



# Self-awareness and Concern for Others

The governing body of Lui Che Woo College (thereafter, “the College” or “LCWC”) has established the codes of conduct described below for student who stay in the College (thereafter, “LCWCer”). In addition, all University rules and regulations apply to LCWC. In case of any conflict with LCWC rules, the University rules shall apply.

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### 1. Student Rights

The College does not discriminate on grounds unrelated to its educational objectives; LCWC is committed to being a residential community, which includes students, faculty members and staff of the UM, in which all ranges of opinion and belief may be expressed and debated to assure the rights of all to express themselves in words and actions, as long as they can do so without infringing upon the rights of others or violating standards of good conduct. Membership in the College community imposes on students, faculty and staff members an obligation to respect the dignity of others, to acknowledge their right to express differing opinions, and to foster and defend intellectual honesty, freedom of inquiry and instruction, and free expression on and off the campus. The expression of dissent and the attempt to produce change,



therefore, may not be carried out in ways which injure or offend individuals, damage institutional facilities, or disrupt one's classes. Students must not only be protected from violence and abuse, but given an opportunity to be heard.

## 2. Rules and Regulations

- 2.1. Students shall comply with all applicable statutes, regulations, rules, procedures, directions, policies, guidelines, and notices (as may be amended or prescribed from time to time) of the College, in particular on matters such as health, safety, the proper conduct of LCWCers and the orderly and efficient operation and administration of the College.
- 2.2. These codes of conduct are applicable to all LCWCers. They are intended solely to ensure the smooth running of the College as a community. They aim, therefore, to do no more than conform to the dictates of sound judgment and reasonable consideration of others.
- 2.3. Student shall be responsible for accessing, reading, understanding and updating himself or herself of the Rules and Regulations prevailing from time to time.

## 3. Conduct

- 3.1. When in the College, the student shall at all times respect the rights and privacy of other LCWCers.
- 3.2. Student shall use the common areas of the College for their respective designated purpose in common with the other LCWCers.
- 3.3. Where the room is to be shared with another LCWer, the student shall use his or her best endeavours to share the use of the room peaceably and amicably with such other LCWCer.
- 3.4. Noise level should be kept to a minimum. Student shall observe "Quiet Period" as stipulated by the College. During the "Quiet Period", the student shall avoid making any excessive loud sounds or noises which may annoy or disturb the other students.
- 3.5. As a member of the LCWC, student shall highly encourage to attend all College events / meetings as and when notified by the College or its appointed representatives.
- 3.6. Student shall not remove, change, install or replace any lock in a room or the College. The student shall not duplicate any access card or key issued to him or her.
- 3.7. In order to assure the personal safety of college members (in case of an emergency, e.g. in the event of a fire outbreak), students wishing to be away from the College overnight during semester need to inform their respective Resident Tutor (RT) or Resident Assistant (RA) or the Administration Office of the College, who will in turn notify the other party, vice versa.
- 3.8. Student is strictly prohibited from passing his or her access card or keys to other



people.

- 3.9. Student is strictly prohibited from allowing other people to use his or her room for any purpose in his or her absence.
- 3.10. Student is strictly prohibited from subletting his or her room to any other person, with or without monetary consideration.
- 3.11. Student shall not trespass into another students' room or any area of the College which he or she is not authorized to enter into.
- 3.12. Student shall not change or swap the room allocated to him or her without the approval of the College Master or his / her delegate.
- 3.13. Student is prohibited from engaging in conduct in or about the College which poses a threat to the health or safety of others or which interferes with the rights or well-being of other students.
- 3.14. Student is prohibited from sleeping in the common areas (e.g. TV room, meeting room, etc.)
- 3.15. Solicitation, sale or promotion of any goods or any political or social cause by the student within the College is prohibited.
- 3.16. Gambling and anti-social habits such as spitting and littering are strictly prohibited in the College.
- 3.17. Student is prohibited to keep animals and pets in the College.
- 3.18. Loss or damage of access card or key (where applicable) shall be reported to the LCWC Management Office within 24 hours or the next working day. The cost of replacing the card or key shall be borne by the student.

#### 4. Visitors

- 4.1. Student rooms are designed primarily for sleeping and studying on the part of the occupants. In general, students are welcome to bring visitors to the College. Visitors are defined as any individuals from outside the College, including but not limited to fellow students, family members and friends.
- 4.2. Student can bring in at most *two visitors per day* to the College during "Visiting Period".
- 4.3. The visiting period is *between 08:00 and 23:00.*
- 4.4. Visitors must be accompanied by the student and get a visitor pass at the reception counter at the gate of the College building. Upon departure, visitors need to register and return the visitor pass to the reception counter.
- 4.5. During visiting hours, any visitors must sign in at the College office or security guard counter when they visit the College.
- 4.6. Without prior permission from the College Master or his delegate, visitors are not allow to stay overnight in the College.
- 4.7. Students are responsible for the behavior of their visitors and can be sanctioned if they violate college policy.



## 5. Disturbances

- 5.1. The College has the basic obligation to maintain orderly and equitable conduct of its affairs, free of intimidation and harassment. A College resident should not disturb other residents of the College at any time, whether by amplifiers, by musical instruments or by any other forms of noise, and should always consider their neighbors who may wish to study or sleep. College residents should regard any noise audible outside of their own rooms as a potential disturbance, in particular, after midnight.
- 5.2. Such obstruction or interference will be subject to disciplinary action, which may cause the student in question to forfeit his/her right to College housing. College personnel may require students to leave public events at the College for improper behavior.

## 6. Harassment and Discrimination

- 6.1. Any form of harassment or bullying is not tolerated.
- 6.2. Discrimination against other people on account of racial, religious or national differences is unacceptable. The offence of harassment or discrimination is viewed seriously, and disciplinary action will be taken against reported offences. Respect for members of the community should be observed at all time.

## 7. Fire and Safety

- 7.1. Hallways and stairwells must be kept clear of bicycles, trunks and furniture, and may not be used for storage. Removal of student objects from halls, stairs and other inappropriate places may incur fines.
- 7.2. Do not covers, hang things from, or otherwise disturb sprinklers, smoke detectors, or any other fire safety equipment.
- 7.3. Students are not permitted to cook in or use microwaves in their room. Students may use electric kettles in their rooms, but they must meet all the safety requirements. Very limited facilities for cooking are provided in the pantries. Personal kitchen appliances, such as a rice cooker or a toaster, must conform to electrical standards used in Macau and should only be used within the pantry. Extreme care must be taken with any personal care devices, such as hairdryers. Electrical items using excessive wattage are prohibited.
- 7.4. Smoking is prohibited within the College building. Failure to abide by these limits may result in fines or removal from College housing. Altering smoke detectors creates danger for all LCWCers and will be met with disciplinary action.
- 7.5. Open flames are prohibited in the College.



7.6. Every year, the college will organize a fire drill which coaches LCWCers correct measures and routes of escape. It can help everyone to escape from the scene swiftly and in order. Therefore, it is important for all LCWCers to take part in the college fire drill. The college office will announce the date and period of fire drill beforehand. Students can only absent from the fire drill with justified reasons and they should send apologizes in formal letter to college office prior to the fire drill. The Chief of Students/RF/RT/RA will hold briefing meeting before the fire drill and you should follow their instructions during the fire drill.

## 8. Alcohol and Drugs

- 8.1. Drinking or possessions of alcohol or alcohol content beverages are strictly prohibited on the premises of the College, except for special events (e.g. High table dinner) with prior approval by the Master or his / her delegate.
- 8.2. Unlawful manufacture, sale, distribution, dispensing, possession, or use of illegal drugs, or the unauthorized use of prescription drugs are strictly prohibited in the College. The College Master will consider a range of punitive actions including dismissal from the College.

## 9. Quiet Periods for College Students

9.1. Quiet hours are established for the College after consultation with the College Master, Associate Master, and Resident Fellows. Please be considerate and respect other residents and every LCWCer should respect the implementation of quiet hours:

*23:00 to 8:00 (Next day)\*This will change during examination periods*

## 10. Using Common Spaces

- 10.1. LCWC members should make every effort to keep all the common spaces clean and tidy.
- 10.2. Please switch off air-conditioners, lights and/or any other appliances when not in use or when no one is in the room.
- 10.3. Please keep silent in quiet study areas.
- 10.4. Please minimize your voice and respect other students when you need to talk in the study room.
- 10.5. Specific opening times and terms of use of designated rooms are normally put on the notice board or near the entrance of the room.
- 10.6. Please take responsibility for your personal belongings, and take them with you when you leave the room.
- 10.7. Please do not reserve a seat or study space using a note or any personal items.



- 10.8. The College assumes no liability for theft, damage or loss of money, valuables or any personal property that students may bring into the premises of the College.

## 11. Check-in and Check-out Procedures

- 11.1. *Check-in Procedures* - The college office will announce the official return date/period during summer time through email, in case you cannot arrive on the designated date, you can always communicate with the college office to check on your best check in time. Upon your arrival, (during office hours) you can go to the college office for filling in the 'LCWC Check In' form and other necessary documents. Please remember to bring along a color photo for our record. Afterwards, our office bursary will accompany you to your room. You can check the furniture and appliances and endorse on the 'LCWC Check In' form upon checking into the room and if everything is ok, the check in procedure is done. If you arrive after office hours or during weekends, you will need to inform the office for a temporary check in upon your arrival. On the next working day, you will need to come back to the college office for the official check in documents.
- 11.2. *Check-out Procedures* - You need to come to the college office for making check-out appointments at least 4 working days before you leave. Fill in the 'LCWC Check Out' form and make appointment with the college staff. If you leave during office hours, the college staff will come to your room for checking. You must return your room keys or cards and any other UM properties and pay all the related fees and fines upon check-out. In case you will leave during weekends or after office hours, please inform the college office when you make the appointment schedule. The college staff will check your room in advance and when you leave, you should return the key card to the security counter. Always make sure that all your belongings are well packed before our staff checks your room. You should also check your debit note and make sure that you have settled all outstanding bills and college deposit for next year. For graduating students, you should go to the treasury section for picking up your deposit refund in cash.
- 11.3. *Summer Stay and Luggage Storage* - The summer stay and luggage storage application usually starts in April. The college office will announce the application period and send the application through email. You may fill in the 'Summary Stay and Luggage Storage Form' and submit to office before deadline.