

Stay tuned with SAO!











Pathway to Successful Student Activity on Campus 2024

Date: 4 September 2024

Time: 15:00-16:15

Venue: E4-G051



Agenda

- Macao youth policy and UM development plan
- Webpage for student organization service
- Reservation for venue and promotion
- Application for Whole Person Development Award Programme
- Application for OSA Physical Education (PE) Hour
- Reservation of temporary accommodation at UM Guest House
- Use of UM URL Shortener
- Co-organization of activities with outsiders
- Campus-wide alcohol policy
- How should students make complaints
- Outbound exchange trips





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









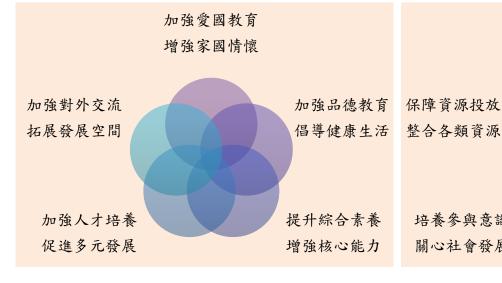


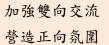


錘鍊品德修養 提升身心素質

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

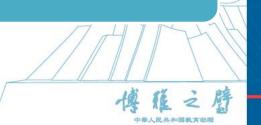
豐富學習經驗,加強文化交流。

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。





Agenda

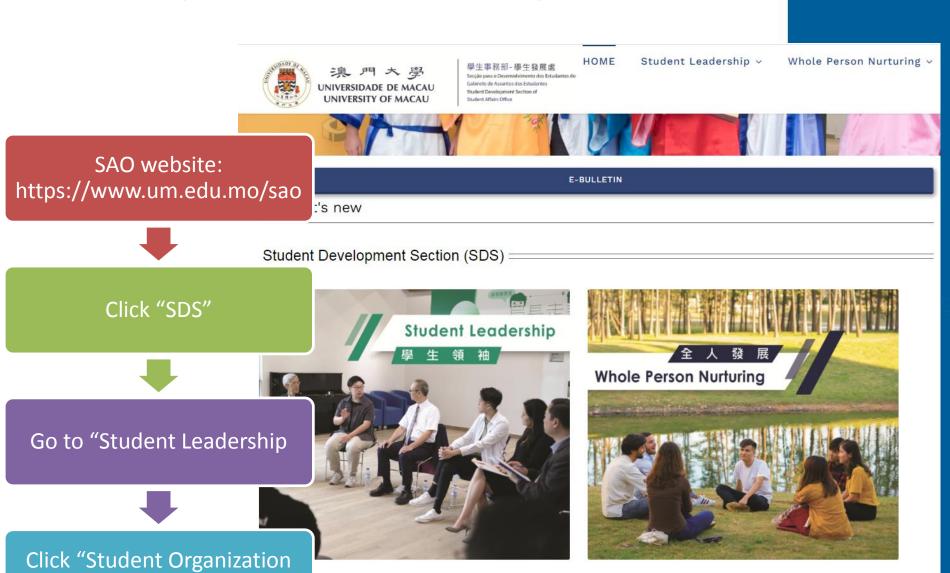
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Webpage for Student Organizations

Service



Agenda

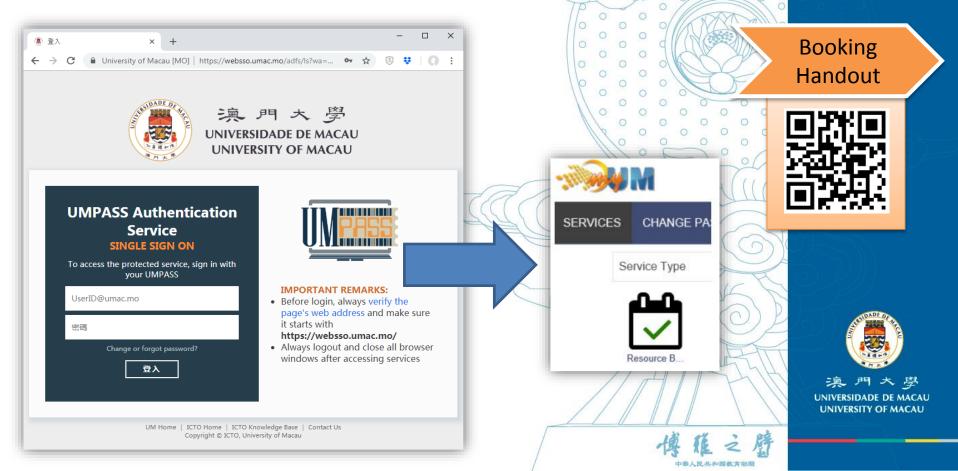
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Reservation for Venue & Promotion

- 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



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)

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

Application

at least 6 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







Use of Venue – University Hall and Student Activity Centre Theatre

- 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
- SAO is given the first priority for the use of venues. For that reason SAO
 has the right to cancel the use of a venue that received prior approval
 or request the organizer to reschedule the use of the venue.





Use of Venue – E31 Multifunction Rooms and Meeting Rooms

- Online application must be submitted at least 10 working days in advance 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 10 working days in advance</u> prior to the first day of venue reservation
- Users are required to remark in the reservation request for using the Student Corner (E31-G019), which is subject to availability
- Users are required to provide the list of equipment (if needed) together with the application
- Activities shall end before 21:30 and finish clearance and leave not exceed 22:00
- Noise sources for the activities shall not affect other building users.





Warning and Penalty

- Warning(s) will be given to users who have any violation of the "Use of Student Activity Centre" Guidelines (Ref: S-068/G/SRS).
- All warning records are considered cumulative and remain in effect for a duration of 2 academic years.

1st Warning



2nd Warning: Denial of any venue applications and booking equipment up to 6 months



3rd Warning: Denial of any venue applications and borrowing equipment up to 12 months





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
Sports Complex (N8)
Digital Signage System

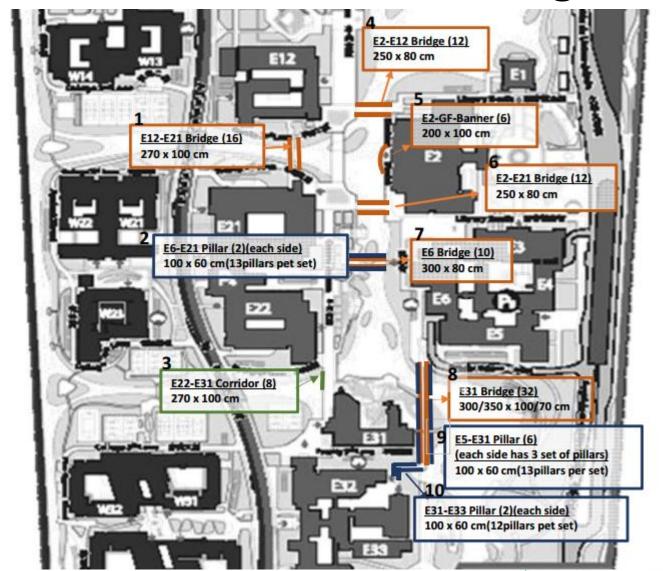
Application

at least 6 working days in advance at least 6 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



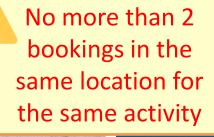


Location for Promotional Materials Hoisting

Banner Location	Quantity	Remarks
E6-E21 Pillar	4	7 pillars
E5-E31 Pillar	12	6-7 pillars
E31-E33 Pillar	4	7-8 pillars
Total	20	

 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



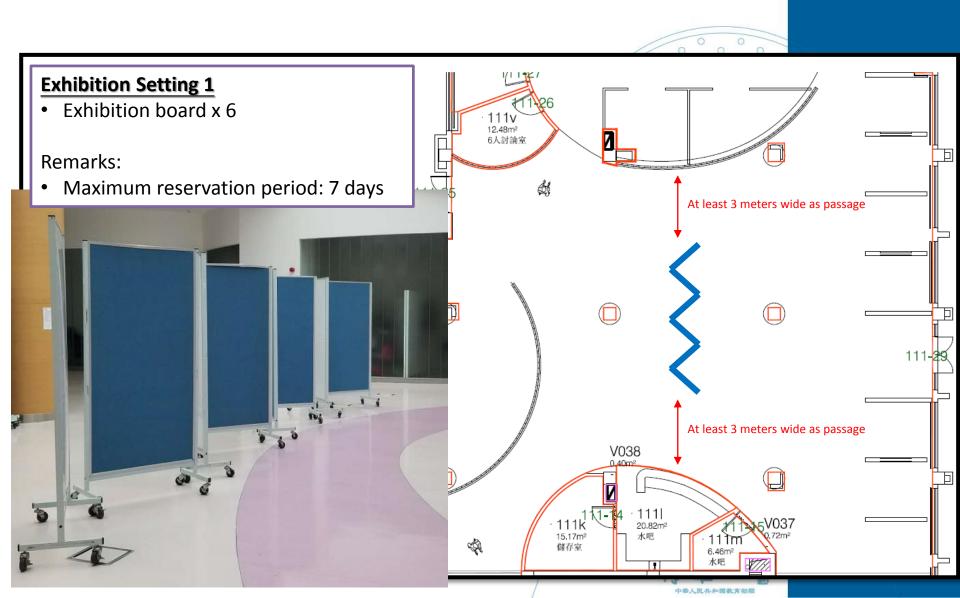


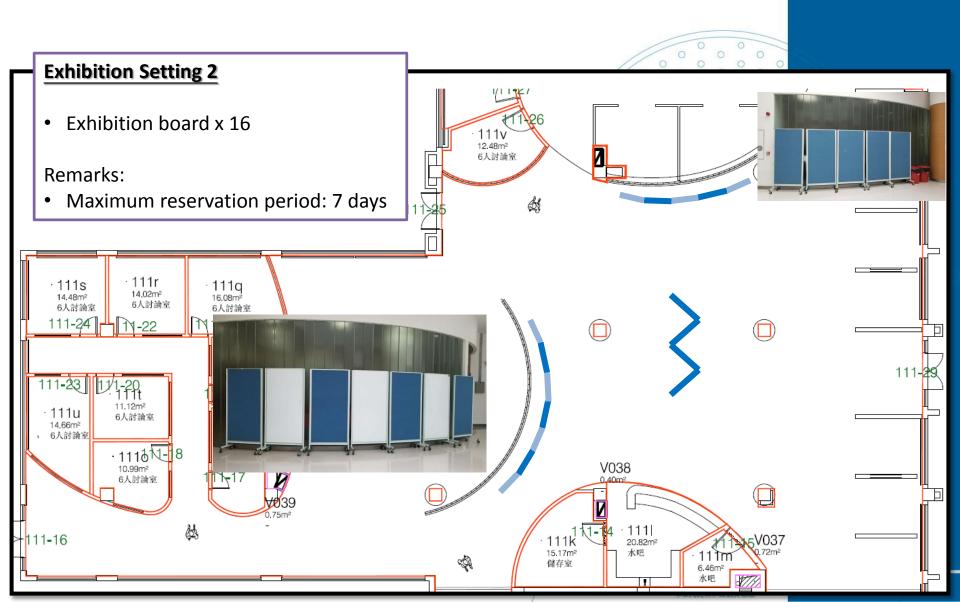
Reservation of Venue & Promotion unavailable in the E-booking System

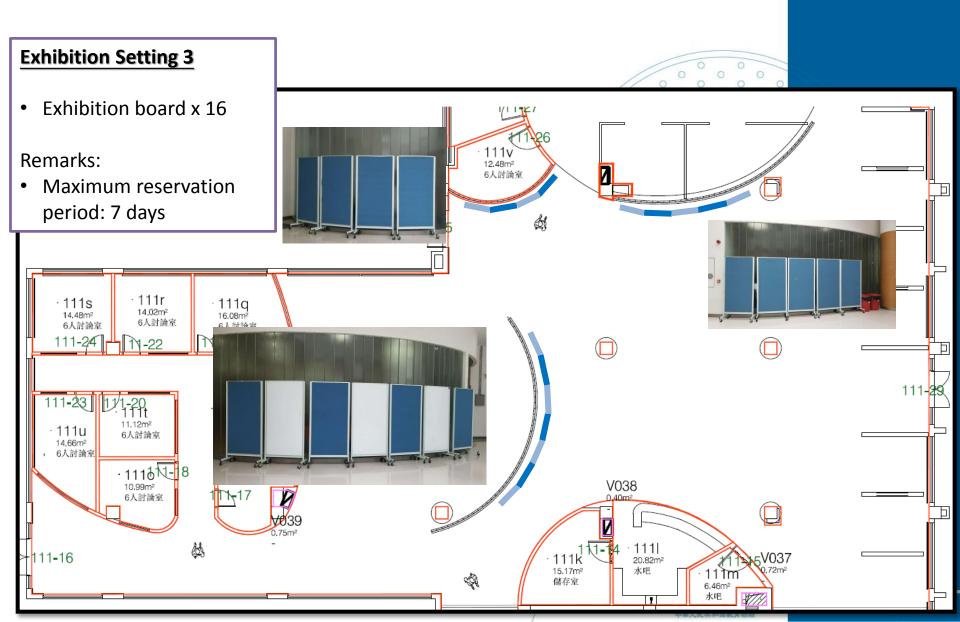
- Request the special application form from your SAFs
- Application must be submitted <u>at least 1 month in advance</u> prior to the first day of reservation. Last minute request will not be accepted
- Users are required to provide the following information together with the application, otherwise booking request will be declined:
 - photo of the venue / location,
 - 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

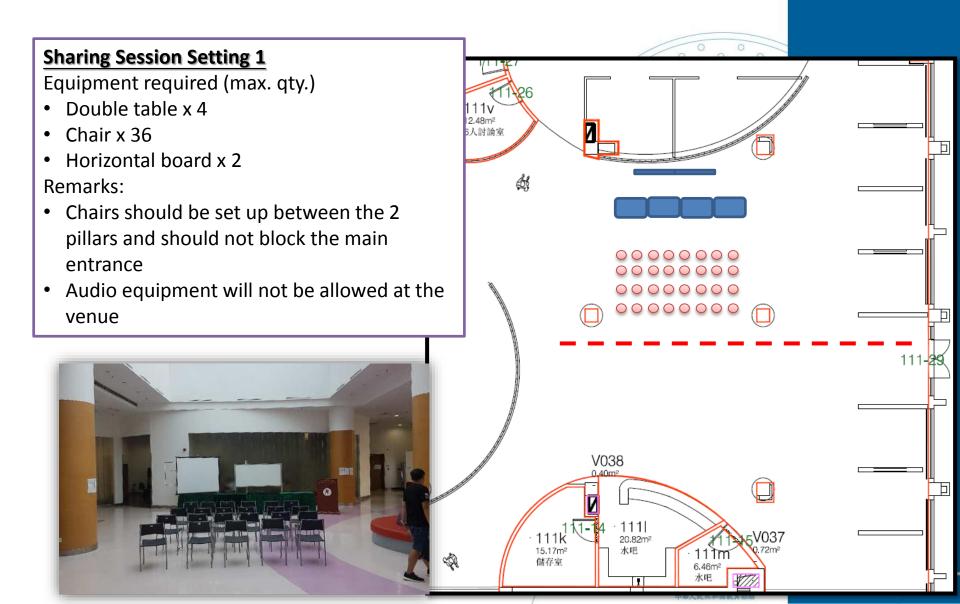


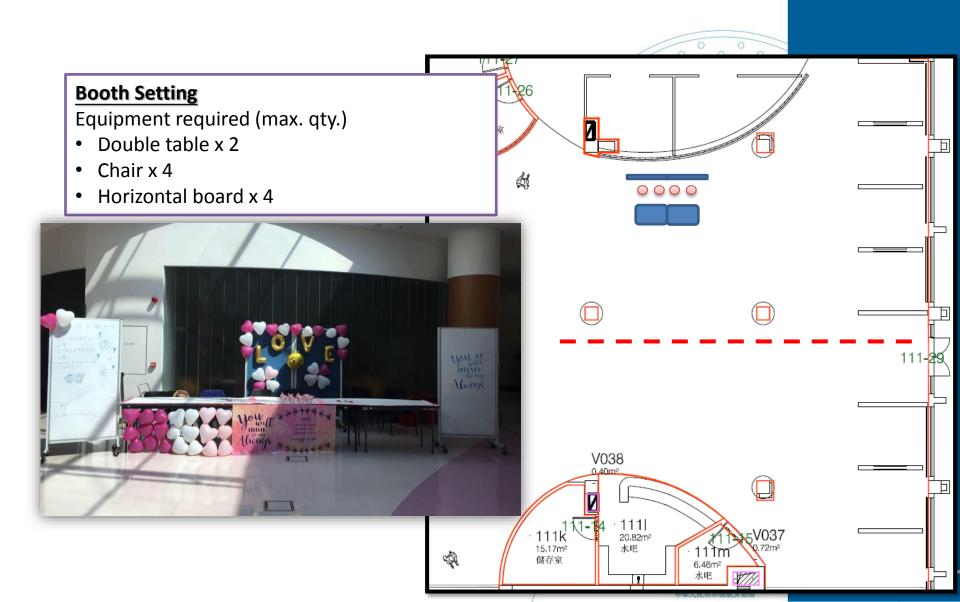












Reservation of Sports Facilities

- All bookings should be made at least 14 working days in advance.
- All sports facilities can only be booked for their designated use.
- The venue may be closed by OSA without prior notice if it is not suitable for use.
- To allow more units to be able to book certain sports facilities, for regular booking, each unit may only submit one regular booking at one (type of) sports facility for 2 hours per week.
- All reservation time must start at the beginning of the 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" (OSA.04/201503/001.r04)
 will result in reminder, warning or penalty









Application form



Reservation of BBQ Site

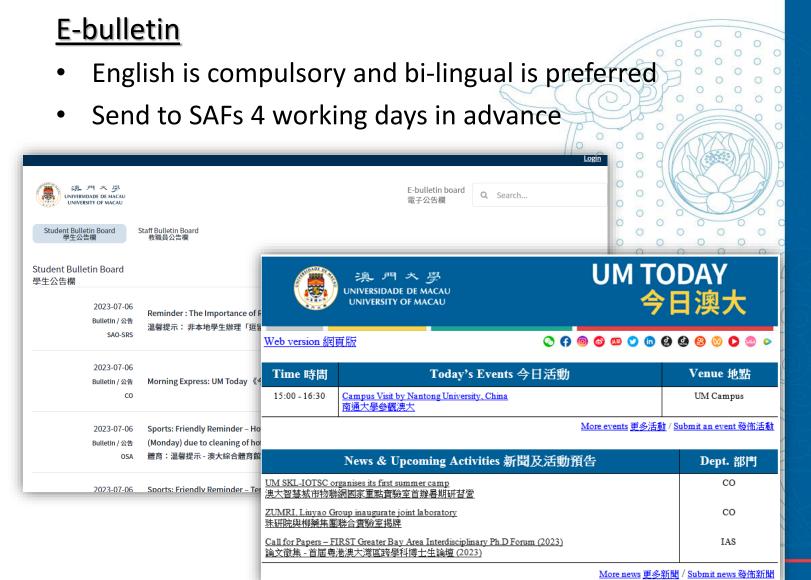
- All bookings should be made <u>at least 10 working days</u> in advance.
- Opening hours: Mon to Thur: 10:00-14:00, 16:00-20:00; Fri to Sun, Public holidays: 09:00-14:00, 16:00-21:00;
- Lighting fires outside the designated barbecue pits or moving the fire away from the pits is prohibited;
- Alcohol consumption, smoking and other activities that do not in line with the nature of venue are prohibited;
- Loud noise, use of amplifiers or loudspeakers is prohibited;
- Users must ensure all rubbish and food residue are wrapped up appropriately and dispose into the rubbish bins, and all fires should be extinguished before leaving the barbecue site;







Other Promotion Methods (1/3)





Other Promotion Methods (2/3)

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)
- Only one poster of the same design should be displayed on each board
- Please remove the posters on the due date



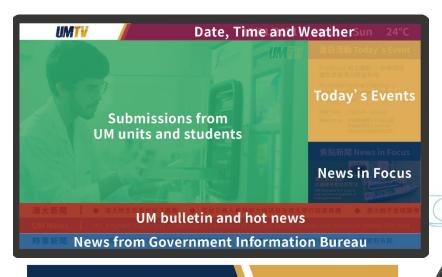




Other Promotion Methods (3/3)

<u>UMTV</u>

Campus broadcasting system that provides the latest UM news, notices, videos, event information, etc.



44 Campus Displays

8am - 10pm





Application form



Hygiene Guidelines for Serving Food and Beverages in Activities

Regarding student activities involving food or drinks, all student organizations are requested to adhere to the following guidelines:

- 1. All food and drinks provided in the activities (including sponsored items) have to be provided by the food and beverage venue with valid business licenses.
- Please review and follow the latest food safety guidance issued by the Municipal Affairs Bureau: https://www.foodsafety.gov.mo/c/tradeguidelines/listwithtab







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Application for Whole Person Development Award Programme



Application form



sds.sao.um.edu.mo/whole-person-nurturing/1251-2/

- Responsible citizenship
- Global competitiveness
- Knowledge integration
- Teamwork and collaboration
- Service and leadership
- Cultural engagement
- Healthy lifestyle





UM HOME

SAO HOME

SDS

SRS

EN

Application for Whole Person Development Award Programme

We welcome faculties and student organizations to contribute to the Whole Person Development Award Programme (WP) by having your activities endorsed by our programme. Once endorsed, you may promote your activities using our WP logo and UM competencies score (CS). Students participating in the activities are eligible for obtaining "CS". Thus, your cooperation will add value to your activities and enhance our students' whole personal development.

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To obtain WP endorsement for your activity, please fill out the application form

AU U

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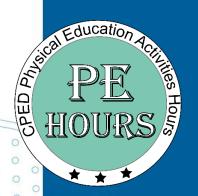


Application for OSA Physical Education (PE) Hour

Non-regular sports activities (except member hours) by sub-club and non sub-club are eligible to apply for OSA PE hours.

Type of sub-club	Max granted OSA PE Hours per semester	
Sports sub-club	5	
Non-sports sub-club	4	

Type of Activity	Description	Max OSA PE hours granted
	To organize 4-7 sessions	
	To organize 8-9 sessions	1.5
	To organize 10 sessions or above	2
	 For organizing 1-3 sessions, no PE hours will be granted; Each session lasts at least 1 hour; Student has to reach 75% attendance rate for granting the respective OSA PE hours. 	
Sports-related Activity	Organization has to design the sports-related activity according to actual exercise hours	0.5-2 hours per activity









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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
- Application should be submitted at least 9 working days in advance prior to the arrival of the guests
- Guest information require:
 - Purpose of visit
 - Date of check in and out
 - Name, gender and identification info of guests
- Allocation of guest accommodation is based on first-come-first-served basis

Room Type	Nightly rate (Breakfast included)
Standard Double Room	MOP 800
Superior Double Room / Standard Twin Room / Accessible Twin Room	MOP 900
VIP Suite	MOP 2,100



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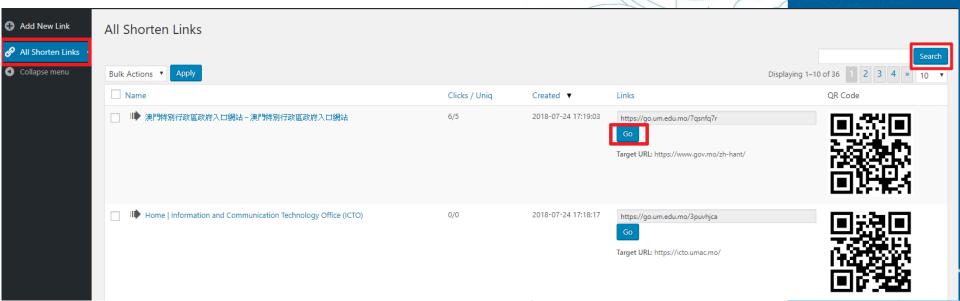
Use of UM URL Shortener

Features

- Shorten links
- QR code
- Clicks statistics
- Link preview
- Link scan

Access

- Login with UMPASS at https://go.um.edu.mo/
- More details: https://icto.um.edu.mo/web-hosting/um-url-shortener/



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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.



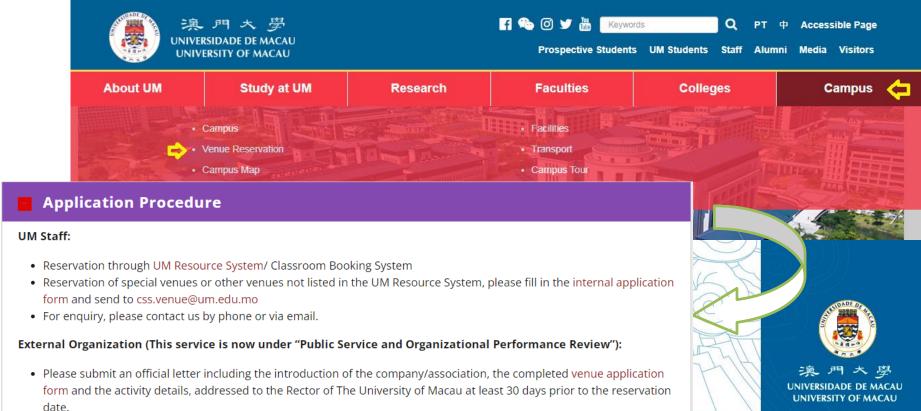


Co-organization of Activities with Outsiders

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 Campus Services Section (CSS)

· Applicant is obliged to observe and comply with "Rules on Use of Venue for External Organization".

• For enquiry, please contact us via email css.venue@um.edu.mo or call us at 8822 8460.



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Campus-wide Alcohol Policy

- 1. 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

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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





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Outbound Exchange Trips or Activities

- 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





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.





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.





Student Activity Facilitator (SAFs)

Ms. Carrie Chong (8822 4640)

UMSU, faculty student associations & non-local sub-organizations

Ms. Jenny Lei (8822 4904)

UMPA & faculty postgraduate associations

Mr. Kai Chan (8822 9915)

Academic sub-organizations

Mr. Way Lam (8822 9918) & Ms. Carmen Sin (8822 9907)

Culture and recreation sub-organizations

Ms. Ada Vong (8822 9921)

UMPA sub-organizations

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, Tennis 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, Kinball Club

Ms. Josephine Wong (8822 8476)
Sailing Association, Taekwondo Club







Thank You!

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

Email: info@um.edu.mo Website: www.um.edu.mo

