:30-15:30	Introducing RT/RA/HA	
	15:30-17:30	Team building games	
	Evening	Freshmen talents show rehearsal	TBC
Aug 17, Thur	9:30-10:00	College facilities & administrative affairs	S9-dining hall
	10:00-12:30	College programs & ELP system	
	12:30-16:00	Student recruitment of College programs	S9-courtyard
	16:00-17:00	ICTO briefing	S9-dining hall
	Evening	Freshmen talents show rehearsal	
Aug 18, Fri	9:00-10:30	Workshop on Course Add/Drop	S9-dining hall
	9:00-18:00	First Phase of Course Add/Drop	
	10:00-17:00	Student Fair	E31
	18:15-18:45	Safety Briefing for Mainland China and Direct Admission Students	Refer to SAO announcement
	19:15-22:30	Reception dinner & Freshmen talents show	S9-dining hall
Aug 21, Mon	10:00-17:00	Student Fair	E31
	17:30-18:00	SPC activity year plan introduction	S9-dining hall
	18:00-18:30	ELP system introduction	

* To be announced

Note: If you have any question about the orientation schedule and academic matters, please contact: Dr. Liu, Resident Fellow (Tel: 62194680; Email: jjliu@umac.mo); Ms. Ana Sou (Tel: 88229634; Email: SPC.enquiry@umac.mo) for administrative matters.

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

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Associate Master

Dr. Kam Hou Vat

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Resident Fellow

Dr. Jingjing Liu

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Resident Fellow

Mr. Ivan Lei

Office: G017

Phone: 8822 9626

Email: ivanlwh@umac.mo

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



Ana Sou

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Mariah Ng

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Hailie Wong

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RESIDENT TUTORS (RTs) / RESIDENT ASSISTANTS (RAs)

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

1st Floor



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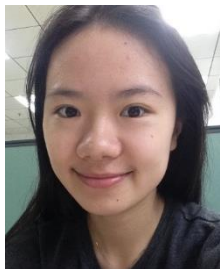


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HOUSE ASSOCIATION (HA) OFFICE HOLDERS

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

HOUSE ASSOCIATION
FIGHT FOR YOU

 VICE CHAIRMAN ZHANG XUAN JIE FBA-YEAR 2 BB60563@UMAC.MO 13836028619	 CHAIRMAN XU SHANG FENG FST-YEAR 2 DB62716@UMAC.MO 13631276118	 SECRETARY & TREASURER ZHANG YI WEI FAH-YEAR 2 AB61753@UMAC.MO 65995604
 LEADER OF SPORTS&HEALTH WORKING GROUP CHONG CHI PANG FBA-YEAR 2 BB60171@UMAC.MO 63834013	 LEADER OF COMMUNICATION&PUBLICITY WORKING GROUP LI JIA XING FBA-YEAR 2 BB60307@UMAC.MO 68144885	
 LEADER OF SOCIAL ACTIVITY WORKING GROUP HO CHENG IAN FED-YEAR 2 HB61101@UMAC.MO 62391305	 LEADER OF SOCIAL SERVICE WORKING GROUP SIN WAI IENG FLL-YEAR 2 LB61308@UMAC.MO 62527595	 LEADER OF ART&CULTURE WORKING GROUP WONG KA IAN FBA-YEAR 2 BB60220@UMAC.MO 65558094

RC LEARNING AT SPC

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

(A) Seminars, Talks and Workshops (One-all)

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



Five Languages of Love (Mar 30, 2016)



Dark Matters and Comets Seminar (Apr 7, 2016)



Traditional Chinese Etiquette (Sept 20, 2016)



Super Memory Workshop (Oct 31, 2016)



Traditional Chinese Costumes (Feb 24, 2017)



Food and Culture (Mar 1, 2017)

(B) College Experiential Learning Programs (Longitudinal)

B1. Major College Experiential Learning Programs

English Tables (ETs)

ETs are intended to help students practice their oral English on a weekly basis (Wednesday and Thursday) through games and discussion on thematic articles and international news relevant to students' life, in simple English. Students will have a chance to speak English with English-speaking volunteer tutors.



Program Leader:

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

Advisor:

- Mrs. Andrea Leung (Coordinator of Volunteer Relations)

Student Advisor and Tutor:

- Hong Ka Man (Mandy)
- FED, Year 4 | HB41084@umac.mo

Resource Support:

- Mr. Ivan Lei (Resident Fellow)

Secretary:

- Ms. Hailie Wong

Contact person:

- LEONG HO IENG (Chloe)
- FED Year 3 | HB51020@umac.mo



English Camps (ECs)

ECs are intended to provide students a chance to speak in English with English-speaking tutors, rather intensively over a period of 2-3 days. ECs are organized in the beginning and at the end of the academic year. ECs typically involve 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)

Student Advisor:

- Hong Ka Man (Mandy)
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Secretary:

- Ms. Hailie Wong

Contact person:

- LEONG HO IENG (Chloe)
- FED Year 3 | HB51020@umac.mo

English Days (EDs)

EDs are intended to provide a chance for students to practice oral English through fun activities throughout the day, organized occasionally during the academic year. Past ED activities include games, drama, sharing, discussion, presentation and cultural exchange with students from Hyogo University of Japan.



Program Leader:

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

Advisor:

- Mrs. Andrea Leung (Coordinator of Volunteer Relations)

Student Advisor:

- Hong Ka Man (Mandy)
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Secretary:

- Ms. Hailie Wong

Contact person:

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YUNA International Student Symposium

Students participating in YUNA would learn skills in research and presentation in English. YUNA is an annual student symposium taken place at New Asia College of the Chinese University of Hong Kong. Students of Yale University from United States and Chinese University of Hong Kong would present their research results in the symposium. Shiu Pong College attended the conference in the past three years, as observers in the first two years and as presenters last year.



Program Leader:

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

Advisors:

- Mrs. Andrea Leung (Coordinator of Volunteer Relations)
- Prof. Joaquim Io-Kei KUONG (College Affiliate)

Student Advisor:

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Secretary:

- Ms. Hailie Wong

Contact person:

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

This overseas summer program is intended to provide an immersion experience for students to learn and practice English at a US university for a period of 15 days (June - 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)

Student Advisor:

- Hong Ka Man (Mandy)
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Secretary:

- Ms. Hailie Wong

Contact person:

- LEONG HO IENG (Chloe)
- FED Year 3 | HB51020@umac.mo

Dream Building Team (DBT)

Dream Building Team is a group of SCPers organized to provide academic tutoring to children each day at a children home. Through the practical experience of serving, DBT members learn to grow in teamwork, in problem-solving skills, in leadership and in understanding of responsibility.



Program Leader:

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

Advisor:

- Mrs. Andrea Leung (Coordinator of Volunteer Relations)

Program Assistant:

- Lao Weng Chong (Wing)
FBA, Year 4 | BB40170@umac.mo

Contact person:

- Leong Lap I (Savanna)
FED Year 3 | HB51133@umac.mo

Shanxi Service Learning Trip (SSLT)

A six-month-long service learning project involving firstly an understanding of the education needs of students, dialogues with teachers, and fact-finders of Bo Ai School in Shanxi Province of China; then creating and developing students' own teaching plans/materials; followed by 12-day volunteer 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)

Program Assistant:

- Lao Weng Chong (Wing)
FBA, Year 4 | BB40170@umac.mo

Contact person:

- Leong Lap I (Savanna)
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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:

- Lam Tong Tak (Nero)
FSS, Year 2 | SB62122@umac.mo

College Choir (CC)

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



Program Leader:

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

Advisor:

- Prof. Katrine Wong, Director of CTLE

Conductor:

- Prof. Brian Chan (College Fellow)

Secretary:

- Dr. Kam Hou Vat, Associate Master

Contact person:

- Wong Chi Cheng (Crystal)

FED, Year 3 | HB51027@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:

- Mr. Ivan Lei (Resident Fellow)

Contact person:

- Mr. Ivan Lei (Resident Fellow)

ivanlwh@umac.mo

Debate Team (DT)

Debate Team 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)

Advisors:

- Prof. Degang Yin (College Fellow)

- Prof. Zhe Li (College Fellow)

Secretary:

- Dr. Jingjing Liu (Resident Fellow)

Contact person:

- Zhong Xuanting (Cheryl)

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Drama Club (DC)

Drama Club 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 3 | AB51623@umac.mo

B2. 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 1 time 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.
- 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 or talking).



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.



(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.



Mid-Autumn Celebration (Sept 14, 2016)



Calligraphy Workshop (Feb 21, 2017)

(D) Floor activities

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



Movie Appreciation, "The Shawshank Redemption" (Feb 21, 2017)



Hand-Made Coffee Workshop (Feb 22, 2017)

(E) Sport Teams and Student Interest Groups

Basketball Team



Contact person:

- Wu Bo (Jack)

FST, Year 4 DB42744@umac.mo

Football Team



Contact person:

- Fong Meng (Fleming)

FSS, Year 4 SB31616@umac.mo

Cheerleading Team



Contact person:

- To be confirmed

Wing Chun Group Practice



Contact person:

- Zhou Hongfei

FHS, year 2 | CB62931@umac.mo

Self-initiated Student Interest Groups (SIGs)

SIGs are organized independently by small groups of students. Students can organize groups around interests such as calligraphy, reading, photography, exploring local history, etc. If you have any ideas of organizing such groups, please do not hesitate to contact our Resident Fellows in G017.

EXPERIENTIAL LEARNING POINT (ELP) SYSTEM

The ELP system is intended to use a quantitative measure to keep track of SPCers' participation and learning in specific college activities, including one-time and longitudinal experiential learning activities. ELPs will be used as an important reference by the college to select students to receive benefits such as (but not limited to) RC readmission, scholarship awards, nomination for exchange trips, etc.

1. ELP earning scheme for one-all SPC activities, such as HTD, seminar, workshop, forum sharing, or floor/HA activity

Category	ELP
Each Meeting Participation	1
Completing and publishing a personal reflection after attending activity	1-5

2. ELP earning scheme for longitudinal weekly experiential learning college programs, such as ET, DT, DC, SFPW, SAT, etc (The scheme below is an example just for illustration purpose. The actual scheme may vary slightly for different programs.)

- ELP for leadership positions (to be earned based on performance)

Rating	President	Other Leading Roles
Excellent	15	10
Good	12	8
Satisfactory	9	6
Borderline	6	4
Unsatisfactory	0	0

- ELP for all participants (to be earned based on participation)

Category	ELP
Each Meeting Participation	1
90% or More Attendance	5

- ELP for all participants producing personal reflection (to be earned based on participation)

Category	ELP
Written reflection	0 – 10

- The Maximum ELPs to be earned by Drama Club (DC) participants are illustrated below, using the roles of a) DC President, b) DC Committee Members other than President, and c) DC ordinary members, as examples.

Earning ELPs from	ELPS to be earned based on performance – The actual score earned could be less than the one indicated		
	<i>President</i>	<i>Committee Members</i>	<i>Ordinary Members</i>
Being a leader	15	10	N/A
Attending gatherings (max 10)	10	10	10
Producing personal reflection	10	10	10
Achieving 90% of attendance	5	5	5
Maximum ELPs per semester	40	35	25
Maximum ELPs per year	80	70	50

SPCers are expected to commit to at least one longitudinal experiential learning program in their freshman year. Please visit the following program links for details of each program.

[Links: To be confirmed by August 21]

RC COURSE IN SPC: CPED 100

1 credit (lectures: 14 x 75 minutes). CPED100 is a Compulsory Major (CM) course at the University of Macau (UM), introducing the relevance of experiential learning in terms of the 5 core competencies emphasized in the university's residential college (RC) education system: Interpersonal Relationship and Team Work, Leadership and Service, Healthy Living, Cultural Engagement, and Citizenship with Global Perspectives.

This course, officially named as “Residential College Experiential Learning”, guides students to experience and practice the core competencies through participation in activities initiated by College or themselves and learn to reflect on their participation experience through writing assignments and sharing in classes. CPED100 is also designed to help student take leadership roles to proactively and creatively design their own experiential learning activities via student interest groups (SIGs). Students will be introduced to UM's learning management system (UMMoodle), and electronic portfolio system (Mahara) to keep evidence of their experiential learning and to share their reflective experience. It is a UM requirement that each RC student must complete this course with a passing grade before graduation.

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 2017/2018

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 CPED 100 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 &	High Table Dinner and activity	1 High Table Dinner or RC activity per year

4 th year	E-portfolio	The student must record and reflect upon the one activity required.
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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 10:30

Lunch from 11:30 to 14:30

Dinner from 17:30 to 20:30

Fitness Room

Location: G036

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

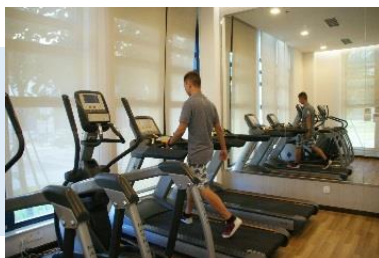


Table Tennis Room



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 (2 hours limit)
18:00 – 21:00 (1 hour limit)

Common Room

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



Laundry Area



There are two Laundry areas on each floor. Each Laundry area 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: 7 p.m. – 10 p.m.
Monday to Thursday



Multi-Purpose Function Room

Location: G011



*For reporting maintenance issues of facilities, please submit a completed “Requisition Form for Maintenances” to the SPC General Office. Forms are available in the SPC General Office and 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 basis and be subjected to the final approval by the respective College Master in the academic year 2017/18.

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 have your Resident Card	MOP 10 each time
Loss of Resident Card	First time: MOP 20 Second time onward: MOP 50 each time

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 issue 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).

General Rules and Regulations For All Residential Colleges

To ensure our residents with a safe and secure living environment, there are four regulations concerning students' college life, which require your attention:

- University of Macau Management Rules for Residential Colleges
 - <https://rc.umac.mo/wp-content/uploads/2014/08/Management-Rules-for-Residential-Colleges.pdf>

- Booklet (in English and Chinese) can be obtained in General Office
- University of Macau Regulations Governing Residential Colleges
 - <https://rc.umac.mo/wp-content/uploads/2014/08/Regulations-Governing-Residential-Colleges.pdf>;
 - Booklet (in English and Chinese) can be obtained in General Office
- Student Disciplinary Regulations of the University of Macau
 - <http://www.umac.mo/reg/UMCalendar/%286%29GR-SDR.pdf>
- Campus-wide Alcohol Policy
 - <https://rc.umac.mo/wp-content/uploads/2015/03/Campus-wide-Alcohol-Policy.pdf>

All SPC residents have to comply with the following essential rules and regulations.

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.
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 the College without prior approval from the College. ● 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 the College.

		<ul style="list-style-type: none"> ● For safety and hygiene reasons, residents should not place shoes outside their room or in 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 College between 10:00pm and 9:00am. ● A resident who invites visitor(s) to the College shall accompany his/her visitor(s) during their stay in the College, 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 College is prohibited except in the designated areas as authorized by the College. ● 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 College 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 College any illegal drugs or misuse prescription drugs. ● Consumption of alcoholic beverages by students is permitted only 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 or 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 bedroom of another resident without consent. ● Student residents should not invite members of the opposite gender into their residential room. 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 use is allowed in the resident's room and should be properly maintained. ● Use of all other electrical appliances in dormitory must be approved by College. ● The College may remove any appliances which may disturb or endanger others. ● Residents should endeavor to save energy in the College.
10	Commercial Activities	<ul style="list-style-type: none"> ● 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. ● Without prior approval of College, distribution of promotional items is prohibited. ● Only posters with the stamp of the General 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 College when meetings and other functions are in progress. ● At all times, residents should keep noise levels reasonably low so as not to cause nuisance to neighbors and fellow residents.
12	Pets	<ul style="list-style-type: none"> ● Pets are not allowed in the College 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 well-being of others.

14	Bicycle Parking	● Bikes are not to be left standing in areas not designated for bicycle parking such as public footpaths.
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Summer Stay Policy

All students are required to move out from SPC at the end of the academic year. For 2017/2018 academic year, the deadline is on 31 May 2018.

Non-graduating students who need to stay in SPC in the summer are required to submit their application to the General office (G016) in advance, typically in early April. 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>In English</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	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
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										

Email is the College's official channel of communication through which all important announcements are made. 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** >.

Information about College programs and 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	
	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	

STUDENT SHARING

學生領袖眼中的紹邦書院——你們是世上的光



徐尚鋒 (Ollie) 是科技學院二年級的學生，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？

紹邦書院是一個充滿各種各樣體驗式學習機會，兼具文化、生活和娛樂的住宿式書院。不同于宿舍的是，書院是一個大家庭一樣的存在和運作，它有微電影工作坊、慧言堂、戲劇社等興趣團體幫助你發展對於攝影、拍戲、辯論等諸多興趣愛好；亦有合唱團、拉拉隊、足球隊、籃球隊等書院代表隊讓你結識相同愛好的夥伴，並一起在大學裡發光發熱，爭奪榮耀；更有築夢小隊、山西服務學習之旅和學生公關大使團隊，一幫同學仔一起服務他

人，接待來賓；更有英語桌、英語營、美國文化與英語學習之旅等，與有志提升英文能力的同學一起，學習英文；最後還有一群滿懷志向的院生會團體願意盡自己所能服務同學，為同學們的大學生活排憂解難，增添色彩。除此之外，還有樓層活動，院生會活動，高桌晚宴等豐富多彩等活動。上一年讓我印象深刻的活動有很多，例如中華文化系列講座(請到了一群博學多識的老師講述了禮儀，書法，國畫，古琴等知識受益匪淺)，所有

樓層合辦的跑男(Running Man)·螢光夜跑·躲避球大戰等等，讓我結識一幫有趣又熱心的同學，同時也堅定了我來年競選院生會主席的決心。紹邦書院是一個包容性強的書院，天南地北的同學們齊聚一堂，交流著各地的文化差異，迸發出文化的火花，吸收彼此的優點，接納對方的不足。

紹邦書院的院訓是:You are the light of the world.秉承著儒家和基督教的精神的管理模式，紹邦書院的院長梁偉賢教授親身參與書院多個活動策劃，盡心盡力給同學們創造學習一切技能的機會，希望在大學四年交給社會一群成熟，多才的青年。紹邦書院的副院長屈鑑濠博士是一個知書達禮的人，接待了眾多到訪紹邦書院的來賓，用周到，禮貌的接待，讓所有來到紹邦書院的院生，客人都能第一時間有回家的感覺。更有兩位書院導師劉京京博士與李永康先生親力親為地為同學們謀福利，策劃，組織，指導。

紹邦書院的生活是舒適又充實的，同學們待在書院可以有諸多選擇。可以約夥伴們一同在書院 pantry 煮簡單的料理，可以在共享空間談天說地，可以在學習室一同奮戰爆肝，可以在樓下健身房揮發荷爾蒙，亦在中庭看著夕陽西下的美景，也可以走去門前的超市購買美味的零食，去不遠處的草地看著本地居民與他們的孩子在草地上嬉戲。

在文末，衷心地祝願所有的大一新生能在紹邦書院度過美好的大學四

年生活，結識人生的良師益友，找到自己的方向。