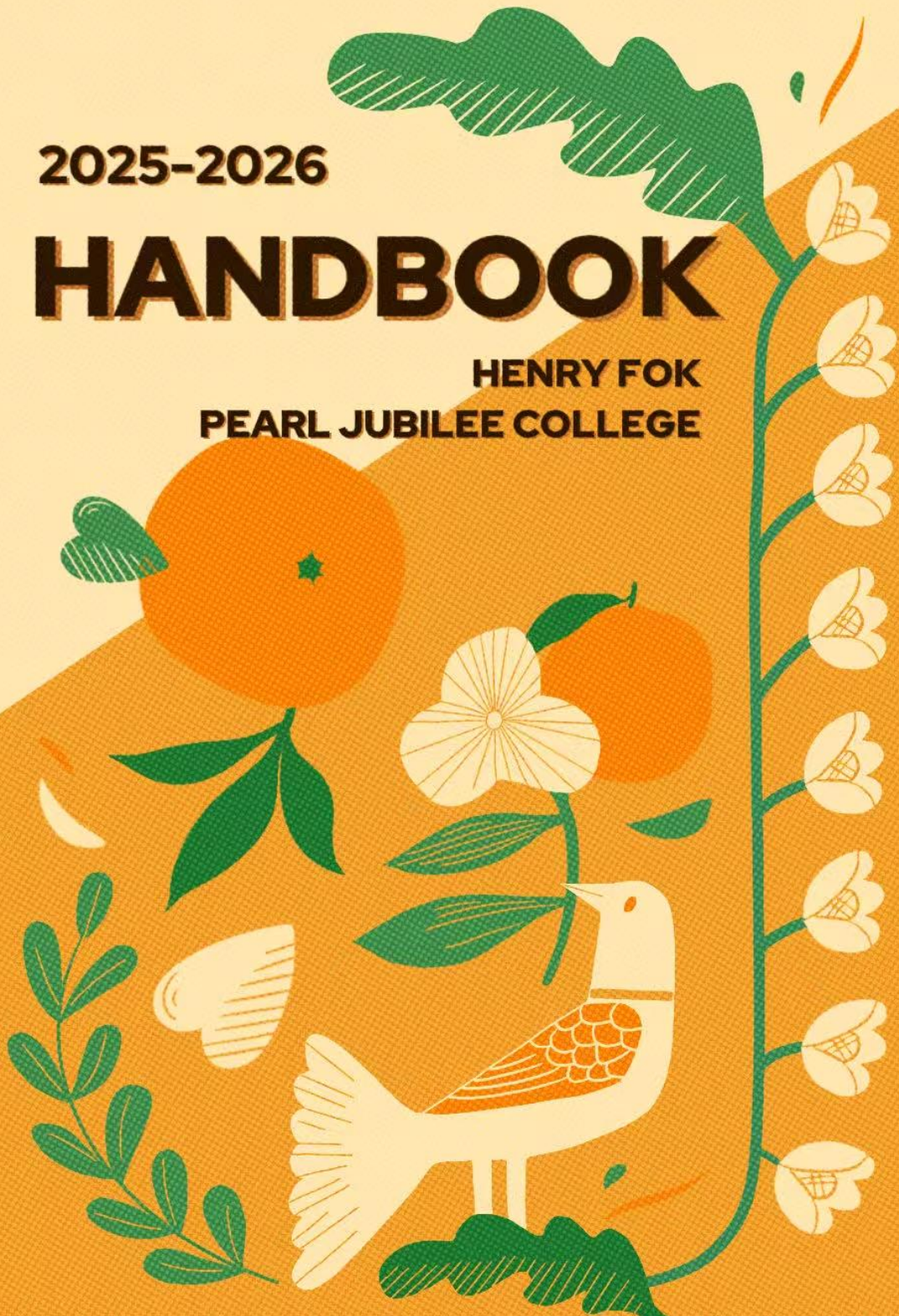


**2025-2026**

# **HANDBOOK**

**HENRY FOK  
PEARL JUBILEE COLLEGE**





## **Preface**

“Let us always meet each other with smile, for the smile is the beginning of love.”

Mother Teresa



HFPJC Student Activity in 2024-2025

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# Welcome

## A Warm Welcome to HFPJC – Your New Home for Growth and Community

Dear Esteemed Students of HFPJC,

On behalf of HFPJC, it is with immense pleasure and enthusiasm that I extend our heartfelt welcome to all new students. HFPJC is a vibrant and diverse residential college that provides a nurturing environment for over 700 students, with approximately two-thirds residing in our on-campus dormitories. While all first-year students are required to live on campus, others may choose to do so as well.



As you embark on this new chapter of your academic journey, you are not merely joining a place of residence—you are becoming an integral part of a dynamic community that thrives on creativity, diversity, and collaboration. HFPJC is more than just a place to rest; it is a hub of learning, personal growth, and lasting friendships, designed to cultivate leadership, global citizenship, and distinctive professional qualities. Here, you will find not only a comfortable living space but also countless opportunities to engage in enriching activities, pursue your passions, and build lifelong connections with peers from diverse backgrounds.

One of the hallmarks of our residential college is the wide array of student-led activities and interest groups available for exploration. Whether your interests lie in sports, music, arts, or community service, there is something for everyone. From competitive sports tournaments and art exhibitions to musical performances and volunteer initiatives, these opportunities are not merely pastimes but avenues to discover new talents, refine skills, and create unforgettable memories with your fellow students.



Furthermore, HFPJC takes pride in fostering a culture of open exchange and dialogue among students. We celebrate the power of diversity and the invaluable perspectives gained from interacting with individuals of different cultures, backgrounds, and worldviews. Through cultural exchange programs, language clubs, and international student events, you will have the chance to broaden your horizons, gain new insights, and forge meaningful relationships that transcend geographical boundaries.

As you settle into your new home away from home, I encourage you to step beyond your comfort zone, embrace new experiences, and seize every opportunity available to you. Whether by joining a club, attending a workshop, or participating in a cultural event, each engagement will contribute to your development as a well-rounded individual.

Remember, your time at HFPJC is not solely about academic pursuits—it is about immersing yourself in a community that values creativity, passion, and collaboration. Cherish every moment, form lasting friendships, explore your interests, and leave your unique imprint on our vibrant collegiate life.

In closing, I extend my sincerest wishes for a rewarding and unforgettable experience at HFPJC. May your time here be filled with joy, intellectual growth, and enduring connections that will enrich your life for years to come.

Once again, welcome to your new home and to the exciting journey that lies ahead.

Warm regards,

Prof. Stanley HUI  
College Master of HFPJC  
August 2025

## Message from House Association President

It is my great pleasure to extend a warm welcome to you on behalf of the Henry Fok Pearl Jubilee College House Association. I am Rita, your House Association President, currently studying Communication Studies. We are very excited to have you join our vibrant, supportive and caring College.



You are about to embark on a study journey at the University of Macau, which is full of exciting experiences and opportunities. In the caring and vibrant atmosphere of HFPJC and the House Association, we encourage you to flourish academically, socially and personally.

Throughout the academic year, our House Association will host a variety of activities designed to promote student engagement, personal development and a strong sense of belonging. Whether you are seeking academic help, enjoying sports, participating in cultural exchanges, or just want to relax and connect with your classmates, our House Association is committed to ensuring that you have a truly memorable time at HFPJC.

As you adjust to your new environment, I recommend that you take good care of your health. It is important for you to strike for a balance between academics, social activities and personal health. HFPJC offers a variety of resources and relevant programmes, including sports and exercise, nutrition and, counselling services, to assist you for achieving a healthy lifestyle. Remember, it takes courage to ask for help, once you're willing to voice out, we are here to help you along the way!

Welcome again to HFPJC! The House Association and I look forward to meeting each of you and supporting you on your journey here.

Best regards,

LAM CHENG U, Rita

## HFPJC Colour, Crest and Mascot

You will notice that orange is the dominant colour in both the College Crest and College Mascot. In 2020, the first group of HFPJC students selected **orange** as our College colour. The characteristics of the orange colour represent several important and valuable qualities that the college should emulate.

Orange is a positive, cheerful colour that suggests warmth, good nature, health, out going and energy. The colour helps us to assert our strengths as individuals and as a community even when the situation gets tough, or when we have to be resilient for facing difficulties. Orange is a rejuvenating colour.

ORANGE and the orange tree are obvious in our College crest which was designed by our HFPJC alumni Chen Fei in 2015 and selected by the College members from a number of different designs. Chen Fei is a long serving member of the College since 2011.



LARANJA (Portuguese for an orange) is our College Mascot. Laranja was designed in 2012 by a HFPJC student, Eric Wu, as the winning entrant in a design competition. All the energy and the personality of the colour orange is contained in this little mascot who appears at all sorts of HFPJC events, on t-shirts and in publications. We hope you will get to know him well and emulate his (or her) cheerful spirit!



## **College Name, Mission and Vision**

### **College Name**

HFPJC was initially founded as Pearl Jubilee College in 2010 in temporary quarters on the old campus. It was one of two pilot colleges that help the university prepare for the large-scale RC system when the new campus opened. The name Pearl Jubilee was used in 2010 to mark the 30th anniversary of the university's founding.

PJC was renamed Henry Fok Pearl Jubilee College in honour of one of the most important developmental figures in Macau's 20th Century history. We also acknowledge the support of the Henry Fok Foundation which provided a major donation towards our establishment on the new UM Campus. It is a privilege to bear the name of one of Macau's most important philanthropists.

### **College Mission**

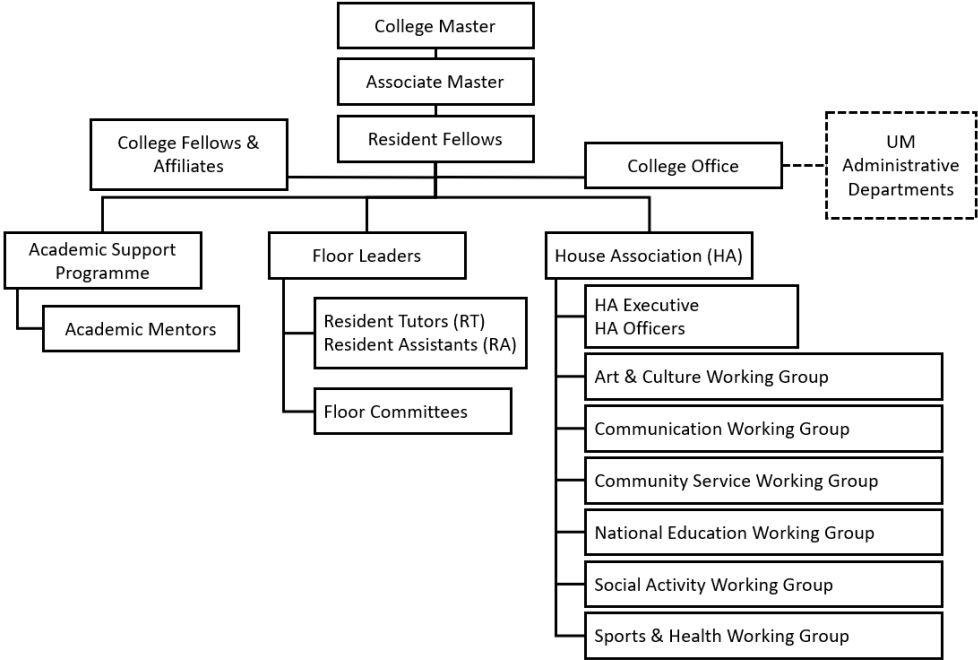
To facilitate effective academic learning and achieve whole-person education for university students, HFPJC cultivates well-rounded personal growth by offering a vibrant and diverse campus life, which aims to develop students' global perspectives, positive and optimistic life attitudes, resilience in problem-solving, and the establishment of a healthy lifestyle encompassing both mental and physical well-being. Students are also equipped with contemporary knowledge and skills that inspire innovative thinking and professional advancement, while also being encouraged to build meaningful connections through organising activities, collaborative projects, joining activities, and intercultural exchanges. These experiences help expand their networks, form lasting friendships, and enrich their personal and professional journeys. The ultimate goal is to cultivate confident, self-driven and innovative professionals who can serve society and leave a lasting legacy in history.

## College Vision

To build a vibrant, healthy, and warm collegiate community, we are devoted to nurturing the following characteristics:

- **fostering lifelong learning competencies** in students through structured skill development;
- **expanding intellectual horizons** via diverse programs that transcend traditional academic boundaries.
- **cultivating ethical maturity**, balancing personal accountability with constructive freedom of expression.
- **creating a resilient learning environment** where trial, success, and occasional failure strengthen character.
- **nurturing leadership** through institutional frameworks that prepare members for future managerial roles.
- **championing inclusivity, adaptability, and collaboration** as core institutional values.
- **bridging academia and student life** by integrating faculty into student communities through shared pursuits.

# HFPJC Organization Chart



## *Part One – Staff, Fellows & Affiliates*

### **College Academic Staff**

HFPJC is home to four residential academic staff members: the College Master, Associate Master, and two Resident Fellows, who live alongside the students within the College. The College Master and Associate Master oversee the overall organization and operations of the College, while the Resident Fellows design and run programmes and activities that foster both opportunities for personal and community development among college members.

## College Master Prof. Stanley Hui

It is with great pleasure and excitement that I extend our warmest and heartfelt welcome to you all. Our college is a vibrant and diverse residence college with a wide array of activities. From sports tournaments to art exhibitions, music nights to volunteering opportunities, you will not only find a comfortable home but also a plethora of opportunities to engage in various activities, pursue your interests, and forge lifelong connections with fellow students from all walks of life.



I want to express my sincerest wishes to you for a memorable and fulfilling stay in our residence college. May your time here be filled with laughter, learning, and meaningful connections that will last a lifetime. Welcome, dear students, to your new home and the beginning of an exciting chapter in your academic journey.

### ***Educational Background***

EdD	University of Houston, Texas, USA
MSc	Springfield College, MA, USA
B.P.E.	Springfield College, MA, USA

### ***Experience***

2024 – present	College Master, HFPJC, University of Macau
2023 – present	Emeritus Professor, Department of Sports Science and Physical Education, CUHK
2007 – 2023	Professor, Department of Sports Science and Physical Education, CUHK
2012 – 2018	Dean of Student, Lee Woo Sing College, CUHK
2002 – 2007	Associate Professor, Department of Sports Science and Physical Education, CUHK
1997 – 2002	Assistant Professor, Department of Sports Science and Physical Education, CUHK



1995 – 1997	Assistant P.E. Officer (I), Student Affairs Office, Lingnan University, Hong Kong
1992 – 1995	Teaching Fellow, Department of Health & Human Performance, University of Houston, Houston, TX, USA
1992	Exercise Specialist, Healthy NET Work Wellness Centre, Springfield, MA, USA
1991 – 1992	Teaching Fellow, Department of Biology, Springfield College, MA, USA
1985 – 1990	Secondary School Teacher, Pentecostal Lam Hon Kwong Secondary School, Shatin, HK

### ***Research Interests***

Health and Fitness, Testing and Measurement Techniques in Fitness, Exercise and Sports, Exercise Prescription and Promotion, Children and Elderly Fitness, Physical Activity and Health.

### ***Personal Interests Includes***

All kinds of sports especially badminton, brisk walking and most aerobic workouts, mind-body exercises such as Taichi and QiGong, music and choral singing, choir conducting, dancing, arts appreciation, watching movies, and hiking.

## Associate Master Prof. Jiang Yi, Vivian

Being a member of academic staff at HFPJC is a wonderful job. I have enjoyed living in this collegiate community, and growing together with our lovely Laranjas. HFPJC is a fabulous place where you can explore your talent to the fullest, ideate your thoughts, and showcase your passion. I am so grateful that I have the opportunities to share the joy of each success with you. Welcome to talk with me your ideas, questions or any suggestions. Please feel free to visit me at W31-G016, or contact me via email [vivianjiang@um.edu.mo](mailto:vivianjiang@um.edu.mo).



### ***Educational Background***

PhD	The Chinese University of Hong Kong
MPhil	Sun Yat-Sen University
BA (Hons)	Sun Yat-Sen University

### ***Experience***

2021-present	Assistant Professor (by courtesy) of Sociology, University of Macau
2018-present	Associate Master, HFPJC, University of Macau
2016-2018	Interim Associate Master, HFPJC, University of Macau
2012-2017	Resident Fellow, HFPJC, University of Macau
2009-2012	Assistant Professor, Shanghai Jiao Tong University
2004-2007	Research & Teaching Assistant, The Chinese University of Hong Kong
2001-2004	Research Associate, Research Institute for Guangdong Development, Sun Yat-Sen University.

### ***Research Interests***

Residential College Education, Economic Sociology, Social Capital, Social Research Methods.

### ***Personal Interests and Pursuits at HFPJC***

- Providing wide-ranging student-centered extracurricular activities and experiential learning programme to support students' growth and development.
- Fostering a lively academic and intellectual environment in the residential community.
- Helping develop the college culture and ethos by encouraging student involvement in creating and shaping community.
- Personal interests include collecting ancient Chinese porcelain, playing ping-pong ball and tennis, hiking, and all beautiful and delicious things.

## Resident Fellow

### Dr. Andrew Lao

Everyone in HFPJC lives together as a big family. As a family, your opinion is important and valuable. This helps us understand your needs as well as your difficulties during your college life. If you have time, I would love to hear from you, e.g., something about your creations, stories, or anything that happens around you. I welcome you to drop by my office (G013) or get in touch with me by email: [andrewlao@um.edu.mo](mailto:andrewlao@um.edu.mo) or WeChat: cclandrew. Wishing you a fruitful experience in HFPJC!



### ***Educational Background***

PhD	Central University of Taiwan
MEng	Central University of Taiwan
BEng	Central University of Taiwan

### ***Experience***

2018-Present	Resident Fellow, HFPJC, University of Macau
2016-2018	Senior Research Assistant, The Education University of Hong Kong
2015-2016	Technical Consultant, The Education University of Hong Kong
2007-2016	Research Assistant, Central University of Taiwan

### ***Research Interests***

Technology-supported Self-directed Learning, Computational Thinking, Goal-setting, Game-based Learning, Artificial Intelligence in Education, STEM Education, Learning Companion Systems.

### ***Personal Interests and Pursuits at HFPJC***

- Design personalised learning portfolios through goal-setting for self-directed learning
- Recognise existing learning resources to foster effective experiential learning
- Use programmable objects to develop computational thinking for STEM/STEAM education
- Personal Interests include photography, travel, cycling, and playing ping-pong

## **Resident Fellow**

### **Ms. Sara Chang Kit Peng**



Working as a Resident Fellow at HFPJC is my dream job! I'm excited to live and share experiences with all of you. I enjoy traveling, swimming, playing badminton, and running. If you love exercising too, let's work out together—group activities are always more fun!

I believe that staying positive attracts good luck. Feel free to stop by my office (W31-G015) or email me at [sarakpc@um.edu.mo](mailto:sarakpc@um.edu.mo). I look forward to connecting with you!

### ***Educational Background***

MBA     University of Macau

BA       University of Macau

### ***Experience***

2020-Present     Resident Fellow, HFPJC, University of Macau

2014-2020        Administrative Assistant, HFPJC, University of Macau

### ***Research Interests***

Human Resources, Organizational Behavior, Live-streaming Commerce, Resort Management, Marketing.

### ***Personal Interests and Pursuits at HFPJC***

- Inspire and growth with college members;
- Live and Learn;
- Help and develop college culture;
- Personal interests include reading books, outdoor adventure, cooking, traveling etc.

## College Administrative Staff

### **Administrative Officer & Functional Head Goretti Chan Kai long**

I am a graduate of University of Macau in English and continued my postgraduate studies at University of Saint Joseph in Macau. I joined the College office since 2010 and enjoy the College community very much, it is so cheerful and warm and everyone is so helpful.



I love to organize and participate in different kinds of College activities and enjoy working with College members in building up a lively and happy living environment. Personal interests include reading and watching movies. My favourite writer is J. R. R. Tolkien and my favourite movie star is Johnny Depp.

You are always welcome to drop by the College Office and share your ideas or suggestions to us.



**Administrative Assistant**  
**Sheila Pun Si Man**

I graduated from Macao Polytechnic Institute majoring in Chinese-English Translation and Interpretation. I like getting along with different people especially students and I've always been interested in organizing events and activities, so I am glad to be a part of the HFPJC family. In my leisure time, I enjoy swimming, photographing, travelling and going to concerts.



**Administrative Assistant**  
**Kimmy Cheang Pui Man**

I graduated from the University of Macau majored in Hospitality and Gaming Management. Before joining the HFPJC family, I worked in integrated resorts and organized various events such as weddings and celebration parties.

When I have free time, I like to make handicraft and study dessert making. Going to different types of exhibitions is also my interest.



## College Fellows & Affiliates

In addition to our full-time academic staff, we are fortunate to have a dedicated group of Fellows and Affiliates from various academic faculties across the university collaborating with us. Unlike our full-time Resident Fellows, College Fellows and Affiliates do not live in the College. Instead, they volunteer their time to enrich our College community by offering academic mentorship and support, delivering talks and sharing experiences, and organizing activities.

Their presence is invaluable, as they serve as a vital bridge between the residential community and the university's academic faculties, while also contributing a wealth of collective wisdom. You will have the opportunity to meet them during regular meal times in the refectory, at College events, and especially at High Table Dinners.

## Senior Fellows



Prof. HARRISON, Victoria  
Full Professor  
Faculty of Arts and Humanities



Prof. TAM, Lap Mou  
Professor  
Faculty of Science and Technology



Prof. XIANG, Yutao  
Professor  
Faculty of Health Sciences

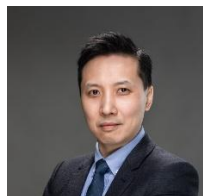


Prof. WANG, Chun Ming  
Professor  
Institute of Chinese Medical Sciences

## Fellows



Prof. CHI, Peilian  
Associate Professor  
Faculty of Social Sciences



Prof. LEUNG, Chung-Hang  
Professor  
Institute of Chinese Medical Sciences



Prof. LIU, Ming Morris  
Associate Professor  
Faculty of Business Administration



Prof. SHAW, Damian  
Associate Professor  
Faculty of Arts and Humanities



Prof. SI, Yain Whar Lawrence  
Associate Professor  
Faculty of Science and Technology



Prof. TAM, Kam Weng  
Professor  
Faculty of Science and Technology



Prof. VONG, Pou lu Anna  
Associate Professor  
Faculty of Business Administration



Prof. XIAO, Zechong Jason  
Professor  
Faculty of Business Administration

All faculty members at UM have links with one College, either as a Fellow or Affiliate. Both categories may contribute to the general life of the College community. The difference between Fellows and Affiliates is in the level of contribution made. The former group are obliged to be more actively involved in the College.

Name	Title	Faculty
Prof. BO Inacio	Associate Professor	FSS
Prof. CHEN Qiang	Assistant Professor	FHS
Prof. CHENG Aifang	Assistant Professor	FHS
Prof. CHING Ho Hong	Associate Professor	FED
Prof. CHOI Siu Ming	Assistant Professor	FED
Prof. DE MIRANDA RODRIGUES DUARTE FONSECA Hugo	Senior Instructor	FLL
Prof. DING Xiaofan	Assistant Professor	FHS
Prof. Fan Linlin	Assistant Professor	FSS
Prof. FITZGERALD Richard	Professor	FSS
Prof. GONG Shuaishuai	Assistant Professor	FBA
Prof. HO Ying	Assistant Professor	FBA
Prof. HOU Jiajie	Assistant Professor	FHS
Prof. HU Hao	Professor	ICMS
Prof. ITO Sumiko	Senior Instructor	FAH_ELC
Prof. JIANG Yingzhen	Assistant Professor	FBA
Prof. KONG Zhaowei	Associate Professor	FED
Prof. LEI Ka Meng	Assistant Professor	FST
Prof. LI Rihui	Assistant Professor	ICI
Prof. LI Yiqing	Assistant Professor	FAH
Prof. LI Yongjie	Associate Professor	FST
Prof. LI Zhenning	Assistant Professor	FST
Prof. LIU Jiancheng	Assistant Professor	FBA
Prof. NUNES Mario Pinharanda	Senior Instructor	FAH
Prof. RIBEIRO MARQUES Rui Pedro	Associate Professor	FAH

Prof. RODRIGUES LEAL António José	Associate Professor	FAH
Prof. SANDEL Todd Lyle	Associate Professor	FSS
Prof. SHAO Haijun	Assistant Professor	IME
Prof. SIO Chio leong	Assistant Professor	FAH
Prof. SOU Va Ian Suzana	Senior Instructor	FSS
Prof. VELOSO Joao	Professor	FAH
Prof. WANG Donghui	Assistant Professor	FSS
Prof. WANG Minghao	Assistant Professor	FST
Prof. WU Xiaowei	Assistant Professor	FST
Prof. WU Yonghong	Professor	FSS
Prof. XU Huanle	Assistant Professor	FST
Prof. XU Qingsong	Professor	FST
Prof. YAN Wangji	Assistant Professor	FST
Prof. YIN Jun	Associate Professor	AMSV
Prof. ZHANG Haoyun	Assistant Professor	ICI
Prof. ZHANG Hongjie	Assistant Professor	FHS
Prof. ZHANG Qingwen	Associate Professor	ICMS
Prof. ZHANG Zhixiang	Assistant Professor	FST
Prof. ZHU Yingpeng	Assistant Professor	FBA
Prof. SU Yang	Associate Professor	FSS

For the most update list of Fellows and Affiliates, please refer to this link:  
<https://hfpjc.rc.um.edu.mo/people/academic-staff/non-resident-staff/>

## *Part Two – Student Leaders*

Serving the HFPJC College community offers a meaningful pathway to personal growth and development. The College deeply values the contributions of our student leaders, whose efforts are essential for a fruitful campus life. Below is an overview of the key leadership roles that students take on within the College:

### **House Association**

The College House Association (HA) has three major functions:

- provides activities for College members
- provides a platform for students to voice out their views and opinions
- provides opportunity for leadership development for those involved in the Executive and the Working Groups

The House Association plays a pivotal role in the maintenance of our lively, varied and happy community.





The HA has an elected President, Vice President and Secretary. Two additional HA Officers are appointed to support the HA Executive and make sure decisions made by them are observed and executed properly.

Within the House Association, there are six working groups:

- Art & Culture
- Communication
- Community Service
- National Education
- Social Activity
- Sports & Health

The Chairs of the Working Groups are also key student leaders in the College. They answer directly to the HA Executive and form the central organizational HA Committee under their leadership. The Working Groups are responsible for organizing activities in their assigned areas. Individual members of the College are encouraged to join one of the Working Groups as a participating member or they can assist in the organization of a specific activity or event.

The HA has a number of important responsibilities in the College which can be summarized as follows:

- take a major role to build of a positive community ethos.
- provide a variety of programmes for College members that cover a wide spectrum of spheres, including academic, cultural sports and intellectual.
- cater for the diverse needs of the College student body.
- act as an advisory body to the Master and staff of the college.
- represent the student voice in the College.
- ensure that the College has a visible and positive presence in the university as a whole.
- encourage all College members to participate in College activities.
- ensure that activities and events organized in the College are in tune with university policy, in good taste, and safe for all participants.

## HFPJC House Association 2025-26

### HA Executives:



President  
LAM CHENG U  
(Rita)



Vice President  
ZHANG XINYU  
(Rain)



Secretary  
SU YANGHAN  
(Sussie)

### HA Officers:



LI YUXI  
(Cici)



ZHANG LONGHAN  
(Lucien)

## Working Group Chairs:



Art & Culture  
KAM KEI UN  
(Harry)



Communication  
SUN KA IENG  
(Karine)



Community Service  
XU ZISHU  
(Susie)



National Education  
REN LILSHA  
(Lisa)



Social Activity  
RUAN YEUNG  
(Nicole)



Sports & Health  
DING KUN TOU  
(Jayden)

## Floor Leaders: Resident Tutors & Resident Assistants

Resident Tutors (RT) & Resident Assistants (RA) are leaders on each floor. They have several important tasks to perform:

- Make sure their floor provides a positive living-learning environment for floor members;
- Organize floor activities and events which enable interpersonal interaction;
- Provide advice when floor members experience difficulties of all kinds;
- Make sure that common rooms are kept tidy and that College regulations are observed;
- Check the level of cleanliness and hygiene in each room and washroom.

RTs and RAs are assisted by a small floor committee which will be formed early in the semester. This floor committee works with the RT or RA to help them fulfil their tasks.

### Resident Tutors:



LI JUNSHAN  
(Iris)



QI ZIZHENG  
(Candy)



ZHANG QIYUE  
(Daisy)

**Resident Assistants:**

CAI YUFENG  
(John)



CHEN HONGXI  
(Steven)



CHEN YUNHAN  
(Lynn)



DU XUANYI  
(Sherry)



FENG CHI MAN  
(Janice)



HU JIAZHI  
(Jazz)



LAM CHI HANG  
(Lohsen)



LI DONGNI  
(Nikki)



QUAN YINING  
(Erin)



REN CHENSHUO  
(Allen)



SHI XIAOTONG  
(Sophia)



SUN YUJIE  
(Emily)



TAN HONGYE  
(Ted)



TAN TAN  
(Egg)



WANG XINBIN  
(Ekko)



WANG YIYAO  
(Klein)



YE KA WA  
(Lancy)

## *Part Three - Community and Peer Education Requirements*

To graduate from UM, you must complete the courses CPED1000 and CPED2001, and achieve a “Pass” in the Residential College (RC) Requirements. Graduation is not possible without fulfilling these requirements. You will have the opportunity to make-up for unsatisfactory progress, but it is your responsibility to proactively approach the relevant academic staff for arrangement. For more details about the requirements, please visit the website of UM Residential College System (<https://rc.um.edu.mo/>).

## Residential College Requirements in 2025-2026

Residential College Requirements in 2025-2026		
Year	RC Requirement	Make-up Arrangement
1st Year	<ul style="list-style-type: none"> <li>• Course CPED1000</li> <li>• Formal Dinner (once)</li> <li>• College Activities (at least 3 per semester) *</li> <li>• E-portfolio *</li> <li>• RC residency**</li> </ul>	Students can make up in any semester before graduation.
2nd Year	<ul style="list-style-type: none"> <li>• Course CPED2001: Community Team Project &amp; Presentation</li> </ul>	Students can make up in any semester before graduation.
3rd & 4th Year	<ul style="list-style-type: none"> <li>• Retake CPED1000 or make up previous RC requirements if the student failed before***</li> </ul>	

\* For college activities and E-portfolio requirements, please refer to UMMoodle.

\*\*Mandatory residence is not applicable to Year 2 or upper-class UG students.

\*\*\* For all upper-classmates who did not pass CPED1000 or/and did not fulfil previous RC requirements, make up opportunity is available before graduation.



## College Readmission

To better carry out the Community and Peer Education, UM freshmen are required to reside in a college in their first year. At the end of the 1<sup>st</sup> academic year, students can apply for continued residency or choose to change to non-resident status. Hence, the resident status is not extended automatically. If students wish to continue the residency after the 1<sup>st</sup> year, students must apply for readmission by completing an online readmission application form and attend a review interview with an academic staff if needed. You may find out more information in the email sent by College office when the period of readmission application approaches. Approval of the application is subject to the final decision of the College.

HFPJC welcomes all returning students if bedspace allows. In case of bedspace shortage, applicants will be put on a waiting list. College Master will consider the readmission applications based on the student's past performance in the College, their needs, and actual rooms availability. If necessary, social workers or counsellors maybe invite to conduct further assessment as reference for the College Master. Higher priority will be given to students who actively joined college activities or/and contributed to the development of collegiate community. Hence, in order to keep a good track record of your college life, it is important that you take your attendance when joining any of the College's activities.

## Guide to the Seven RC Competencies

The objective of the RC experience for students is to broaden their horizon and engage them in the areas other than their single academic discipline. The way of learning we undertake in the RC is by doing, experiencing, and not simply reading text books or passing tests.

To help students reach their goals and understand what College life is about, we have organized activities in different experiential areas which are called RC Competencies. Your College experiences and involvement should be included but not limited to these competencies:

- Responsible Citizenship
- Global Competitiveness
- Knowledge Integration
- Teamwork and Collaboration
- Service and Leadership
- Cultural Engagement
- Healthy Lifestyle

### ***RESPONSIBLE CITIZENSHIP***

In addition to prepare you academically and develop your hard skills, the College is committed to nurture you to become a responsible citizen who has knowledge about his/her role in community, state and the world, and participates in civic engagement in an effort to promote a harmonious and sustainable world. As a College member, you are expected:

- to cultivate patriotism and strengthen the national identity;
- to take the initiative to assume your social responsibilities;
- to be a law-abiding citizen;
- to be a citizen with integrity and honesty.



Examples of activities that will fit into this Competency include:

- attend talks on national security, Macau Basic Law, against corruption, etc.
- visit exhibitions on national development
- watch patriotic films
- join outbound trips to cities in the Greater Bay Area
- attend national flag-raising ceremonies
- join activities to promote the Basic Law in the local community



## ***GLOBAL COMPETITIVENESS***

As the world is more interconnected and interdependent, it is important for you to grow increasingly aware of the lives of others, whether in the internationally diverse communities in Macau or in other parts of the world. Global competitiveness can be defined as the set of skills



that help someone be a productive member of their community and the world. As a College member, you are expected:

- to gain an increasing sense of global awareness, whether by participating in globally-themed activities, interacting with people who live in other provinces or countries, or reading quality media sources that can teach us about global events and how other people in the global community conduct their lives;
- to understand cultural differences, and appreciate cultural diversity;
- to engage in effective cross-cultural communication in respectful ways;
- to improve your self-motivation and ability of independent thinking and decision-making.

Examples of activities that will fit into this Competency include:

- join the outbound trips
- attend discussion groups on current affairs
- organize any event with an international focus
- learn about foreign cultures from exchange students
- join study abroad programmes
- improve your language proficiency
- organize/participate culture sharing and international students gatherings



## ***KNOWLEDGE INTEGRATION***

In the age of knowledge explosion, it is important to integrate knowledge of different subjects and apply what you have learned in classes to solve real-world problems. You are encouraged to communicate and collaborate with students and professors from different disciplines. In order to develop more holistic approach to learning, the College also provide an environment to foster creative and critical thinking skills. By applying creative and critical thinking approaches, you will enrich and deepen your learning experiences, which will benefit many other areas of your life from problem solution to decision making.



Examples of activities that will fit into this Competency include:

- join reading clubs to share your thoughts
- join study groups or mentoring programmes to enhance your learning
- attend some intellectual talks, study skills workshops, further study seminars, language enhancement activities, etc.
- participate research programmes to explore your academic potential
- join any of corporate visits, academic exchanges and cultural exploration



## TEAMWORK AND COLLABORATION

As members of a Residential College, students will encounter ample opportunities to engage in interpersonal relationships with other students, academic staff, professors and instructors, guests to the University, and administrative and service staff.



When living in a collegiate community, it is our responsibility to develop strong avenues of respectful communication with the people around us and be a team player. Our duty as a College member is:

- to respectfully exchange our thoughts, dreams, informed opinions and attitudes with as many people as we can in our community;
- to live together harmoniously and benefit from the rich diversity of opinions and individual styles among us;
- to participate actively in college activities so as to develop skills of effective teamwork, communication and collaboration, which include respecting and benefitting from the contributions of others.

Examples of activities that will fit into this Competency include:

- join your Floor Committee
- join any of the college teams or clubs
- help with organizing any college activity
- join any of the HA working groups
- attend any leadership seminar or camp
- participate in any inter-floor or Inter-College activity
- participate actively in any team building event at college and UM



## ***SERVICE AND LEADERSHIP***

By participating in “Care of the College,” each student makes a conscious effort to care for and serve other students both in the College and outside in the wider community. There are different ways that we provide service to our College community:



- helping fellow college members who are experiencing personal difficulties;
- taking care of the physical environment in which we all live, including common spaces, to ensure that our College is clean, orderly and inviting;
- participating in opportunities to serve communities in Macau and in other countries.

As we develop our capacity to serve others and care for our environment, we will encounter opportunities to grow as leaders. The College offers student leadership positions and training opportunities; additionally, students will find that leadership opportunities arise as they participate along with others in many aspects of College life.

Examples of activities that will fit into this Competency include:

- participate in floor cleaning activities
- visit homes for orphans / elderly
- join service-learning programmes
- take part in the organization of any College event
- join any of our service groups, e.g. Service Leaders, Librarians, Academic Mentors, Healthy Living team, etc.
- provide community service in Macau or in other parts of the world





## ***CULTURAL ENGAGEMENT***

As a College student, you will grow and develop by engaging in the arts either as an observer, a critic, or a participant. You may want to actively take part in College activities devoted to music, dance, language arts, drama, calligraphy, and other material and visual arts. Cultural engagement takes many forms and we will feel truly rewarded when we take the time to share the deeply personal ideas, sensations, and meanings that the arts inspire in each one of us.



Examples of activities that will fit into this Competency include:

- join groups going to see a play, orchestra, dance performance, exhibition, etc.
- form music bands / drama clubs
- Play musical items at High Table Dinner or Master's Dinner
- visit museums
- join reading clubs
- organize sharing on movie, music, etc.
- take painting/ drawing classes or seminars





## ***HEALTHY LIFESTYLE***

A healthy student should regularly engage in a wide range of athletic activities and physical exercises to keep the body strong and fit, and practice healthy eating in the form of a balanced diet. “Healthy Living” also means that a student radiates a positive attitude and is able to actively seek out help during moments of difficulty and distress. Students practicing “Healthy Living” actively seek out up-to-date and scientifically accurate information about human health and green living, and make an active contribution to the cleanliness and sustainability of his or her environment.



Examples of activities that will fit into this Competency include:

- mental health workshops
- orange Walks / Runs
- college sports teams such as badminton / basketball / cheerleader / football / table tennis
- cycling excursion
- yoga club
- early Rising Group
- dance club
- hiking
- rock climbing



## *Part Four – Important Aspects of College Life*

### **Service Learning Opportunities**

Service learning is an approach to practical, experiential learning through giving. It integrates community service with personal reflections to enrich participants' life and education and to develop teamwork among them. Through activities such as charity fundraising, voluntary teaching, visiting the elderly in nursing homes and international service learning programmes, students take an active role in serving and helping others to foster learning and positive attitudes. All college members are encouraged to join the service leader team to provide regular and sustainable services to the marginalized communities. By attending these experiential and collaborative activities, College members benefit from service-learning through the following:

- hands-on application that increases the relevance of academic knowledge
- accommodation of different learning styles
- interaction with people of diverse cultures and lifestyles
- an increased sense of efficacy and social development
- meaningful involvement in the local community
- practical preparation for life-long learning with real-world experience

## ***Service Learning Projects in Mainland China***

HFPJC organizes service learning project in marginalized communities in Mainland China starting from 2014 to provide volunteer teaching services to underprivileged or left-behind students. By far, around 240 HFPJC service leaders have taught more than 440 classes in 15 schools in Hainan, Guizhou, Jiangxi, Yunnan, Hunan and Guangxi, and they have provided creative education service and online support to over 21,000 students. Students with different academic backgrounds and hometowns gather together for the service learning projects, in which they make friends, prepare the course, and experience different living and learning environment outside Macao. Leadership skills and social responsibilities are developed during the process.



## ***HFPJC Online Service Learning***

The onsite service learning project in Guizhou Congjiang had to be suspended after the outbreak of COVID-19 pandemic. The project was switched to online from 2020 so that HFPJC members can continuously provide service to the local kids by teaching them English online. More than 20 volunteers joined the online service learning project every year. In the form of tailor made storytelling session, English vocabularies

were taught in an interesting way so as to cultivate children's interest in English learning. The Online programme is a new approach and our members have learned a lot such as using new software, distant and creative teaching methods and communication and presentation skills.



### ***HFPJC x Little Inventors***

As part of our regular services to schools in remoted areas in mainland China, HFPJC collaborates with The Little Inventors Project in London to help the marginalized students to realise their creativity and dreams. This project aims to encourage the marginalized students in remote areas to engage with art and design. With the use of common items around our life, students use imagination to create applications that help resolve real-life problems in our world (e.g., food waste), while HFPJCers support and stimulate student's creativity in the Little Inventors Projects.



## ***HFPJC x STEM Education***

HFPJC Service-Learning Programme introduces STEM education to inspire children in mountainous areas to develop an interest in technology, cultivate their logical thinking, creativity, and future competitiveness, and help them integrate into the digital era. The STEM curriculum includes Little Programmers, fun physics experiments, AI lectures, drone operation, and programming robotics, with plans to introduce more innovative courses in the future.

- Little Programmers: using graphical programming tools (such as Scratch), students learn to design simple animations or games, fostering computational thinking and algorithmic logic.
- Fun Physics Experiments: with simple materials, students conduct hands-on experiments to understand physical principles and solve real-world problems.
- AI Lectures: through interactive sessions, children learn the basics and working principles of artificial intelligence, demystifying AI and sparking curiosity.
- Drone Operation: students gain hands-on experience flying drones, learning about flight principles and safe operation.
- Programming Robotics: students write code to make robots perform tasks such as moving forward, obstacle avoidance, singing, and line-following, integrating mechanical design with programming.

Innovative STEM education gives children the wings of technology. They have the opportunity to complete small scientific projects, boosting their interest in technology and sense of achievement. It also broadens career horizons for children in remote areas, planting the seeds of inspiration in their hearts. No longer mere spectators of technology, these children now have the chance to become the creators of the future.



## ***HFPJC x Clean the World***

HFPJC collaborates with NGO Clean the World to reduce wastes in the hospitality industry and promote eco-friendly lifestyle. HFPJC volunteer team was formed to help the NGO recycle the discarded hygiene supplies into new bars to distribute to communities in need. The College service leaders also delivered hygiene education and environmental education with the recycled soaps during the service learning programme. Please stay tuned with us if you are interested to join us!





## ***HFPJC Donation to Congjiang, Guizhou***

In addition to the classes, activities, and projects in HFPJC service-learning trips, HFPJC service leaders also organized charity bazaar and donation to raise fund to purchase learning and living supplies (i.e., books, quilts, beds, desks and chairs) for the children in the remoted area. Since June 2020, HFPJC and volunteers have donated 2200 books (June 2020), 50 sets of quilts, pillow, and 25 bunk beds (October 2020), and 220 sets of desks and chairs (May 2021) to Guping Primary School.



## ***HFPJC Donation to Xiushui, Jiangxi***

Following the initial visit to Bailing Town Second Primary School in Xiushui, Jiangxi, in May 2024, HFPJC student leaders initiated a year-long charity sale series. With the support of the entire college community, the handmade project successfully raised funds, resulting in the donation of 660 desk mats, books, and teaching supplies in May 2025.



## Publications

### *Children's Book and Storyteller Project*

The children's book and storyteller project were initiated by the students of the oil painting workshops in HFPJC. College members took part in all processes from drawing the pictures, composing the stories, translation, copying editing to the publication of the book. This project integrated the painting art with creative writing which demonstrated the creativity and visual literacy skills of HFPJC. This was also a community engagement initiative that aimed at encouraging student volunteers to take part in community service such as reading stories to patients at Children ward in hospitals, voluntary teaching.

### *Macao Bus Story Publication Project*

The bus story publication project is initiated by a college visiting scholar Fei Chen at 2015. Students in the project created and collected stories about Macao buses, meanwhile collaborated with a local communication and marketing company MOME to promote this creative writing project to the citizens through MOME Bus TV. This project encouraged students to enhance their creative writing crafts, graphic design and teamwork skills.





## *Service Learning Book Project*

“Fruits of Love——Service-Learning Journey of the Laranjas”, Henry Fok Pearl Jubilee College service-learning book was launched in March, 2019. Since 2014, HFPJC organizes service learning project in marginalized communities in Mainland China and provides teaching service to underprivileged or left-behind students in Hainan, Guizhou, Jiangxi, Yunnan, Hunan and Guangxi. More than 18,000 students have benefited from the creative courses and online support provided by the College volunteers. To record the service learning journey and reflections, HFPJC service leaders edited this new book, which contains a service learning map, detailed introduction of the program, photos and students’ reflections.



## The Academic Support Programme

The HFPJC Academic Support Programme is designed to help all college members attain their full academic potential and to foster a lively academic and intellectual environment in college. It not only provides assistance to students who need more guidance, but also help students to explore their interests and abilities, and develop their competencies. It is also committed to good students who want to become excellent students. So the programme is for all College members. It provides various programmes which may include all of the following:

- guest speaker series
- study skills workshops
- language enhancement activities
- academic resilience project
- mentoring programme & study groups
- college library & reading club

### *Guest Lectures*

HFPJC has invited a variety of guests from different industries to deliver talks on their specialist subjects, life experiences, professions, areas of research and more each year. College members can widen their horizon, and greatly expand their knowledge through participating these talks. The talk series cover vast fields, such as entrepreneurship, sportsmanship, healthy living, career development, study abroad.



Guest Speaker:

A talk by Chairman of HN Group Limited  
Ms. Li Amber Jiaming

Each talk series was composed of several talks with specific topic in the similar area. All college members are encouraged to attend some intellectual talks during your study at University of Macau.

## ***Study Skill Workshops***

Study skills workshops are provided on study techniques, UM course selection system, project planning and proposal writing, e-portfolio, creative writing and so on. To better prepare our students for their future study and career development, HFPJC also organizes a series of discussion groups on graduate school admission, TOEFL/IELTS/GRE test preparation, resume and job interview workshops. We will continue to upgrade our learning enrichment workshops based on students' needs.

## ***Language Enhancement Activities***

HFPJC promotes multicultural communication and endeavours in providing a relaxing collegiate environment where multi-language usage is further encouraged and developed in everyday college life. A variety of language enhancement activities have been organized, such as English/Chinese creative writing workshops, English/Cantonese/Portuguese study groups, English book sharing, English movie's night, English party, etc.

## ***Academic Resilience Project***

HFPJC Academic Resilience Project aims to motivate and support students who experience academic difficulties or setbacks with the help of fellows, affiliates and peer students. After meeting with the student and identifying his/her problem(s) in studying, we will tailor-make a remedial approach to help him/her to get through the difficulties. Proactive approaches in residential education are also applied together with remedial approaches to facilitate effective learning. The Academic Resilience Project has achieved some results in helping low academic performance students.

If you are facing any academic problem(s) and need help, please contact any member of the Academic Staff.

## ***Mentoring Programme & Study Groups***

The Mentoring Programme aims to encourage the growth of all students through the efforts of upperclassmen or college fellows/ affiliates as role models and advisors. Mentors may provide academic advice and information, and encourage mentees to get involved in academic related activities by attending study groups, seminars, or workshops. All students are welcomed to talk with, or ask for advice from their



mentors. If you cannot find a mentor and you need one please contact any member of the Academic staff. Academic research shows that students who study together in groups earn better than average academic results.

We encourage all College members to take advantage of the close proximity of other students in your subjects and disciplines and form study groups which will enable you to better learn. If you need assistance in forming a regular study group talks to an RT or any member of the College Academic Staff.

## ***College Library & Interest Clubs***

To promote multidisciplinary development at the college, a common area and a library with various interest clubs (e.g., reading, STEM, photography, English clubs) has been established since January 2013.



With opening on 24/7, the team regularly hosts book sharing, lectures, workshops by providing resources to support different forms of learning, research, and needs of the HFPJC community.

## Scam Prevention

Given the recent increase in phone and online scams targeting college students, which have led to significant losses, initiatives are underway to raise awareness and help students avoid falling victim. You are encouraged to attend related workshops or talks to learn more about the latest scam tactics, case studies, and prevention strategies.



### 提防電話詐騙

Be Alert for Scam Phone Calls

**行騙手法：**

1. 冒認“公安、檢察院或法院”訛稱你已觸犯罪行
2. 向你發送拘捕令，要求“視頻辦案”或“共享屏幕”
3. 以“資金審查”為由要求你把錢轉走

**接到不明來電時 -- 保持冷靜**

**謹記“拒絕”“掛線”“致電993或8800 7777”**

**Scam Tactics:**

1. Impersonating "public security, prosecution office, or court" and falsely claiming that you have committed a crime;
2. Sending you an arrest warrant and requesting "online investigation" or "screen sharing";
3. Requesting you to transfer money for "fund examination".

**When receiving an unknown call, stay calm!**

**Remember to refuse, hang up, and call 993 or 88007777.**

澳門司法警察局 [www.jd.gov.mo](http://www.jd.gov.mo)

澳門司法警察局 / PJ Macao

澳門司法警察局

司警熱線: 司法警察局關注少年組

993macao

澳門司法警察局




**學生事務處**  
 Unidade dos Assuntos dos Estudantes  
 STUDENT AFFAIRS OFFICE



**司法警察局**  
Polícia Judiciária  
Judiciary Police

## 大拆騙!

電話詐騙集團如何  
令精明市民也中招?

**拆騙** 過來電說得真的星反詐中心/政府機關/客服平台?

騙徒可以用網絡軟件任意更改來電顯示數目騙取工作人員信賴

**拆騙** 對方真的是公安?警察?

網絡中的“公安網”、“公安辦公區”都是騙徒假扮或事先盜用的

**拆騙** 通話令是真的嗎?

於網上發來的所謂“拘捕令”、“資金審查拘捕令”都是騙徒假冒

**拆騙** 為何對方有我的個人資料?

事發前，個人資料已不經你被非法盜取，被詐騙騙徒利用

**拆騙** 為何要求繼續辦案?

• 偽造警務人員身份，假借偵探事主的手續資料和協助調查  
• 騙取事主事主提供銀行帳號號碼，令事主無法收到銀行帳戶內匯入過款

**拆騙** 為何要提供銀行帳號及密碼?

騙徒藉偽造政府網站或銀行官網騙取事主提供資料，進而轉走帳戶內款項

**拒絕** 匯款、轉帳及提供個人或銀行帳號資料

**拒絕** 參加騙局

**報警** 求助

報警熱線 **993** | 助詐報案熱線 **8800 7777**

## **Prizes and Awards**

In order to recognize exceptional service by our College members we have four major awards presented at our final High Table Dinner (Valedictory Dinner) for the year. All College members may nominate those they feel deserving of the awards.

### ***Four Major College Prizes***

We currently have four major prizes: College Medal (for four years of extraordinary service), Prize for Leadership, The Master's Prize for Collegiality, and The HA Prize for Service. Leadership, collegiality and service are three of the cornerstones of any thriving residential college community. This is why our prizes are so named. It is a great honour to be nominated for one, and an even greater honour to receive one.

### ***Award Certificates***

The College also encourages members to participate college activities to develop all-round personality. Therefore, we will award certificates of appreciation or attendance to certain college wide activities which involve a larger than normal participation or contribution by participants. This is another way we recognize efforts of our members.

### ***Dr. Lee Chau Ping Art Subsidy Fund***

Dr. Lee Chau Ping Art Subsidy Fund was established in 2016 to support students' art and culture activities of Henry Fok Pearl Jubilee College, especially to promote Chinese traditional art. Students can apply for financial support for their art-related activities.

## ***Communication at HFPJC***

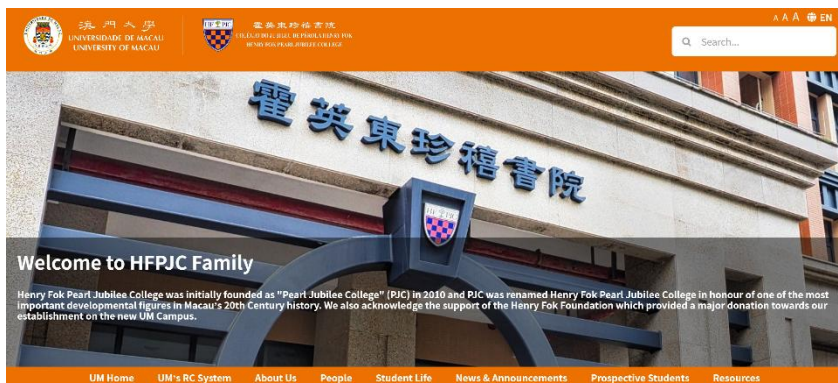
There are various ways we communicate at our College. There will always be something interesting happening or an event to publicize so keep your eye on the notice boards, particularly “What’s On” near the food serving area of the Dining Hall and in the elevators. You can also join our HFPJC Facebook page and WeChat Group which constantly reminds us of what is happening and records what has happened at events.

HFPJC Express is a newsletter that includes the latest news and information about college life. The Communication Working Group takes charge of editing, and welcomes various kinds of entries from HFPJC’s members.

We also have the HFPJC webpage, through which you will find lots of information about the college. It also helps to promote our college to the wider community, such as other members in UM, parents, and prospective students and scholars at UM, and to Macau society in general.

## ***HFPJC on the Internet***

We currently maintain an official website, and you may find more detailed information from: <https://hfpjc.rc.um.edu.mo/>



## *HFPJC WeChat and Red Note*

By following our College WeChat official account “HFPJC Family” and “珍禧書院小橘子” on Red Note, you are able to catch updates on college activities and get the latest information about our community.

HFPJC@WeChat



HFPJC@Red Note



## *UMRC APP*

The purpose of introducing UMRC APP is to enhance the communication among college members and facilitate better learning opportunities for the RC community. To download, please search “UMRC” at Apple Store, or scan the QR code below for Android system.

Download app



Android only





## *Part Five – The College Refectory (Dining Hall)*

One of the oldest and most important of all residential college traditions is dining together as a community. If the College has a heart it is where we eat together, discuss and debate all sorts of issues, and enjoy each other's company. A College Refectory (Dining Hall) is not a cafe or a restaurant: it is a place for communication, for celebration, for discovery. Use the communal dining experience to get to know as many other College members as you can. College Fellows will drop in from time to time. They would welcome your company over lunch or dinner.

However, our College Refectory will be suspended during AY2025/2026 as the University will build additional floors for our College. Students and staff are temporarily relocated to other buildings. The construction is expected to complete by the mid of year 2026. During the construction period, you may visit the dining halls of other Residential Colleges and their opening hours are: breakfast (7:30-10:30), lunch (11:30-14:30), and dinner (17:30-21:00). Please visit this link for more information on inter-college communal dining: <https://rc.um.edu.mo/communalmealeducation/>.

Starting from AY 2021/2022, the University provides a Communal Meal Participation (CMP) scheme of dining subsidy. One CMP point=MOP1. Exact amount of CMP subsidy is subject to UM financial situation and may change from time to time. You may use your own CMP points at other RC dining halls. Please visit the website for more details on the CMP subsidy: <https://rc.um.edu.mo/rc-cost/>.

## ***High Table Dinners & Master's Dinners***

High Table Dinners are held in the Refectory and involve the whole College Community. They are our most formal of meals, and usually take place once a semester. Masters' Dinners are for approximately 50-100 students and will take place for a special purpose, for example to welcome groups of visitors, celebrate a particular event, or to host a special speaker.

At High Table Dinner, tie and jacket should be worn by men and appropriate formal attire for women. The academic gown is to be worn at all formal meals. This has been a feature of residential colleges for more than 400 years. So wear it with pride. Please do not remove your gown during the meal. Academic gowns are a mark of unity in the College and respect for the College.



## *Part Six – Initiating and Organizing College Activities*

### **Balancing College Life and Academic Studies**

In some cases students may spend too much time and effort in university clubs, College activities, part-time jobs, and romance, to the point that academic study is adversely affected. Concerns can be raised by parents and academic staff when students don't keep a balance between the different spheres of their active lives. We remind you to wisely using your time.



Most people who allow activities to interfere with academic results usually are poor at planning their use of time. Academic research has shown that when students are heavily involved outside of the classroom their level of satisfaction with university life is much higher. They are more likely to undertake study abroad, or assist in service projects in the community or beyond. They are more likely to take internships related to their university major.

It is a big mistake to say better results will be obtained if I do nothing but study. More often than not, a student who is involved in many aspects of university life will find academic work more rewarding and get better results.

HFPJC respects your liberty and how you live your university life. However, we are also committed to provide support to our College members in their academic studies. We will review your academic records regularly, and call you in for discussion if needed. These discussions are to help you with actual or potential problems found in academic work, identifying specific difficulties and discussing possible effective solutions. We want to help you instead of pressing you.

If you are having any problems with balancing your academic work and other activities, or if something is worrying you in your academic work, make sure you consult with a College staff member.

### ***Initiating Student Activities***

HFPJC encourages students to take part in student activities organized by staff members, the HA and its Working Groups, or things organized by your Floor Leaders. All College members are also welcome to suggest or initiate an activity they feel is worthy of attention and participation. There are different ways to carry your ideas forward.

- suggest and discuss your ideas with one of the following people: the HA Executive, HA Working Group Chair, RT, RA or the Floor Committee Member.
- consult with College Resident Fellows to make a detailed and well-planned activity.
- consult notes on organizing student activities, correct procedures and financial arrangements.

## Organizing an Activity

### *Activity Proposal*

- submit the completed Activity Proposal to the College Office before deadline (15<sup>th</sup> of each month).
- make purchases only after the Master's approval of the Activity Proposal.
- if the proposed activity is cancelled or postponed, please inform the College Office immediately.

### *Financial Statement and Receipts*

- the total amount of expenditure cannot exceed the total budget approved.
- for payment in other currencies, please attach proof of exchange rate.
- all receipts should be in original and provide a clear description of the expenses.
- receipts should bear the dates of the relevant transactions and the names and chop of the supplier on the receipt.
- all amounts should be rounded up to two decimal place.
- purchases made at shops with names differ to the approved content in the proposal will not be accepted;

All receipts must be submitted to the College Office within 1 month or within December for activities organized in December.

### *Notes on Organizing Student Activities:*

- check the available dates for appropriate venues with the College Office or your supervising College Resident Fellows before you publicize the activity.
- next complete the Activity Proposal form which includes budget requests. Submit signed form to the office before deadline so the Office can seek approval from the AM and Master!

- clarify what equipment you will need and borrow from the College Office during office hours and fill in the equipment loan form.
- should you wish to change the date or time of your event check with the College Office prior to announcing the change.
- please always keep the environment clean and tidy. After your activity please make sure you return all the furniture or equipment to its original places and remove all the activity decorations. **Please clean up the venue after usage!**
- promotion: the College provides many channels for promoting your activities, including posting information on the website, the UM Bulletin Board, Facebook, floor, TV at Lobby, WeChat & Refectory notice boards, College display systems, etc. You can simply send digital files to the College Office mail box and state your preferred channel and posting duration.
- risk management: If the activity involves outbound trips to places around or outside Macau, we may need to purchase insurance for participants. This needs to be part of a careful risk management strategy for the safety of participants. Furthermore, you will need to invite a College Staff Member to accompany the group during the trip for safety and legal reasons.

### ***Reserving Common Rooms***

Some public areas in the temporary College Building (W31) can be reserved for particular activities, including the Common Rooms on the Ground Floor and each residential floor. Please consult your supervising resident fellows for reserving special function rooms such as the Library, Multi-function Room, the Music Room, etc for College activities. You should make venue reservations with your supervising fellows, though checking availability is something you should do as far in advance as possible. Please keep venues clean and tidy, especially after use. When you finish with a room it should be in good enough condition for the next group.

## ***Part Seven – College Regulations and Procedures***

### ***Residential Room Inspections***

In a building like ours individual hygiene and the cleanliness of residential rooms including washrooms is paramount in maintaining a healthy community. While the cleaners will deep clean each washroom once per month, regular cleaning is the students' responsibility. It is essential that four students in one unit organize a cleaning schedule so that each member is playing an equal role in keeping the environment clean and hygienic.

Since cleanliness and hygiene are essential for our wellbeing room inspections will be carried out from time to time during the semester.

Students will be given notice in advance of the inspection so they can get their house in order.

### ***Visitors to College***

Visitors are permitted in the college only at the request of residents, who then become responsible for the conduct of their guests. Visitors must remain in the company of their resident host throughout their visit and must be escorted at all times. All visitors must abide by university and College regulations applicable to the resident host. The presence of visitors shall not deny access or entry into the living unit, nor shall visitation cause any undue hardship to any other resident of the college. You shall not invite any person of the opposite gender to visit the residential rooms!

You may bring a maximum of three visitors. Exceeding this number is possible with special permission from the Associate Master. You must accompany your visitors to sign in and out at the security counter.

Visits are normally only allowed in the College between 9:00 a.m. and 10:00 p.m. Permission from the Associate Master can be obtained for an extension of these hours.

Visitors may not stay overnight in residential quarters or any other part of the College buildings.

### ***Noise Control***

Uncontrolled noise represents a nuisance for college residents whose study may be interrupted. Every member of the college is entitled to live in an environment in which the level of noise is minimized for the community good. Quiet hours of the college start in the evening at 10:00PM and end in the early morning at 9:00AM. Please note that your neighbours may keep different study/sleep hours. Therefore, at any time you should turn down the volume of music or TV and show your neighbours the same courtesy you expect.

### ***Food Deliveries***

To maintain hygiene, ensure food safety, and prevent wrong claims of delivered items, the tables (or any items drop-off points) at the entrances of RCs and PGH have been removed. Staff and students shall collect their food deliveries or ordered items directly from the courier.



## ***Fire Drill***

Every year, the college will organize a fire drill which coaches college residents in emergency procedures including nominated routes of escape. Good preparation is essential in light of an emergency therefore all student must take part in the fire drill when it is called. The College Office will announce the date 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. Your RT or RA will hold a floor meeting prior to the fire drill. You must follow their instructions during the fire drill. Remember that fire drills exist to save lives in the unexpected event of an emergency.

## ***Moving In & Moving Out Procedures***

The College Office will announce the official return dates for the new academic year. If you cannot arrive on the designated date you must communicate with the College Office to inform them of your alternative date. Upon your arrival, (during office hours) fill in the 'HFPJC Move-in Acknowledge Form' and other necessary documents.

If you arrive after office hours or during weekends, you must inform the office for a temporary check-in upon your arrival. On the next working day, you will need to present yourself at College office to complete official documentation.

When leaving the College at the end of your residency come to the College Office at least 3 working days before you intend to leave. Complete 'HFPJC Move-out Form' and make appointment with the College staff to check your room. Should you intend to leave outside office hours your room will have to be checked prior to your departure during office hours. 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 for next year.

### ***Parking Bicycles***

If you want to bring your bicycles to UM campus, please register them with the Security Centre (E7-G003c) and take special note to the bicycle parking stations on campus. You may visit this link for more bicycle parking information at UM: <https://sfs.cmdo.um.edu.mo/our-services/bicycle-management/>.

### ***Summer stay and luggage storage***

The summer stay and luggage storage application usually commences in March and April. The College Office will announce the application period and send the application through email. You may fill in the form and submit to office before deadline.

### ***Emergency Contacts***

In case of any emergency, you can always contact one of the following units at any time:

HFPIJ Security Counter	8822 2657
UM Security Center	8822 4000

## ***Guidelines for Use of Common Rooms***

### ***Using Common Rooms***

All HFPJC members are welcome to use the common rooms for leisure or special events and activities. The opening hours of the ground floor common rooms (Multi-function room G004 & G051, Gym Room G034, Library G033, Music Room G042) are 9:00am to 10:00pm, other hours with permission of AM or RF.

Any college member who wants to reserve the common rooms for events, please consult with your supervising resident fellows and make venue reservations with them. Always keep the room clean and tidy after usage and take good care of the instruments and equipment. You may be charged for any damage or loss of equipment if care has not been taken. If you are the last one to leave the room, always make sure all the lights and air conditioners are switched off.

### ***List of Prohibited Areas in College***

Because your welfare is our major concern student must not enter prohibited areas in the building. The list includes but not limited to

- rooftops
- terraces
- server room
- balconies
- refectory kitchens
- electric switchboard rooms

On no account should you sit on the window ledge of your room or climb through windows on corridors to reach prohibited areas.

## ***Part Eight - University of Macau Management and Operational Rules for Residential Colleges***

### **Section One: Management of the College**

#### ***1. General***

- 1.1 For the purpose of these Rules, RC System includes all constituent colleges of the University of Macau (UM), both in operation and in planning.
- 1.2 The regime for staff members of the RC System is governed by Chapter 12 of “Regulations of the Personnel Affairs of UM”.
- 1.3 Once in the premises of a RC, a student of the University or visitor to the University, whether a member of the respective RC or not, shall comply with these Rules and any RC rules thereof, and with any reasonable instruction of the respective RC Master. In addition, they also need to comply with the general rules and guidelines of UM.

#### ***2. Interpretation***

Unless otherwise stated in this document,

- 2.1 “College” refers to a constituent residential college of the UM RC System.
- 2.2 “College Management” refers to College Masters, Associate Masters, Resident Fellows, and Administration Staff.
- 2.3 “College members” refer to the members of the College Management, non-residential Fellows and Affiliates, Resident Tutors, and students, resident or otherwise, who are affiliated with a College.
- 2.4 “Resident College members” refer to College members, student or otherwise, who are in residence at a College. Students in residence are referred to as resident College student members.

- 2.5 “Non-resident College members” refer to College members, student or otherwise, who are not in residence at a College. Students not in residence are referred to as non-resident College student members.
- 2.6 “College residents” refers to residing family members of College members and guests authorized by the College Master to reside in a College.
- 2.7 “Visitors” includes all persons who are invited by College members or College residents to visit a College, who are not a member of that College. Unless in open-house events, a College is closed to the public for security reasons.

### ***3. Administration of These Rules***

- 3.1 The College Master is responsible for the upholding of these Rules in his or her College in order to promote holistic development of students, provide pastoral care, and oversee the overall administration of the College in accordance with the visions and missions of the UM.
- 3.2 The development and revision of these Rules can be discussed and endorsed by the meeting of RC Matters, subject to further procedure in 3.4.
- 3.3 The College Master of a respective RC may make additional rules to those listed in Sections One and Two of this document as deemed necessary for the maintenance of order and discipline in his or her College. These additional rules must however be consistent with the spirit of the Rules herewith, and with other UM governance documents.
- 3.4 These Rules are subject to endorsement by the VRSA and approval by the Rector, and will take effect from the time of their posting.

### ***4. College Allotment and Readmission***

- 4.1 The UM requires that each first-year student be residential in a College, and actively participate therein unless waived (General Rules Governing Bachelor’s Degree Programmes (AAO-REG.04/201506/021). In cases of exceptional circumstance, petition for a waiver of the residential requirement may be made to the VRSA

for consideration and approval.

- 4.2 All incoming first-year students will be allotted to one of the Colleges after being admitted to UM, following the standing policies of allotment and other UM regulations. Allotment policies are designed to achieve a good mix of the student body in each College, among other education purposes.
- 4.3 Transfer to another college is in general not allowed unless there is a compelling reason. Transfer requires endorsement by both College Masters concerned and approval by the VRSA.
- 4.4 Students may apply for readmission to reside at a College after the first academic year if they have such a need. Readmission application will be reviewed by the College and a decision be made by the College Master. Consideration will be given to his/her contribution to college, activity participation and other performance in college, and justifiable special needs, among other factors. Students who have special need to be readmitted should inform the College Master, Associate Master, or a Residential Fellow as early as possible.

## ***5. Payment of College Fees***

- 5.1 In accordance with the UM regulations, each resident College student member shall pay his/her College Fees in advance unless with an approval of deferred payment. They must also pay a security deposit in line with UM policy. Refunds of fees shall follow the RC fee refund policy.

## ***6. Privileges of College Student Membership***

- 6.1 A resident College student member who has settled all appropriate College charges or who has been permitted to make a deferred payment of these, is entitled to all the rights, privileges and benefits granted to resident College student members during their residency;
- 6.2 A non-resident College student member can enter and remain in the College during such times and in such manner as prescribed by the College Master.

## ***7. The College House Association***

- 7.1 Each College will establish a House Association (HA) or similar organization. All resident and non-resident College student members are automatically members of the HA.
- 7.2 HA is set up as an education platform of management skills and leadership under the supervision and guidance of the College Management. It is not a student self-rule organization.
- 7.3 The executive members of the HA are normally elected by all members of HA. Executive members of the HA may also be appointed by the College Master.
- 7.4 The College Master, or his/her representative, and his/her appointees including at least one student will act as returning officers for elections.
- 7.5 The constitution of the HA and its amendment are subject to the approval by the College Master.

## **Section Two: General RC Operational Rules**

### ***1. General Conditions of College Student Membership***

- 1.1 Besides the general requirements defined for the UM RC System, a College student member, in residence or otherwise, shall comply with any reasonable instruction of the College Master. He or she should attend High Table Dinners and other official College functions as prescribed, as well as meetings to which he or she has been invited by the College Management.

### ***2. Proof of Identity***

- 2.1 At the request of any member of the College Management or security guard, a College member in residence or otherwise, a non-College-member resident, or a visitor, shall present for

inspection a current UM Student Card, Staff Card, or appropriate document of identification. Any person who fails to comply with this clause may be refused entry into the College, or may be asked to leave the College.

### ***3. Visitors***

- 3.1 Visitors shall only remain in the College between the hours of 9:00 am and 10:00 pm unless the College Master or his/her representative gives permission otherwise.
- 3.2 A visitor may be permitted to stay overnight in a College provided that
  - i. prior permission of the College Master or his/her representative has been obtained;
  - ii. payment of a prescribed charge, as the case may be, has been made.
- 3.3 A College member or a non-College-member resident who invites a visitor shall be responsible for
  - i. the conduct of the visitor while he or she is on the College premises;
  - ii. any charges or cost incurred by the visitor.
- 3.4 Resident College student members shall not invite any person of the opposite gender to visit residential rooms. Such meetings must take place in prescribed common areas in the College.
- 3.5 A College Master may prohibit any visitor or any person not being a College member or non-College-member resident from entering the College, ask him/her to leave the premises at any time, or permit him/her to remain on the premises beyond the time laid down for the departure of guests from the College.

### ***4. Room Key Cards***

- 4.1 Resident College student members must keep their assigned key cards in a secure manner. Transfer of key cards to any other person, except members of the College Management, for entering residential rooms or for consuming College meals, if any, is strictly prohibited.



- 4.2 Duplication of key card or holding multiple key cards is strictly prohibited.
- 4.3 Assigned key cards must be returned to the Office when moving out of College.
- 4.4 Charges will be incurred to a resident College student member in case of:
  - i. loss of key card;
  - ii. late return of key card borrowed from the Security Counter.
- 4.5 Resident College student members losing the key card for any reason must report the loss immediately to the Office or, after hours, to the Security Guard on duty, and go through the replacement procedure.
- 4.6 Any charge paid for key card replacement is non-refundable in all circumstances.

## ***5. Change of Room***

- 5.1 Change of room is allowed but only with good reason and subject to availability of a suitable room for such purpose. Students who request a room change should first complete the appropriate form at the College general office then make an appointment with the Associate Master. The Associate Master will make a decision thereafter.

## ***6. Respect for Other Residents***

- 6.1 Resident College members and College residents shall avoid actions or behaviors which may disrupt the normal collegial life of other resident College members or College residents, respect other College members' rights to privacy, maintain a reasonably quiet environment to study and rest, use College's facilities in a reasonable manner, and refrain from improper behavior.
- 6.2 Resident College members and College residents shall not enter the rooms of other residents without consent unless they are doing so on official duty.
- 6.3 Resident College members and College residents should be properly

attired in common areas of the Colleges at all times.

## ***7. Personal Property***

- 7.1 Resident College members and College residents are responsible for their personal property in the Colleges. To minimize chances of theft, valuable personal belongings must be kept in a safe place. The room door should be locked when leaving. Colleges are not responsible for any loss of personal property. Personal property such as books or computers should not be left unattended in study rooms or other common areas. Cash and valuable items must be locked in an appropriate place in the residential rooms.
- 7.2 Hallways, walkways and stairs should be kept clear of furniture, refuse, personal belongings large or small, such as shoes, bicycles, or umbrellas, and any other objects, so that those items would not obstruct passages and therefore escape routes during emergencies. Any items found in hallways, walkways and stairs may be removed and disposed of without prior notice.

## ***8. Public Property***

- 8.1 College members and College residents shall not remove any furniture, fittings, fixtures or facilities provided for use in the College without prior approval from the College Management.
- 8.2 College members and College residents shall not deface, defile or damage any wall or any structure of any kind, or any furniture, fittings, fixtures or facility provided for use in the Colleges, or install any new utility or fitting without prior approval from the College Management. College members and College residents who fail to comply with this clause shall be subject to charges imposed by the College Management.
- 8.3 College members and College residents must make good or pay for any damage to furniture, fittings and the fabric of the College for which he or she is responsible, fair wear and tear excepted.

## ***9. Areas Out of Bounds***

- 9.1 Resident College student members shall not enter rooftop or balcony areas that are out of bounds in the College building.
- 9.2 Resident College student members shall not endanger themselves by positioning themselves on the window ledge of the residential room, or any other dangerous place.

## ***10. Fire Safety***

- 10.1 Cooking in the Colleges is strictly prohibited except in the designated areas as authorized by the College Master.
- 10.2 Cooking left unattended is strictly prohibited at all times.
- 10.3 Possession of chemicals, explosives or highly combustible materials that are potentially dangerous or damaging is strictly prohibited.
- 10.4 Open flames, including candles and incense, are strictly prohibited in any part of the College except when approved by the College Master or his/her representative in the case of specific ceremonies and celebrations.
- 10.5 Interference of fire service devices is strictly prohibited.
- 10.6 Attendance of all resident College members and College residents at official fire drills is compulsory, failure of which without permission of the College Management may affect future readmission application.

## ***11. Smoking, Drugs, Alcohol and Gambling***

- 11.1 According to the UM's No Smoking Policy (HSEO.06/20112/101) smoking is strictly prohibited.
- 11.2 Resident College members, College residents, and their visitors shall not bring into or use in the Colleges any illegal drugs or misuse prescription drugs.
- 11.3 Consumption or storage of alcoholic beverages without prior approval from the College Master is not allowed.
- 11.4 Resident or non-resident College student members shall not

engage in any gambling whatsoever on the College premises, or permit such gambling to take place in their residential rooms.

## ***12. Electricity Appliances***

- 12.1 Light electrical appliances intended for necessary personal care may be used in the residential room but must be in good order and properly maintained.
- 12.2 All other electrical appliances must be approved by the College Management.
- 12.3 Charging batteries when unattended and overloading electrical outlets are prohibited.
- 12.4 College Management may remove without prior notice any appliances in any residential rooms or common areas which may disturb or endanger others.
- 12.5 Residents should endeavor to save energy in the College.

## ***13. Cleanliness***

- 13.1 It is responsibility of the resident College members and College residents to keep the residential room and bathroom clean and hygienic. The resident College member and College residents should clean and empty trash bins in his / her room, tie up the trash in a garbage bag properly before disposing it in the refuse rooms.
- 13.2 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 Management.
- 13.3 Cost of cleaning common areas left in poor condition may be passed on to those responsible.

## ***14. College Management's Entering into a Student's Room***

- 14.1 The College, or its authorized persons, may enter any rooms for

purposes of health, safety, security, and building maintenance. Prior notice will normally be given of such entry to resident College members and College residents, except in cases of emergency, abandonment, or where prior notice is deemed not viable. A notice of entry will be left in the room thereafter.

## ***15. Promotion and Commercial Activities***

- 15.1 For-profit commercial promotions and activities are prohibited in the Colleges. Sale of any goods or services in the Colleges is not allowed without prior approval of the College Management.
- 15.2 Without prior approval of College Management, distribution or posting of promotional items for any purpose is prohibited.
- 15.3 Posters shall be approved and stamped by the College Management. They can only be placed in those areas designated for posting.
- 15.4 Hard copies of any publications, commercial or otherwise, shall have prior approval of the College Management before being placed in designated locations of the College.

## ***16. Quiet Hours and Noise Level***

- 16.1 Individual Colleges will negotiate quiet hours with the House Association and other College members and post them accordingly.
- 16.2 Resident College student members should avoid making disturbing noise in any parts of the Colleges when meetings and other functions are in progress.
- 16.3 Quiet Hours may be extended during study and examination periods.
- 16.4 At all times, College members and College residents should keep noise levels reasonable so as not to cause nuisance to neighbors and fellow College members.
- 16.5 Quarrelling loudly should be avoided. Unsettled disputes should be referred to Resident Assistants, Residential Tutors, or the College Management for mediation in order to be resolved in an amicable manner.

## ***17. Pets***

- 17.1 For health and safety reasons, a College member or a non-College-member resident shall not, without special permission from the College Master, bring onto the College premises any pet, including fish tanks and insect enclosures.

## ***18. Dangerous Objects***

- 18.1 College members or College residents are forbidden to bring any object into the College which could endanger the well-being of others.

## ***19. Vehicles***

- 19.1 Motor bikes and scooters are not to be driven inside College grounds or left in College designated bicycle parking areas.
- 19.2 Students from one College cannot park their bikes in the designated parking areas of another College.
- 19.3 Bikes are not to be left standing in areas not designated for bicycle parking such as public footpaths.
- 19.4 Bicycles should only be ridden on bike paths, not inside College grounds or pedestrian walkways.
- 19.5 Any Electric Personal Assistive Mobility Devices are not allowed within the College premises, including College student rooms and public areas, except otherwise approved by the College Management.
- 19.6 Storage of Electric Personal Assistive Mobility Devices, as well as charging of such devices or their batteries within the College is strictly prohibited.

## ***20. Disciplinary Procedures***

- 20.1 Disciplinary action may be considered against a resident College student member if there is evidence beyond reasonable doubt that rules are violated to the extent that such disciplinary action is deemed warranted by the College Master.

- 20.2 A College Master may take disciplinary action in accordance with regulations and practices as authorized by Item 2 Article of “Student Disciplinary Regulations of the University of Macau” (SAO.03/201406/ 100).
- 20.3 A College Master may assign the Associate Master (AM) to convene the College Disciplinary Committee (CDC) to assist and advise the College Master regarding a particular case. The CDC will consist of three members, including the AM, one Resident Fellow, and one student who can be either a Resident Tutor, a Resident Assistant, or a nominee from the House Association Executive. The CDC is only advisory and the final decision rests with the College Master.
- 20.4 In the event that a disciplinary case involves more than one Colleges, or between College and Faculties, the Dean of Students of UM will act as coordinator.
- 20.5 The Dean of Students of UM will normally handle all appellate disputes arising from RC related disciplinary decision if he does not serve as the coordinator as prescribed in 20.4, in which case the VRSA will handle the dispute instead.
- 20.6 Depending on the degree of severity, a College Master may decide to take any of the following disciplinary actions, or other disciplinary measures as deemed more proportional.
- i. Temporary or permanent termination of privileges in a College, including residency;
  - ii. Exclusion from readmission;
  - iii. Restriction from entering the College premises;
  - iv. Referral to the Dean of Students of UM for consideration of further disciplinary action.



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