



## General Rules and Regulations of SPC

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

1. College Membership
  - 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
  - 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
  - Change of room is not allowed except with permission of the College Master.
4. Public Property
  - 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.
  - For safety and hygiene reasons, residents should not place shoes outside their room or in the corridor.
5. Visitors
  - All visitors must complete the registration procedure upon arrival and departure.
  - Visitors are not allowed to be in the College between 10:00 pm and 9:00 am.
  - A resident who invites (a) 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
  - 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 his/her 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

- Smoking is strictly prohibited.
- Residents and visitors shall not bring into or use 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 in 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

- 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

- Light electrical appliances intended for necessary personal use are 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

- 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 the 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

- 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

- Pets are not allowed in the College without permission of the Master.

#### 13. Dangerous Objects

- 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.