



Regulations & Rules Governing Student Residence

1 Purpose

- 1.1 Student Residence constitutes an important part of the University. To this end, the Code of Student Conduct and Disciplinary Procedure¹ formulated by the University to guide student behaviour shall automatically apply to student residence at the University.
- 1.2 These Regulations aim to support and strengthen the responsible and mature behaviour of all student 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 growth;
 - 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

Pursuant to the objectives set forth above, the University requires all student residents and their guests to comply with these regulations and rules.

3 Residential Hall Application, Admission and Allocation

- 3.1 Application for a hall place should be made in the manner prescribed by the University.
- 3.2 All information provided in the application must be true and accurate.
- 3.3 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 whole Semester/Summer term, in order to have the hall place secured.
- 3.4 Upon check out, the University will, after deducting damage or other payable amount, return the deposit to the student resident, without interest.
- 3.5 The period of stay is non-extendable. 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, withdrawal, completion of their studies/ exchange programmes or any cases that result in inactive student status. Extension of stay may be granted at the university's discretion on a case by case basis.
- 3.6 Residents are not allowed to change rooms unless specifically requested and approved by the Hall Administration.

¹ To be produced and published soon.



- 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.

4 Hall Rules

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 Hall Administration immediately.

- 4.1 Alcohol: Alcohol is not permitted in RH.
- 4.2 Cleanliness:
 - 4.2.1 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.
 - 4.2.2 Residents are responsible for placing 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.
 - 4.2.3 Room checks will be conducted from time to time. If the rooms/apartments are found in an unsatisfactory condition, residents concerned will be given a specific time to rectify the problem. If the required standard cannot be met, then rooms/apartments may be cleaned by commercial cleaners at the expense of the residents concerned.
- 4.3 Laundry
 - 4.3.1 Washing of clothes should only be performed in the laundry room.
 - 4.3.2 Laundry found hanging from the ceiling in public areas or outside the windows of the bedrooms will be confiscated and discarded without prior notice.
- 4.4 Cooking: Only simple cooking is allowed, including both in the pantry on 5/F to 12/F, as well as in the studio apartments on the upper floors. Deep frying is not permitted. Residents are responsible for maintaining the appearance and cleanliness of all used cooking areas.
- 4.5 Decorations: Residents are encouraged to decorate their living space by adhering to the following guidelines:
 - 4.5.1 Decorations may not be permanently affixed to any surface within the room/apartment.
 - 4.5.2 Decorations hung on walls must not leave marks of any kind including nail holes or paint chips.
 - 4.5.3 Residents are not allowed to mount electronics to walls.



- 4.5.4 Door decorations cannot obstruct the room/apartment number, peephole, and/or locking mechanism.
- 4.5.5 It is not permissible to hang or place anything in or on windows that may be viewed from the outside of the building other than blinds or curtains.
- 4.6 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.
- 4.7 Fire safety: RH meets all fire regulation standards for smoke alarms and evacuation procedures; regulations are in place to keep residents safe:
 - 4.7.1 Residents are not permitted to hang anything from sprinkler pipes or fittings and must keep the area around the sprinklers and smoke detectors clear.
 - 4.7.2 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.
 - 4.7.3 Residents comply with all fire evacuation procedures and evacuate quickly while complying with staff, emergency personnel or fire warden instruction.
 - 4.7.4 Any type of ignition giving rise to a naked flame is prohibited inside the Residential Hall. Use or storage of inflammable substances is prohibited.
 - 4.7.5 Candles, incense and candle/wax warmers are not permitted.
 - 4.7.6 Extension Cords: All extension cords must have the Hall Administration label approval. 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.
- 4.8 Gambling: Gambling and betting in any form is prohibited.
- 4.9 Guests & Guest Visitation: The presence of a guest in RH or room/apartment must not compromise the personal or academic well-being of roommates, suitemates or other RH residents, and the following rules apply:
 - 4.9.1 The visitation hours are from 9:00am to 10:00pm, and all guests are required to adhere to the visitation hours and be escorted by their resident hosts at all times within RH.
 - 4.9.2 All guests MUST register at the Security Counter upon entrance and departure. Escorted by their resident hosts, all guests must present their identification documents with photo when checking in and out at the Security Counter.
 - 4.9.3 Guests are welcome only in the designated common areas of RH.



- 4.9.4 Residents/Guests of the opposite gender are not allowed to use the shared washroom located on the 5/F to 12/F, to avoid inconvenience and disturbance to occupants on the same floor.
 - 4.9.5 Residents are held fully responsible for the conduct of their guests and have the duty to make their guests aware of the said rules and regulations. Residents are accountable for misconduct committed by their guests.
 - 4.9.6 Guests will be asked to leave RH by Hall Administration if they are found to be disrupting the hall community or in violation of RH rules.
 - 4.9.7 Overnight guests are not allowed. Residents are accountable for having the record of their visitors cleared by 10pm. If they fail to do so more than twice in a semester, they are expected to write an explanation letter to the Hall Administration Team.
 - 4.9.8 Prior written approval must be obtained from the Hall Administration if residents intend to arrange a visit from an external organization or the media.
- 4.10 Hall Properties:
- 4.10.1 Residents are responsible for all furniture/equipment and its condition upon checkout of their space. All RH provided furniture must remain within the assigned room/apartment.
 - 4.10.2 Furniture in public areas, such as pantry, communal areas and activity area, is for the use of all RH residents and cannot be removed.
 - 4.10.3 Vandalising RH property or other residents' property is prohibited.
 - 4.10.4 Residents are responsible for damages incurred accidentally, carelessly, or maliciously to their room/apartment. Residents are required to compensate the University for any lost or damage caused to RH property as a result of the deliberate acts or negligence of the residents or their guests.
 - 4.10.5 If residents notice anything in the room/apartment or any part of the Hall that needs repairing, please contact the Hall Administration.
- 4.11 Keys/Access Cards and Security:
- 4.11.1 Duplicating, or lending/borrowing of resident room/apartment key/card is strictly prohibited.
 - 4.11.2 Rooms/Apartments should be locked whenever residents go out.
 - 4.11.3 In case of loss of key/access card, report should be made to the Hall Administration immediately.
 - 4.11.4 Residents are responsible for the safekeeping of their personal valuable items. The University or Hall Administration shall not be responsible for any loss of or damage to any articles or things brought into the hall by the residents.
 - 4.11.5 Additional equipment or objects brought into the Hall by residents or their visitors will be subject to scrutiny by the Hall Administration. The Hall Administration



reserves the right to remove any of these items that may pose a safety, health or environmental hazard to the other residents.

- 4.12 Mails: Residents will be notified by email in case there are mails, including parcels and courier packages, for them. Residents should then approach the Hall Administration to pick them up. The Hall Administration staff members are happy to 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 mails.
- 4.13 Noise & Quiet Hours: Residents should be considerate towards other residents and must refrain from conduct that may cause disturbance or inconvenience to other residents.
 - 4.13.1 Courtesy Hours: Courtesy hours are in effect 24-hours a day within RH.
 - 4.13.2 Quiet Hours: Quiet hours are observed from 10:00pm to 8:00am within RH. Quiet is defined that sound cannot be heard in another room with the door and windows closed.
- 4.14 Pets: All types of animals, including visiting pets, are not permitted to be kept at, or brought into RH.
- 4.15 Tobacco: The University is a smoke-free campus. The use of tobacco and tobacco products is strictly prohibited on campus. This includes, but not limited to, cigarettes and smokeless tobacco. Smoking on the campus is an offence in law and is also subject to fine according to Macau SAR law.

5 Terms and Conditions:

Residents should observe and comply with the below terms and conditions, with the hall rules, with any reasonable order of the Hall Administration, and whenever appropriate with the general regulations of the University.

- 5.1 Hall Admission: Application for hall residence shall be made in the manner prescribed by the University. Provision of false information in the application may lead to disqualification of the application and/or disciplinary action.
- 5.2 Payment of Hall Charges: Each hall resident or vacation resident shall pay the hall charges in accordance with the rates of charges and the general conditions and methods of payment for the time being in force.



5.3 Right of Entry:

- 5.3.1 A resident's room/apartment will only ever be entered in his/her absence for the purpose of ensuring his/her personal safety and wellbeing, the safety and wellbeing of other residents, for improving facilities or making necessary repairs.
- 5.3.2 Residents are not permitted to obstruct any University officer, Hall Administration staff, fire wardens or authorized trade people in performance of their duties.
- 5.3.3 The Hall Administration staff members reserves the right to authorize entry into any rooms in the Hall with or without prior notification. However, effort will be made to give advance notice 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. Any personal property found after the termination of residency will be removed and the Hall Administration 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: A fixed penalty of MOP200 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 Offer Letter 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 to the Hall Administration.

6 Disciplinary Actions

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

- a. First-time offenders (excluding smoking and other serious offences which are referred immediately to the RH Administration) will receive a verbal or written reminder from the Hall Administration.
- b. Repeated offenders will receive a written warning from the Hall Administration and the Office for Student Affairs will be notified of such repeated offences.
- c. For residents who violate the Hall Rules again after having received a written warning from the Hall Administration will receive a written warning, with or without copy to the residents' academic department as suitable for the case in question.
- d. For residents who have received a written warning and commit a further offence, the Hall Administration is authorized to sanction the said residents in an appropriate manner by making reference to the University's "Code of Student Conduct" and/or pass the case to the Student Discipline Committee for further investigation, which may result in additional sanction on the said residents and/or other students/individuals involved in committing the offence.

Violation of Hall Rules will lead to disciplinary action by the Hall Administration, including but not limited to the following:

- Verbal warning
- Warning letter



聖若瑟大學
UNIVERSITY OF
SAINT JOSEPH

- Prohibition of bringing guests into the Hall
- Suspension of Hall stay
- Initialization of other disciplinary procedures of the University

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

7 Interpretation of Rules

The Hall Administration shall have the authority to interpret these Regulations.