

住宿式書院基本行為守則 (適用於澳門大學暑期項目成員)

1. 在書院管理人員的要求下，住宿人員須出示身份證明文件以進入書院和核實身份。
2. 住宿人員須妥善保管好房卡及設施卡，且嚴禁將卡轉讓給他人使用及邀請客人進入書院。
3. 申請開啟房門每次收取澳門幣 10 元。補領或遺失房卡，第一次將收取澳門幣 20 元，第二次或之後將收取澳門幣 50 元。補領或遺失設施卡每次收取澳門幣 50 元。以上費用需以澳門幣現金結算，並不設找贖。
4. 住宿人員不得進入異性的房間。與異性的會面應在書院指定的公共區域。
5. 未經書院院長或其授權人的同意，住宿人員在入住後不得擅自換房。
6. 住宿人員不得從事違法、不道德或影響他人的行為。住宿人員應尊重他人的隱私，不得破壞學習、休息所需的安靜環境。住宿人員在公共區域應時刻保持著裝得體。
7. 住宿人員不得在走廊和公共區域擺放自己的私人物品（如雨傘、鞋等），不得移動書院內的傢俱、設施和裝置（如茶水間內的烹飪設施）。
8. 住宿人員嚴禁在書院內飼養寵物、吸煙、使用違禁藥物、飲酒和賭博。
9. 住宿人員應在夜晚 10 時至翌日 9 時之間保持安靜，且不得在寢室內煮食。
10. 住宿人員應保持寢室和衛生間的清潔衛生。公共或共用設施在使用後須保持乾淨整潔。
11. 訪客不得進入書院。

Basic Rules and Regulations from RC Code of Conduct (For UM Summer Program Participants)

1. Residents are obliged to produce this identification card in order to enter the college and to prove their identity when asked to do so.
2. Residents are obliged to keep their room key card and facility access card safe, and let not other people use it. Inviting guests to the College is strictly prohibited.
3. Each request for opening the room door will be charged MOP10. Replacement or loss of room card will be charged MOP20 for the first time and MOP50 for the second or subsequent times. Replacement or loss of facility access card will be charged MOP50 each time. The above fees must be settled in cash in MOP and no change will be provided.
4. Residents are not allowed to enter the resident rooms of the opposite gender. Mixed gender gatherings must take place in common/designated areas.
5. Residents are not allowed to change rooms after check-in unless with prior approval from college master or master's delegate.
6. Residents must not engage in behavior that is illegal, immoral or that affects others. Residents should respect the privacy and dignity of others, such as the need for a quiet environment in studying or sleeping. Residents should be properly dressed in common areas.
7. Hallways and public areas should be kept clear of personal properties (umbrellas, shoes, and the like). Furniture, fittings, and equipment must not be removed (e.g., cooking utensils in pantry or kitchen).
8. Residents should note that pets, smoking, drug and alcohol consumption or storage, and gambling activities are strictly prohibited in the RC premises.
9. Residents should be aware that quiet hours are from 10:00 pm to 09:00 am, and no cooking is allowed in the bedrooms.
10. Rooms and bathrooms should be kept clean and hygienic. Common or communal facilities must be kept clean and tidy after use.
11. No visitors are allowed to enter the college.

紹邦書院設施及注意事項

1. 住宿人員將被安排在建築物的特定樓層，請在各自樓層活動，並不允許前往其他樓層。
2. 樓層茶水間（配有飲水機和微波爐）和洗衣區（配有洗衣機和烘乾機，需自備洗衣劑）可供住宿人員使用。但請注意，在退房前需清理好自己在公共空間的物品；
3. 書院茶水間不允許任何人煮食及使用自備的煮食電器，茶水間內的冰箱僅供書院院生使用；
4. 書院多功能室（如健身室、音樂室、舞蹈室、自習室、圖書館、餐廳）將不開放住宿人員使用；
5. 如住宿人員有維修請求，請向書院保安櫃檯提出；
6. 禁止任何輪式交通工具或電動車輛進入書院內，包括書院學生房間和公共區域（經書院管理層批准的除外）；
7. 書院不會為住宿人員接收或保留任何包裹；
8. 住宿人員在退房時應將書院設施卡和房卡交回大學；
9. 住宿人員應在退房時帶走所有個人物品。退房後房間裡剩下的任何東西將被丟棄。書院對任何丟失或損壞不承擔任何責任。

SPC Facilities and Points to Note

1. Participants are arranged on particular floor(s) of the building, going to other floors is not allowed.
2. Pantries (with drinking fountain and microwave oven) and laundry areas (with washers and dryers, laundry detergent NOT provided) on their floor(s) are available for use. But please be reminded that the participants MUST clean up their belongings and resume the areas before check-out, ;
3. Cooking and using your own cooking appliances in pantries is not allowed, and the fridges inside pantries are only for college students to use;
4. The functional rooms (such as fitness room, music room, dancing room, study rooms, library and dining hall) will NOT be opened for use;
5. Please approach SPC security counter for maintenance request, if any;
6. Any wheeled transportation devices or electrically powered vehicles are not allowed within the College premises, including College student rooms and public areas, except otherwise approved by the College Management.
7. The college will not receive or keep any packages for participants;
8. Participants should return both the facility access card and room card to the University upon check-out;
9. Participants should take away all personal belongings upon check-out. Anything left in the room may be discarded. The College will not bear any responsibility for loss or damage.