



USJ REGULATIONS AND RULES GOVERNING THE RESIDENTIAL HALL

1. PURPOSE

- 1.1. The Residential Hall constitutes an important part of the University. To this end, normal behaviour is expected from all the residents.
- 1.2. These Regulations aim to support and strengthen the responsible and sustainable behaviour of all residents living in the on-campus Residential Hall (RH) in order to achieve the following objectives:
 - 1.2.1. to safeguard the safety of all residents and the security of RH premise and properties;
 - 1.2.2. to provide a supportive environment to foster personal and academic development;
 - 1.2.3. to build and maintain a caring and harmonious relationship among all residents;
 - 1.2.4. to promote a responsible lifestyle.

2. SCOPE

- 2.1. Pursuant to the objectives set forth above, the University requires all residents and their guests to comply with these regulations and rules.
- 2.2. The Residential Hall is managed by the Technology and Facilities Office, hereinafter TFO.
- 2.3. 24h warden is on duty at the Residential Hall. S/he responds and supports the work of TFO.
- 2.4. There are three types of residential spaces provided in Residential Hall.
 - 2.4.1. the Residential Hall **Dormitory (5/F to 12/F)**: All Students of USJ and authorised guests are eligible for these rooms. On dormitory floors, shared bathrooms, shared pantry, and communal areas are provided. On each floor, there are single rooms and bunk bed double rooms that are available;
 - 2.4.2. **the Studio Apartment for Guests (14/F & 15/F)**: Guests eligible for these rooms are only USJ authorised guests including visiting academics, conference speakers, or groups from organisations holding an MOU or agreement with USJ. Each studio apartment is prepared to accommodate a maximum number of two adults. These Studios are equipped with a kitchen and private bathroom;
 - 2.4.3. **the Studio Apartment for Residents (16/F & 17/F)**: Only USJ full time staff and postgraduate students are eligible to apply for these rooms. Each studio apartment is prepared to accommodate a maximum number of two adults. These Studios are equipped with a kitchen and private bathroom.

3. ADMISSION AND ALLOCATION

- 3.1. Admission:
 - 3.1.1. students & Staff Admission: Application for the Residential Hall shall be made in the manner prescribed by the University. All information provided in the application must be true and accurate. Provision of false information in the application may lead to disqualification of the application and/or disciplinary actions;



- 3.1.2. guests Admission: For the admission of external guests, TFO is required to get authorisation from the relevant University body.
- 3.2. Upon acceptance of an offer of a hall place, applicants/residents are required to pay, within the time frame determined by the University, the deposit plus the fee for the period determined by the University, in order to have the hall place secured.
- 3.3. Upon check out, the University will, after deducting damage or other payable amount, return the deposit to the resident, without interest.
- 3.4. The period of stay is non-extendable except when granted at the University's discretion on a case by case basis.
- 3.5. Residents are required to vacate their rooms immediately upon the expiry of the assigned period. Residents will also be required to vacate their rooms upon suspension, termination, study interruption, exclusion, withdrawal, completion of their studies/exchange programmes or any cases that result in inactive student status.
- 3.6. Rooms are assigned by TFO. Residents are not allowed to change rooms unless specifically requested and approved by the Residential Team.
- 3.7. Subletting rooms/apartments is strictly forbidden.
- 3.8. Residents must not allow other person(s) to occupy or share any part(s) of the assigned rooms/studio apartments.
- 3.9. The Residential Hall **Dormitory** (5/F - 12/F) is located on the floors that include shared washroom & pantry. For this reason, only the floor residents are allowed between 08:00PM. to 08:00AM.

4. RULES

- 4.1. Residents must comply with the rules, and refrain from behaviour that may pose a safety or health hazard to others. All accidents and irregularities should be reported to the Residential Hall Team immediately.
- 4.2. Alcohol is not permitted in the dormitory.

(For further information, please, refer to the "Alcohol and Illegal Substances Policy").

- 4.3. Cleaning:
 - 4.3.1. residents are responsible for maintaining the cleanliness of their rooms/apartments, which are to be kept clean and tidy, and in a condition that does not create health or safety hazards;
 - 4.3.2. regular cleansing services are provided in the common areas of the Residential Hall;
 - 4.3.3. cleaning and room make-up service is provided for the guest's studio apartments;
 - 4.3.4. residents are responsible to place their garbage in trash barrels available on each floor located near the elevator. Garbage may not be kept in the hallways, staircase or any public areas;
 - 4.3.5. no personal objects/personal belongings are allowed to be put outside their room;
 - 4.3.6. at the dormitory, room checks may be conducted from time to time. If the rooms/apartments are found in an unsatisfactory condition the residents concerned will be given a specific time to rectify the problem. If the required standard cannot be met then the rooms/apartments



may be cleaned by commercial cleaners at the expense of the residents concerned.

- 4.4. Laundry:
 - 4.4.1. washing of clothes should only be performed in the laundry room;
 - 4.4.2. laundry found hanging in public areas or outside the windows of the bedrooms will be confiscated and discarded without prior notice.
- 4.5. Cooking:
 - 4.5.1. deep frying is not permitted;
 - 4.5.2. residents are responsible to maintain the tidiness and cleanliness of all used cooking areas and utensils;
 - 4.5.3. the disposal of solid waste into any sort of drainage system is prohibited.
- 4.6. Decorations: Residents are encouraged to personalise their living space with due adherence to the following guidelines:
 - 4.6.1. decorations may not be permanently affixed to any surface within the room/apartment;
 - 4.6.2. decorations hung on wall(s) must not leave mark(s) of any kind including nailhole(s) or paint chip(s);
 - 4.6.3. residents are not allowed to mount electronics to any wall;
 - 4.6.4. door decorations cannot obstruct the room/apartment number, peephole, and/or locking mechanism;
 - 4.6.5. it is not permissible to hang or place anything in or on the windows that maybe viewed from the outside of the building.
- 4.7. Drugs: Possession, use, and/or distribution of illegal substances are strictly forbidden. Residents discovered possessing, using or selling such substances will be evicted and may face police prosecution. Residents are responsible for what happens inside the rooms/apartments. If there are signs of illegal substances, residents will be held responsible and, still remain liable for the resident fees for the committed period.

(For further information, please, refer to the "Alcohol and Illegal Substances Policy").

- 4.8. Fire Safety: Residential Hall meets all fire regulation standards for smoke alarms and evacuation procedures; regulations are in place to keep residents safe:
 - 4.8.1. residents are not permitted to hang anything from sprinkler pipes or fittings and must keep the area around the sprinklers and smoke detectors clear;
 - 4.8.2. according to the Fire Safety Regulations of Macau, hallways, walkways, stairs and other public areas (e.g. common rooms, lobbies, etc.) are to be kept clear of equipment, furniture, trash and any other obstacles that might obstruct passage. Items found in these areas may be confiscated and discarded at the expense of the resident who is responsible without prior notice;
 - 4.8.3. residents must comply with all fire evacuation procedures and evacuate quickly while complying with staff, emergency personnel or fire warden instruction;
 - 4.8.4. at the dormitory, any type of ignition giving rise to a naked flame including candles, incense and candle/wax warmers etc. is prohibited inside the Residential Hall. Use or storage of dangerous inflammable



- substances is prohibited;
- 4.8.5. extension cords: There is a limit of one extension cord per electrical outlet. Extension cords may not be plugged into one another. Residents must not run cords under rugs or mattresses, over sinks, through doorways, or through windows.
- 4.9. Gambling: Gambling and betting in any forms is prohibited.
- 4.10. Visitors of the Residents: The presence of a visitor in Residential Hall must not compromise the personal or academic well-being of the other residents, and the following rules apply:
- 4.10.1. for the dormitory and common areas in the Residential Hall, the visitation hours are from 08:00AM to 08:00PM. All visitors are required to be accompanied by their resident hosts at all times and only have access to the residents' room;
- 4.10.2. all dormitory visitors must register at the Reception Counter upon entrance and departure providing an identification document with photo
- 4.10.3. residents/visitors are required to use the washrooms fitted for their gender, as located on the 5/F to 12/F, or otherwise to visit washrooms on 1/F to 2/F, to avoid inconvenience and disturbance to occupants on the same floor;
- 4.10.4. residents are held fully responsible for the conduct of their visitors and have the duty to make their guests aware of the rules and regulations. Residents are accountable for misconduct committed by their visitors;
- 4.10.5. visitors will be asked to leave Residential Hall if they are found to be disrupting the hall community or in violation of Residential Hall rules;
- 4.10.6. at dormitory floors, overnight visitors are not allowed. Residents are accountable for having the record of their visitors cleared by 08:00PM;
- 4.10.7. prior written approval must be obtained from TFO if residents intend to arrange a visit from an external organisation or the media.
- 4.11. Hall Properties:
- 4.11.1. residents are responsible for all furniture/equipment and its condition upon checkout of their space. All Residential Hall provided furniture must remain within the assigned room/apartment;
- 4.11.2. furniture in public areas, such as pantry, communal areas and activity area, is for the use of all Residential Hall residents and cannot be removed;
- 4.11.3. vandalising residential hall property or other residents' property is prohibited and subject to penalties;
- 4.11.4. residents are responsible for damages incurred accidentally, carelessly, or maliciously to their room/apartment. Residents are required to compensate the University for any loss or damage caused to Residential Hall property as a result of the deliberate acts or negligence of the residents or their guests;
- 4.11.5. if any resident notices anything in the room/apartment or any part of the Hall that needs repairing, s/he is required to contact TFO.
- 4.12. Keys/Access Cards and Security:
- 4.12.1. duplicating, or lending/borrowing of resident room/apartment



- key/card is strictly prohibited;
- 4.12.2. rooms/Apartments should be locked whenever residents go out;
- 4.12.3. In case of loss of key/access card, report should be made to TFO immediately;
- 4.12.4. residents are responsible for the safekeeping of their personal valuable items. The University or TFO shall not be responsible for any loss of or damage to any articles or things brought into the hall by the residents;
- 4.12.5. TFO reserves the right to remove any items that may pose a safety, health or environmental hazard to the other residents.
- 4.13. Mail: Residents will be notified in case there is mail, including parcels and courier packages, for them. Residents should then approach TFO to pick them up. TFO staff members sign, on behalf of the residents, for their courier packages but the Hall takes no responsibility for loss of any mail and packages. Resident ID/passport must be produced in collection of any type of mail.
- 4.14. Curfew & Quiet Hours: Residents should be considerate towards other residents and must refrain from conduct that may cause disturbance or inconvenience to other residents.
 - 4.14.1. curfew: For the dormitory, curfew is implemented from 08:00PM to 08:00AM. Only residents residing on that floor are allowed in order to preserve the privacy of the common areas;
 - 4.14.2. quiet hours: Quiet hours are observed from 10:00PM to 08:00AM within Residential Hall. Quiet is defined by any sound not being heard in any other room (door and windows closed).
- 4.15. Pets: All types of animals are not permitted to be kept at, or brought into Residential Hall.
- 4.16. Tobacco: The University is a smoke-free campus. The use of tobacco and tobacco products, this includes but is not limited to, cigarettes and smokeless tobacco, such as e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor, is strictly prohibited on all property that is owned, operated, leased, occupied, or controlled by the University. Sanction may be imposed upon any individual who violates the 'Smoke-Free and Tobacco-Free Campus Policy'.

(For further information, please, refer to the 'Smoke-Free and Tobacco-Free Campus Policy').
- 4.17. Political Activities:
 - 4.17.1. as an educational charity and an institution of the Catholic Church, USJ holds itself to an unbiased non-partisan policy on all political issues and undertakes corporately to avoid the reality, and even the appearance, of advocacy for or against any political campaign, organisation, political candidacy, public referendum, or other political initiative in the region;
 - 4.17.2. political activities on University property are prohibited at all times. This includes, but is not limited to, campaigning (solicitation), posting or distribution of posters, fliers, or leaflets, or transmission of materials over the Internet or meetings conducted by video teleconference, etc.;
 - 4.17.3. all USJ local and non-local students are responsible for having a clear understanding of, and sustaining high standards of, behaviour with respect to the local and national laws and policies, including but not limited to:



- 4.17.3.1. the “Constitution of the People's Republic of China”;
- 4.17.3.2. the “Basic Law of the Macao Special Administrative Region”;
- 4.17.3.3. the “Law on Maintenance of National Security”;
- 4.17.3.4. the One Country Two Systems policy;
- 4.17.3.5. love for the Country and Macao;
- 4.17.3.6. respect for symbols and emblems of Macao and of the Country.

(For further information, please, refer to the ‘USJ Policy on Political Activities’).

5. TERMS AND CONDITIONS:

- 5.1. Residents should observe and comply with the below terms and conditions, with the Residential Hall rules, with any instruction from TFO or its staff (Officers, Wardens or Security Team members), and whenever appropriate with the general regulations of the University.
- 5.2. Payment of Hall Charges: All residents and guests shall pay the hall charges in accordance with the rates of charges and the general conditions and methods of payment for the time stipulated on the agreement form to be signed at the moment of check-in.
- 5.3. Right of Entry:
 - 5.3.1. a resident’s room/apartment will only be entered in their absence for the purpose of ensuring their personal safety and wellbeing, safety and wellbeing of other residents and/or for cleaning purposes when pre- arranged;
 - 5.3.2. residents are not permitted to obstruct any University officer, TFO staff members, wardens, authorised security guards or authorised personnel in performance of their duties;
 - 5.3.3. when it is strictly necessary, TFO staff members, wardens, and/or authorised security guards possess the right to authorise entry into any room in the Hall for improving facilities or making necessary repairs. Effort will be made to give advance notice and obtain consent when room entry is necessary.
- 5.4. Vacating Room and Removal of Property: Immediately after the termination of residency, a hall resident shall vacate the room and remove all personal property in the room or apartment. Any personal property found after the termination of residency will be removed and the Residential Hall may at its discretion dispose of such property. The University shall not be liable for any loss of or damage to such property.
- 5.5. Penalty for Late Check Out and Late Payment:
 - 5.5.1. Late Check Out: A fixed penalty of MOP\$200 per person per night plus the hall charges incurred due to late check-out will be levied on those who fail to observe the check-out date as stipulated on the check-in agreement form and vacate the residence on time. Both charges continue to apply until the resident concerned completes the proper check-out procedures by returning all keys and/or access card(s) to TFO.
 - 5.5.1.1. late payment applicants who fail to pay the residence fee and deposit on or before the due date will forfeit the offer and their accommodation will not be kept;
 - 5.5.1.2. all residents who fail to pay the residence fee on or before



the due date, a **penalty of 5%** will be added to the amount due, immediately after the deadline, without any notification in advance;

5.5.1.3. any residents who fail to pay the residence fee will be limited or restricted to access the Residential Hall, and/or asked to withdraw from the Hall on the next day after receiving a written notification;

5.5.1.4. The University may also terminate a student's study and/or to withhold his/her testimonials and academic transcripts and the conferment of awards on account of non-settlement of outstanding fees and charges which include residence and associated fees.

6. DISCIPLINARY ACTIONS

6.1. Violation of any of these Regulations may render a resident liable to disciplinary procedures as follows:

6.1.1. first-time offenders will receive a verbal or written notice from TFO;

6.1.2. repeated offenders will receive a written warning from TFO which will notify the appropriate University office(s) and/or academic units;

6.2. For repeated offenders who have received a written warning and commit a further offence, TFO will present the case to the Administrator of the University proposing sanction to the said residents in an appropriate manner including but not limited to the following:

6.2.1. prohibition of bringing guests into the Hall;

6.2.2. suspension of Hall stay;

6.2.3. initialization of other disciplinary procedures of the University.

6.3. For residents who have committed an offence which is serious in nature, or committed multiple offences, TFO reserves the right to handle the case in a manner it sees fit, without limitation to the above said procedures even if they are first-time offenders.

7. INTERPRETATION, REVIEW AND AMENDMENT OF RULES AND REGULATIONS

7.1. TFO possesses the authority to interpret these Regulations.

7.2. This document is subject to ongoing review and amendment as appropriate.

8. RELATED DOCUMENTS

8.1. USJ Residential Hall Fees

8.2. Residence Fee Payment

8.3. Residence Application Form

Author: Technology and Facilities Office

Amendments: Administrator

Approved by: Executive Council

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