

# Pathway to Successful Student Activity on Campus 2022

Session 1

Date: 24 Jan 2022

Time: 13:00-14:30

Session 2

Date: 25 Jan 2022

Time: 13:00-14:30



### Agenda

- Guidelines for the organization of student activities
- Macao youth policy and UM development plan
- Webpage for student organization service
- Reservation for venue and promotion
- Reservation of temporary accommodation at UM Guest House
- Co-organization of activities with outsiders
- Campus-wide alcohol policy
- How should students make complaints
- Outbound exchange trips
- Application for "Whole Person Development Award Programme"





# Guidelines for the Organization of Student Activities

- 1. Suspend all exchange activities with unit and personnel of countries or cities apart from areas with low risk of COVID-19 Transmission.
- 2. Perform crowd management by limiting the total number of spectators and participants to less than 50% of the venue capacity.
- If you need to invite outsiders to act as performers, speakers, contestants, etc. for the event, you are not allowed to invite individuals of countries or cities apart from areas with low risk of COVID-19 Transmission.
- 4. The organizer shall record the arrival and departure time of all participants (including performers, staff, spectators and participants, etc.) as far as possible.
- 5. When there are too many participants, it is recommended to stagger the arrival and departure times to the venue. If conditions allow, entrances and exits should be adjusted according to the actual situation to avoid too many people gathering at the same entrance/exit at the same time.





# Guidelines for the Organization of Student Activities

More guidelines to note from the Centre for Disease Control and Prevention (CDC) <a href="https://www.ssm.gov.mo/apps1/PreventCOVID-19/ch.aspx#clg17668">https://www.ssm.gov.mo/apps1/PreventCOVID-19/ch.aspx#clg17668</a>

- 1. 預防新型冠狀病毒肺炎-集體節慶、文娛、康體活動的管理建議 (15/10/2021)

  Prevent Novel Coronavirus Pneumonia Advice on the Management of Collective Festive Events, and Recreational and Sports Activities (15/10/2021)
- 2. 預防新型冠狀病毒肺炎-給高等院校復課後的管理建議 (15/10/2021)

  Prevent Novel Coronavirus Pneumonia Advice on Class Resumption for Higher Education Institutions (15/10/2021)
- 3. 預防新型冠狀病毒肺炎-給高等院校及學生的建議 (15/10/2021)
  Prevent Novel Coronavirus Pneumonia Advice to Higher Education Institutions and Students (15/10/2021)
- 4. 預防新型冠狀病毒肺炎-會議、講座、考試及同類型集體聚會的管理建議 (15/10/2021)
  Prevent Novel Coronavirus Pneumonia Advice on the Management of Conferences, Lectures, Examinations and Similar Collective Events (15/10/2021)
- 5. 預防新型冠狀病毒肺炎-美食攤位活動的管理建議 (15/10/2021)
  Prevent Novel Coronavirus Pneumonia Advice on the Management of Events with Food Stalls (15/10/2021)
- 6. 預防新型冠狀病毒肺炎 團體舉行餐飲活動的管理建議 (15/10/2021)

  Prevent Novel Coronavirus Pneumonia Advice on the Management of Group Catering Events (15/10/2021)





### Macao Youth Policy



# 澳年颜

Política de Juventude de Macau

育身心 展德才

Formar boas condições físicas e psicológicas, desenvolver valores morais dignos e talento; ter a coragem de assumir as responsabilidades e construir o futuro.

www.dsedj.gov.mo/youthpolicy

# 《澳門青年政策(2021-2030)》

#### 政策方向與目標

傳承愛國愛澳增強家國情懷

增強綜合能力促進全面發展







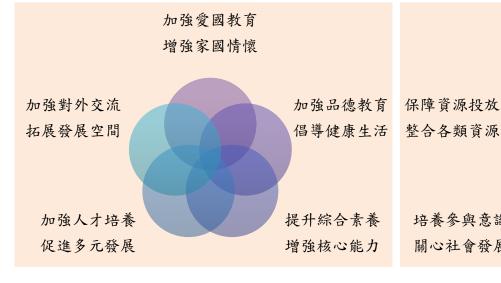


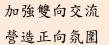




**錘鍊品德修養** 提升身心素質 共建和睦氛圍。營造包容社會

#### 主要措施







促進社會共融確保機會平等

支持青年結社 發揮社團力量





### **UM Development Plan**

Deepening patriotic education and students' knowledge of the nation and the region

• 加強愛國愛澳教育,深化學生對國情及區情的認識。

Enriching learning experience and cultural exchanges

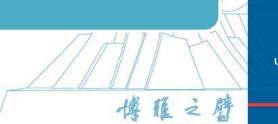
豐富學習經驗,加強文化交流。

Promoting cultural diversity for a harmonious campus

• 培養多元文化,構建和諧校園。

Strengthening cooperation network with first-class universities in the Chinese mainland

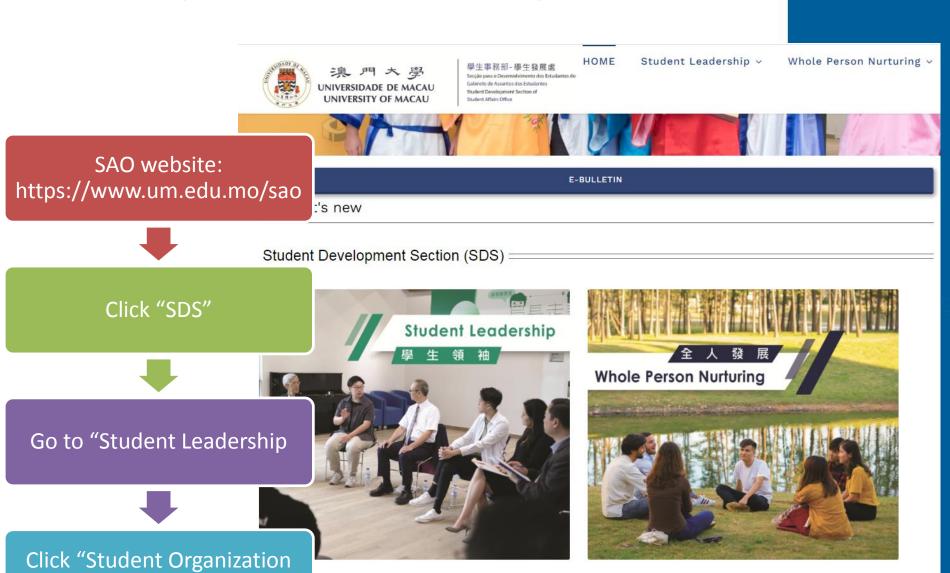
• 強化與內地一流大學的合作網絡。





### Webpage for Student Organizations

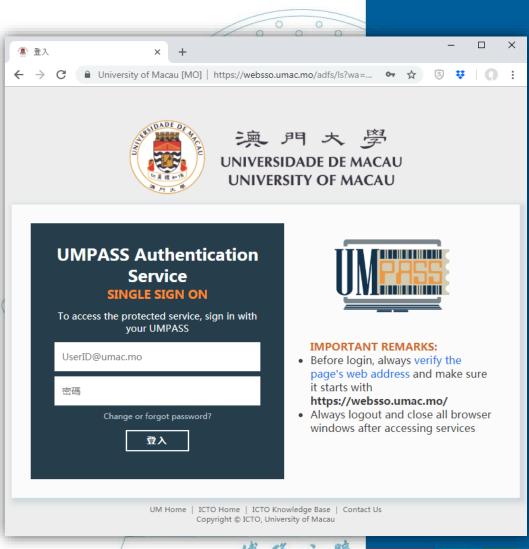
Service



#### Reservation for Venue & Promotion

- Reservations should be made online via myUM Portal (https://myum.um.edu.mo)
- Venue and banner availability can be checked via the e-booking system
- Please check the availability before submitting the requests





# Promotional Materials Hoisting

- Applicants can request to hoist the promotional materials
   (including banners, easy-stands, foam boards) more than 7 days
   before the first day of activity, in which the maximum hoisting
   duration is 30 days
- Sample of the promotional materials must be attached in the application for approval, otherwise the application will not be accepted
- Application for the reservation of banner/easy-stand hoisting must be submitted in advance according to the locations as below:

#### Location

Bridges / Corridors
Student Activity Centre (E31)
Sports Complex (N8)
Digital Signage System

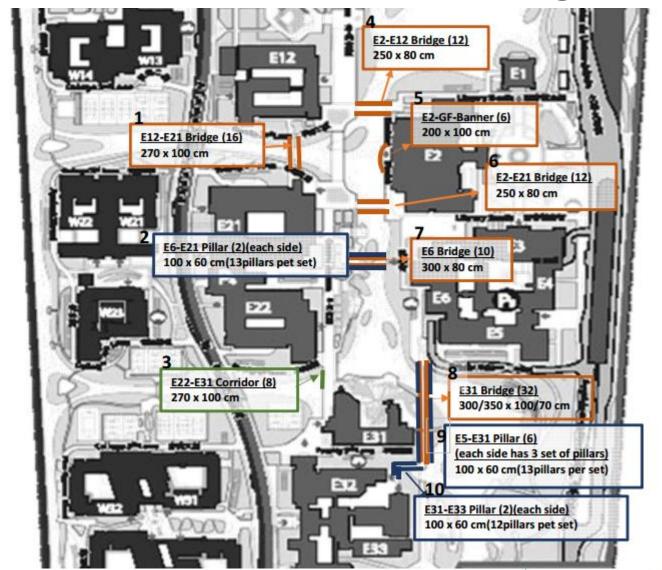
#### **Application**

at least 5 working days in advance at least 5 working days in advance at least 5 working days in advance at least 12 working days in advance





# Location for Promotional Materials Hoisting





Banner Location	Quantity
E12-21 Bridge	16
E22-E31 Corridor	8
E2-E12 Bridge	12
E2-GF Bridge	6
E2-E21 Bridge	12
E6 Bridge	10
E31 Bridge	32
E4-1F Banner	1
Total	97



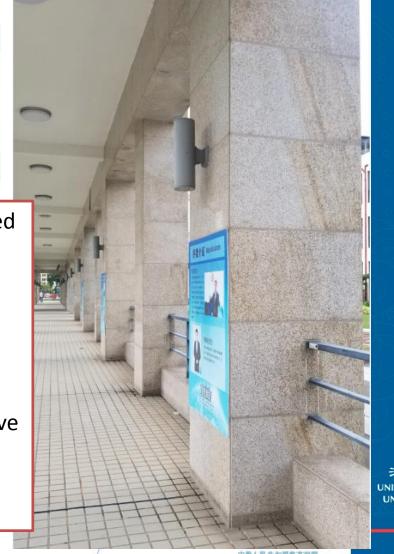




Location for Promotional Materials Hoisting

Banner Location	Quantity	Remarks
E6-E21 Pillar	4	6 pillars
E5-E31 Pillar	6	13 pillars
E31-E33	2	12 pillars
Total	12	

- Promotional materials can only be posted on the sides of pillars with code labels.
- Reserved hoisting areas could only be used by approved applicants. No transference to other clubs or parties is allowed.
- SAO reserves the right to remove any promotional materials violating the above rules without prior notification.
   Reminders and/or warnings will also be given to any violations.





# Digital Signage System

- Application should be submitted to SAFs <u>at least</u>
   12 working days in advance via email
- Content requirement:
  - Picture: JPG, PNG or BMP format
  - Resolution 1080 x 1920
  - No more than 10 pictures
  - Less than 5MB for each picture
- Indoor digital signage works from 7:00-23:00, outdoor digital signage works 24 hours every day



#### IMPORTANT NOTES

- Any changes or cancellation must be raised at least 2 working days prior to the hoisting day
- Hoisting reservation will be cancelled AUTOMATICALLY if no promotional material is being hoisted on the first day of reservation
- Reserved hoisting areas could only be used by the approved applicants. No transference to other parties is allowed
- Users must not occupy spaces other than the approved area
- Applicant is responsible for the hoisting, removal and maintenance of one's promotional materials during the reserved period
- Any violation of above items will result in reminder, warning or penalty





### Other Promotion Methods (1/3)

#### E-bulletin

- English is compulsory and bi-lingual is preferred
- Send to SAFs 4 working days in advance

#### Poster posting

- With the stamp of organization and the expiry date
- Bi-lingual activity name, contact info, etc.
- Submit to SAFs for endorsement (SDS / OSA stamp)





# Other Promotion Methods (2/3)







**PHOTO** 

5MB each

jpg





8am-10pm



#### Use of Venue - Booths

- Maximum booking duration for booths is no more than 7 days
- Reservation requests have to be submitted in advance according to the locations as below:

#### **Booth Reservation**

Central Teaching Building (E3-E4)

Student Activity Centre (E31)

FAH (E21a), FSS (E21b), FBA (E22)

#### **Application**

at least 5 working days in advance at least 5 working days in advance

at least 5 working days in advance





# Use of Venue – University Hall and Student Activity Centre Theatre

- Online application must be submitted <u>at least 15 working days in advance</u> prior to the first day of venue reservation
- Users are required to provide the following information together with the application, otherwise booking request will be declined:
  - activity rundown,
  - estimated number of participants,
  - name of organizer(s) and co-organizer(s),
  - name of invited guest(s), performer(s), etc.,
  - floor plan, list of equipment and setup requirement
- In order to optimize the use of venue, the ratio of setup & rehearsal time to performance time should be 3:1 or less
- Applicants should allow sufficient time for set up and dismantle which shall be included in the venue reservation period
- Reservation will be cancelled AUTOMATICALLY if no responsible person from the organizing party arrives within the first 20 minutes of the reserved period



# Use of Venue – E31 Multifunction Rooms and Meeting Rooms

- Online application must be submitted <u>at least 5 working days in advance</u> prior to the first day of venue reservation
- Users are required to provide the list of equipment (if needed) together with the application

 Should there be any changes in the date, time and content of the event, SAFs should be informed by email immediately and the concerned reservation is subject to re-approval

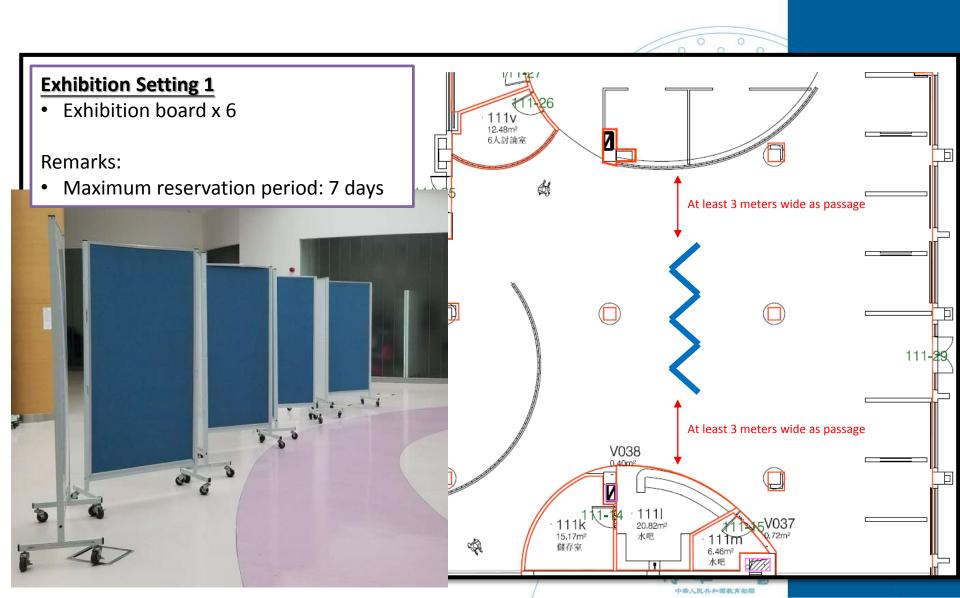


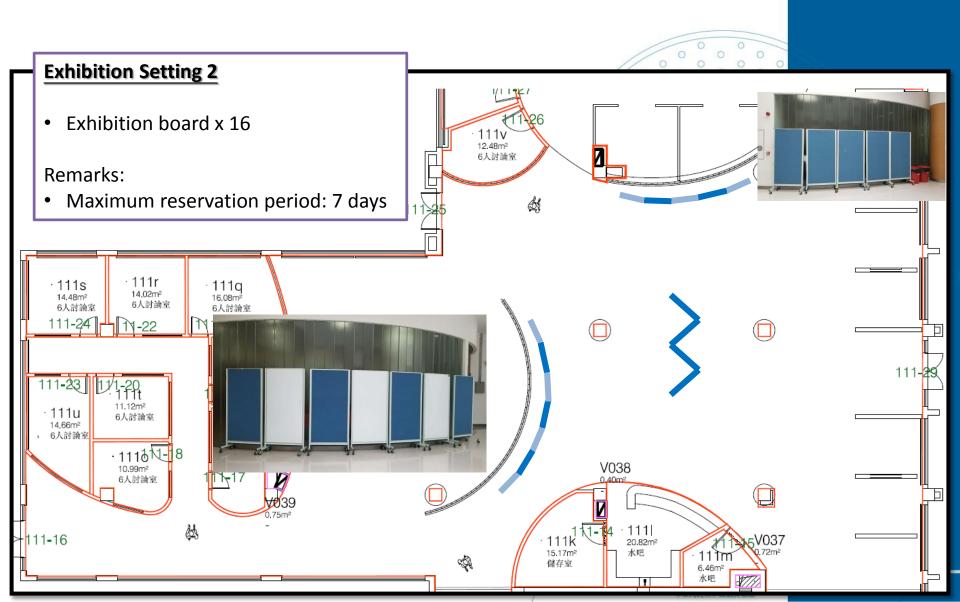
### Use of Venue – E31 Plaza

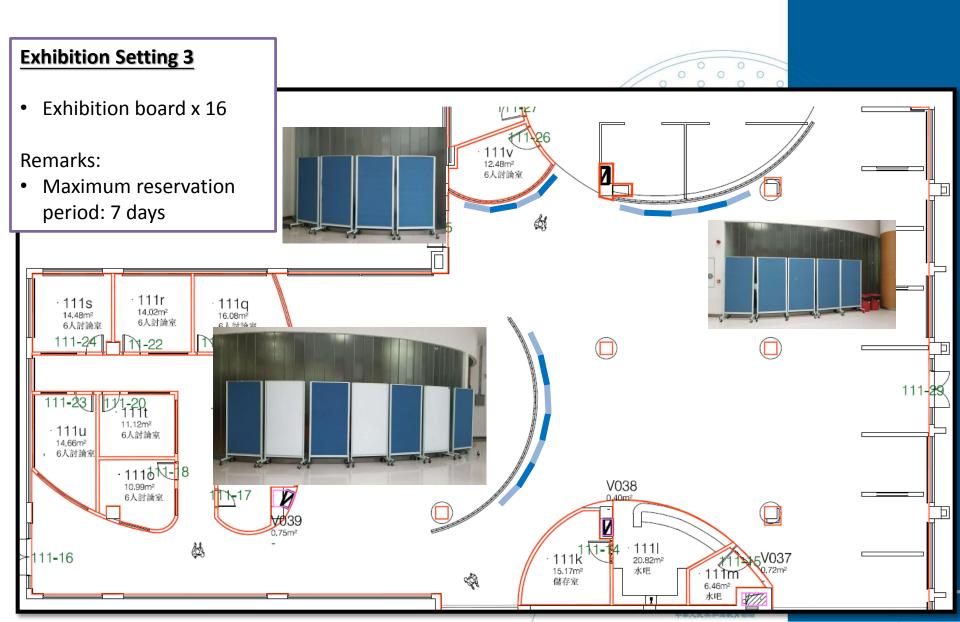
 Online application must be submitted <u>at least 2 weeks in advance</u> prior to the first day of venue reservation

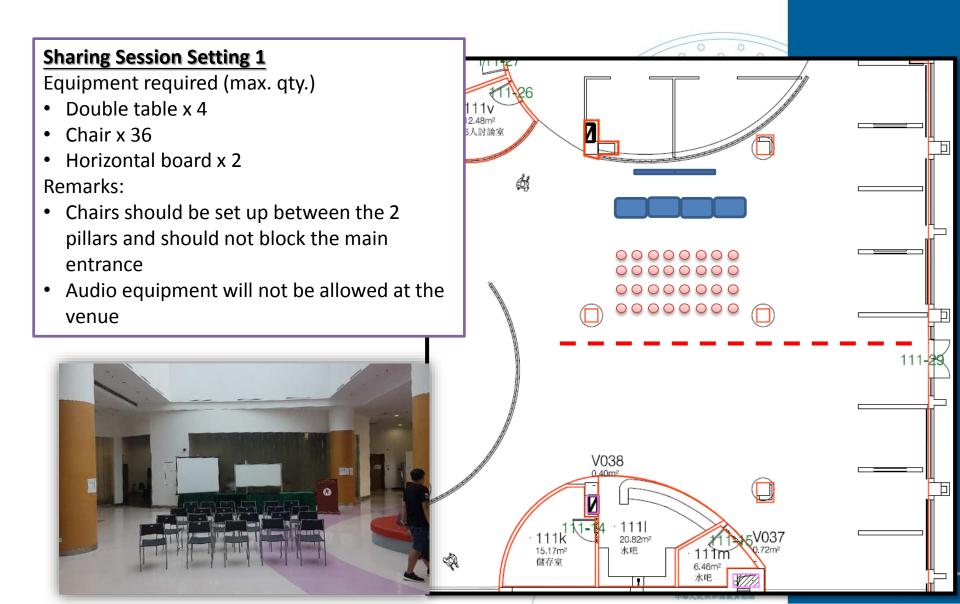
 Users are required to provide the list of equipment (if needed) together with the application

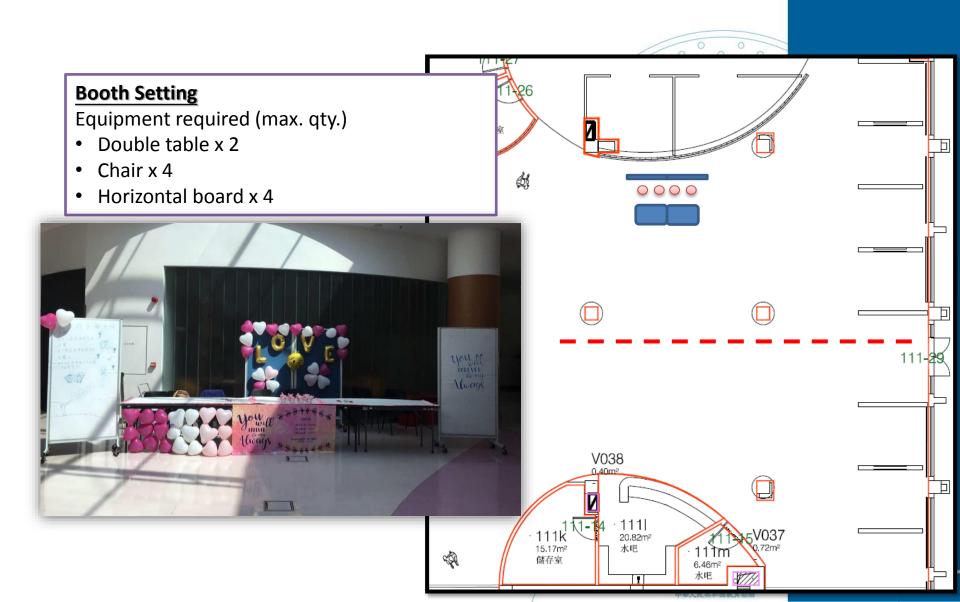












# Reservation of Venue & Promotion unavailable in the E-booking System

- Request the special application form from your SAFs
- Application must be submitted at least 2 months in advance prior to the first day of reservation. Last minute request will not be accepted
- Users are required to provide the following information together with the application, otherwise booking request will be declined:
  - activity rundown,
  - estimated number of participants,
  - name of organizer(s) and co-organizer(s),
  - sample of promotional materials, floor plan, list of equipment and setup requirement
- Applicants should allow sufficient time for set up and dismantle which shall be included in the venue reservation period





# Reservation of Sports Facilities

- Application forms should be submitted <u>at least 14 working days</u> in advance (but not earlier than 90 days) prior to the first day of reservation
- Should there be any changes / cancellation in the date, time and content of the event, SAFs should be informed by email <u>at least 9</u> <u>days in advance</u> and the concerned reservation is subject to reapproval
- All reservation time must start at the beginning of hour and end at the end of the hour, i.e. 10:00 11:00, but not 10:30 11:30
- To maximize the usage of sports facilities, for indoor sports facilities, please avoid booking time of 20:00 – 22:00, but book 19:00 – 21:00 or 21:00 – 23:00.
- Any violation of the "UM Sports Facilities Rules" will result in reminder, warning or penalty
- The venue may be closed by OSA without prior notice if it is not suitable for use.



Application form





# Reservation of Temporary Accommodation at UM Guest House

- UM Guest House is located at N1 and provides short term accommodation for visitors and guests of the University
- Room rate: MOP 700/night for single room and MOP 800/night for shared room
- Application should be submitted at least 1 month in advance prior to the arrival of the guests
- Guest information require:
  - Purpose of visit
  - Date of check in and out
  - Name, gender and place of origin of guests
  - Copy of identification document
- Allocation of guest accommodation is based on first-come-first-served basis
  - ✓ If you would like to request waiving fee, you are required to inform your SAFs at least 3 months in advance





# Co-organization of Activities with Outsiders

#### Points to consider before the co-operation:

- Does the theme of the co-organizing activity fit the mission/goal of the student organization?
- Does the co-organizing activity beneficial to UM students?
- Does the co-organizing activity involve commercial purposes?
- What is the role of the student organization in this coorganizing activity? Or how is the job allocation between the co-organizing parties?
- ✓ Before you confirm the deal with outsiders, you MUST consult your SAF and seek for further advices. At least 2-month in advance is recommended.
- ✓ SAFs will let you know more concerns, e.g. feasibility of organizing the event on campus, venue tariff involved, etc.



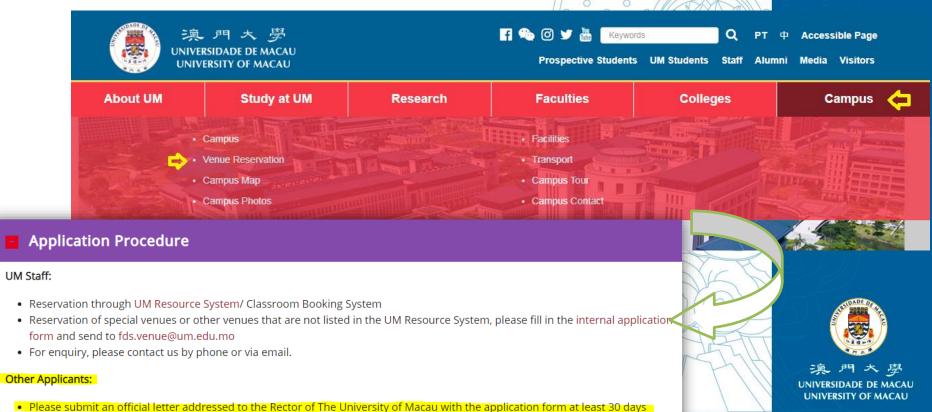


# Co-organization of Activities with Outsiders

 In case you are not co-organizing the activity with the outsider and it insists to organize the activity on UM campus, you may refer it to Facility Development Section (FDS)

before the usage of venues, with the introduction of the company/association and the activity details.

• For enquiry, please contact us by phone or via email.



# Campus-wide Alcohol Policy

- This policy shall guide the use of alcohol everywhere on campus and apply to students and student-related activities including all events organized by student organizations or sponsored by the University.
- 2. Service of alcoholic beverages in student activities must obtain prior approval.
- 3. Presence of an adequate number of staff member(s) at the event to prevent alcohol-related risks from happening.
- 4. While serving alcoholic beverages at the event, the host must also provide nonalcoholic beverages and food in adequate amounts.
- 5. No alcoholic beverages may be served to students under the age of 18 at any time.
- 6. Infractions of this policy and Student Disciplinary Regulations by student or student organization, even when acting under the influence of alcohol, will be subjected to disciplinary actions.



Guideline

#### How to inform your SAF for serving alcoholic beverages at your event...

Applying funding...

Include in the activity proposal

Reserving venue ...

Include in the venue booking form

Preparing the activity...

Inform SAF at least 14 working days in advance via email

中華人民共和國教育部贈

#### **How should students make complaints?**

#### Who to complain to?



In the case of dispute, the student should first try to resolve the matter with the concerned person/department.

If the matter was not resolved and the student wishes to file a complaint, he/she should first file the complaint to the superior of the concerned person/to the head of the concerned department. If the student is not satisfied with the given result, he/she can appeal to the higher management of the same concerned department.



Different departments of the University are responsible for different matters. A student should address his/her complaint to the department/head in charge of the specific matter.



Students may also consider complaining to the student unions of the University when the complaint involves student collective interests.

The above complaint procedure is applicable to non-disciplinary matters.

Suspected disciplinary offences should be handled according to the "Student Disciplinary Regulations of UM", "Personnel Statute of UM" or by the Gender Equity Officer and the Committee on Gender Equity.

#### **How should students make complaints?**

#### **How to make a complaint?**

Complaints should be submitted in writing, such as The complaint should detail:

1 the person/department being complained about

2 the complainant's identity and contact information (the complainant may request the University not to disclose his/her identify)

3 details and evidence of the complaint

4 suggested solution





# **Outbound Exchange Trips**

- The trip organizers should appoint appropriate student leaders to serve as trip leaders based on the nature of the trip.
- Any participant under the age of 18 must submit a written consent by his/her parent or guardian for joining in the trip/activity.
- Each participant is expected to take part in all activities provided by the trip. Absence from any arranged activities, early leave, or stay over is not permitted, unless prior written consent from the participant's parent or guardian and approval by Dean of Students.
- You should inform your SAF <u>at least 5 working days</u> in advance of your outbound trips for arranging the pre-departure briefing as well as the travel insurance.
- In case of an emergency, the trip organizers must follow the protocol to handle the situation and inform all the parties involved, in and out of UM.



Guideline





## More Important Notes I

- All members must comply with the local laws and ordinances of the destination, organizers' regulations as well as team leaders' instructions.
- Every member should maintain good behavior and personal conduct so as to keep a good image as an outstanding student leader of University of Macau.
- Members have to attend all official activities on time, without any delay.
- Members should be attentive and active in participating the activities.
   Please switch the phones to vibration mode and avoid to use them during the visits.
- Take good rest at nighttime to maintain the best state of mind and strength to complete various activities arranged in daytime.
- Mutual support and care among members are essential to ensure group safety and team spirit.
- Members should also maintain harmonious relationships with other delegations. They should be respectful and polite to others all the time.





# More Important Notes II

- Please bring along all the necessary identity documents: Macau ID,
   Student ID and travel documents (Passport, Visit Permit).
- Please change the local currency and/or purchase the local sim card before departure.
- Each member should carry his/her personal necessities (including medicine).
- Please take good care of your personal belongings, especially identity documents.
- In case of emergency, members should notify your SAF immediately.





# Application for "Whole Person Development Award Programme"



Organizer Venue

Hall (W33-

G046)

Library

Auditorium

Ma Man

Pak Sam

College

RTO

Lecture Series: (VRAAO)

Kei and Lo

\* SCHOLARSHIP AND AWARDS FINANCIAL AID

News

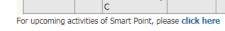
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- \* INTERNATIONAL & EXCHANGE STUDENTS
- + SUMMER PROGRAMME



#### "CS" Areas of Development:

- Citizenship with Global Perspectives
- Cultural Engagement
- Healthy Living
- Interpersonal Relation and Teamwork
- Leadership and Service



Time Activity

Seminar:

14:10 Social Media

Minina

16:30 "From A Kung Ngam to Clear Water Bay: My Life Journey" – President Tony

22/08/2018 13:00 MLC Lunch

24/08/2018 15:00 University





### Student Activity Facilitator (SAFs)

#### Ms. Carrie Chong (8822 4640)

UMSU, faculty student associations & non-local sub-organizations, Culture and Recreation Association, Literature Club, Model United Nations Association

#### Ms. Jenny Lei (8822 4904)

UMPA & faculty postgraduate associations, Model Aircraft Society, Photography Society, Astronomical Society

#### Mr. Kai Chan (8822 9915)

Academic sub-organizations, Rotaract Club, Entrepreneurship Society, Christian Fellowship

#### Mr. Way Lam (8822 9918)

Chinese Opera Society, Toastmaster Club, Volunteer Society, Rap Association, Chamber Music Society, Animation and Comic Society, Cocktail and Coffee Learning Society, Culinary Art Society, Drama Society, Guitar Association, Drawing and Painting Society, Magic Society, Music Society

#### Ms. Ada Vong (8822 9921)

UMPA sub-organizations, Mandarin Debating Society, Cantonese Debate Team, English Debating Society

Office: E31-2006

Email: sao.leadership@um.edu.mo





# Student Activity Facilitator (SAFs)

Mr. Lo Si U (8822 4911) Volleyball Club

Ms. Candice Leong (8822 8848)
Rock Climbing Club, Korfball Club

Ms. Terry Leong (8822 4948)
Archery Association, Fencing Club,
Rowing Club, Badminton Club

Mr. Vong Ka Hou (8822 4415) Basketball Club

Mr. Keith Chao (8822 4423)
Sports Association, Table Tennis Club,
Track and Field Club, Handball Club

Office: N8-1017 (1/F)

Email: osa.development@um.edu.mo

Ms. Bonnie Choi (8822 4949)
Diabolo Sports Association, Tchoukball Club

Ms. Patricia Hui (8822 4410) Judo Club, Squash Society

Mr. Lei Kou Pan (822 4484)

American Football Club, Karate Club,

Dragon Boat Club

Mr. Luis Hung (8822 4931)
Football Society, Dance Society,
Orienteering Society

Mr. Sam Mak (8822 4912) Kinball Club, Tennis Club







#### **Thank You!**

Avenida da Universidade, Taipa, Macau, China Tel: (853) 8822 8833 Fax: (853) 8822 8822

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