



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

Stay tuned with SAO!





澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

Pathway to Successful Student Activity on Campus 2026

Date: 28 January 2026

Time: 14:00-15:00

Venue: E4-G062



um 澳大

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
- Campus-wide alcohol policy
- How should students make complaints
- Outbound exchange trips



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

Macao Youth Policy



澳門青年政策

Política de Juventude de Macau

www.dsedj.gov.mo/youthpolicy



育身心 展德才
勇擔當 建未來

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

《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

提升社會參與
融入國家發展

錘鍊品德修養
提升身心素質

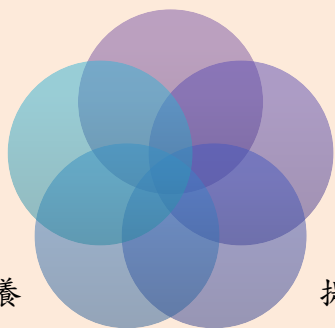
共建和睦氛圍
營造包容社會

主要措施

加強愛國教育
增強家國情懷

加強對外交流
拓展發展空間

加強人才培養
促進多元發展



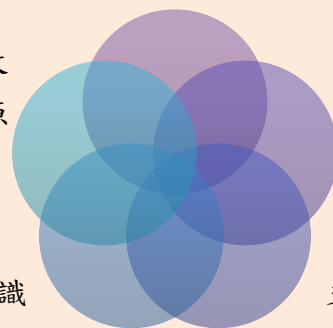
加強品德教育
倡導健康生活

提升綜合素養
增強核心能力

加強雙向交流
營造正向氛圍

保障資源投放
整合各類資源

培養參與意識
關心社會發展



促進社會共融
確保機會平等

支持青年結社
發揮社團力量



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

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。

<https://www.um.edu.mo/about-um/5-year-development-plan/>



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

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
- Campus-wide alcohol policy
- How should students make complaints
- Outbound exchange trips



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

Webpage for Student Organizations



SAO website:
<https://www.um.edu.mo/sao>



Click "SDS"

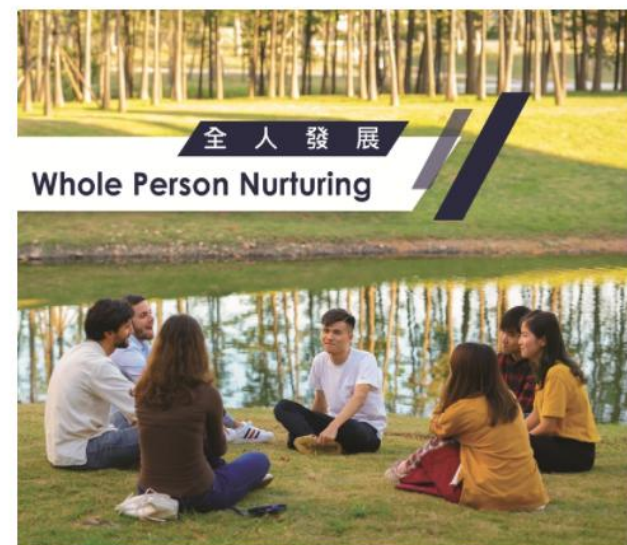


Go to "Student Leadership"



Click "Student Organization Service"

Student Development Section (SDS)



Agenda

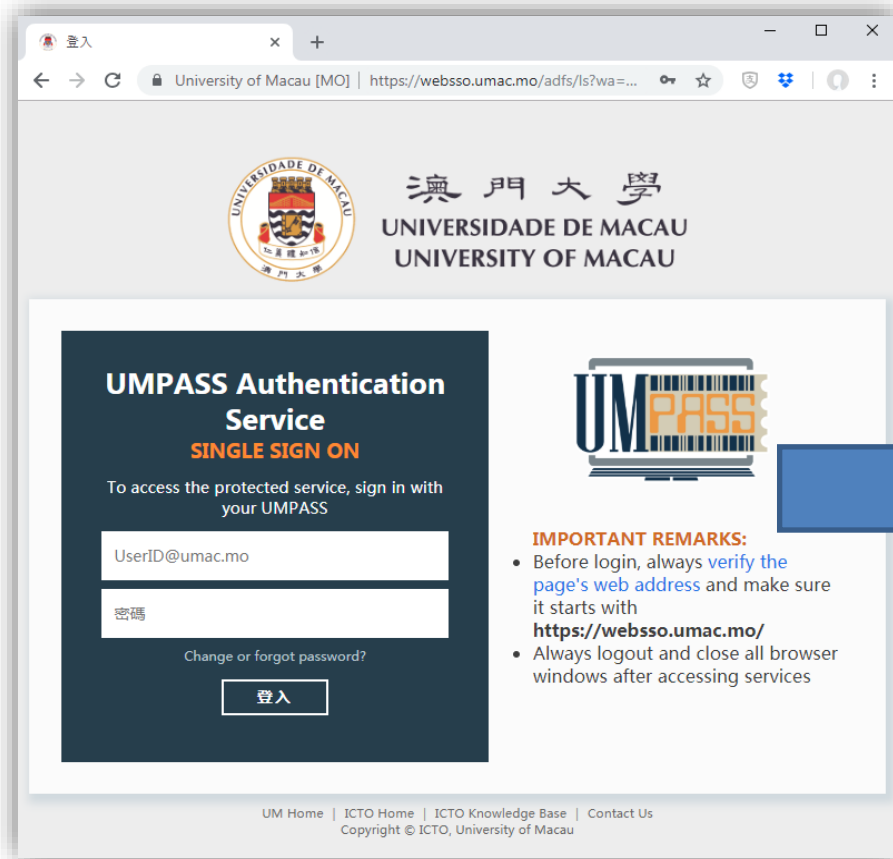
- Macao youth policy and UM development plan
- Webpage for student organization service
- **Reservation for venue and promotion**
- Application for Whole Person Development Award Programme
- Application for OSA Physical Education (PE) Hour
- Reservation of temporary accommodation at UM Guest House
-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



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

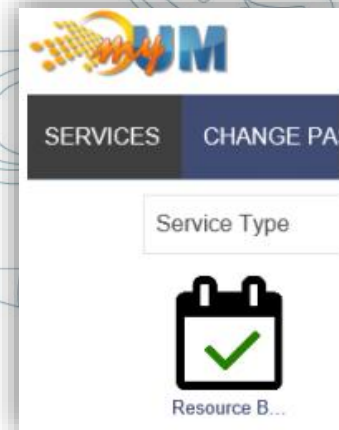
Reservation for Venue & Promotion

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



The screenshot shows the UMPASS Authentication Service login page. The header includes the University of Macau logo and name in Chinese and English. The main content area has a dark blue box with the text "UMPASS Authentication Service SINGLE SIGN ON". Below this, it says "To access the protected service, sign in with your UMPASS". There are two input fields: "UserID@umac.mo" and "密碼" (Password). A link "Change or forgot password?" is below the password field. A "登入" (Login) button is at the bottom. To the right of the login box is a "UMPASS" logo and a blue arrow pointing to the right. Below the arrow are "IMPORTANT REMARKS:" and two bullet points: "Before login, always verify the page's web address and make sure it starts with [https://websso.umac.mo/](\"https://websso.umac.mo/\")" and "Always logout and close all browser windows after accessing services". The footer contains links: "UM Home | ICTO Home | ICTO Knowledge Base | Contact Us" and "Copyright © ICTO, University of Macau".

Booking
Handout



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

博雅之聲
中華人民共和國教育部

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



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

Use of Venue – University Hall and Student Activity Centre Theatre

- Online application must be submitted at least 15 working days in advance 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



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

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.
- Eating and drinking are not allowed in the hall



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

Use of Venue – E31 Multifunction Rooms and Meeting Rooms & S1-150PAX Room

- 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



**No more than 1
booking per week
for each location
for regular activity**



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

博雅之聲
中華人民共和國教育部

Use of Venue – E31 Plaza

- Online application must be submitted at least 10 working days in advance 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.



Reservation of BBQ Site

- All bookings should be made at least 10 working days 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;



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

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



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

Promotional Materials Hoisting

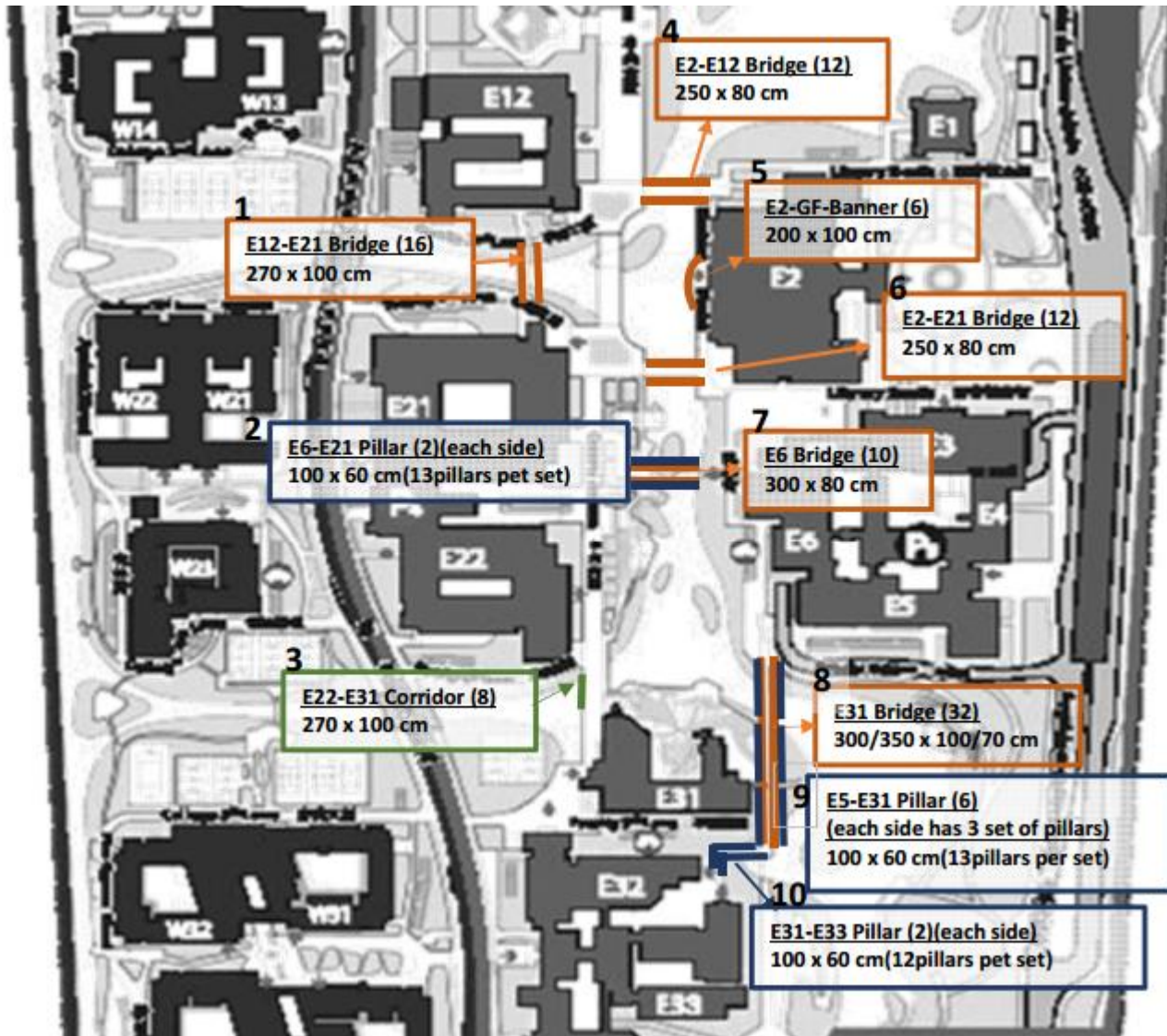
- Applicants can request to hoist the promotional materials (including banners, easy-stands, foam boards) more than 7 days before the first day of activity, in which the maximum hoisting duration is 30 days
- Sample of the promotional materials must be attached in the application for approval, otherwise 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	Application
Bridges / Corridors	at least 6 working days in advance
Sports Complex (N8)	at least 6 working days in advance
Digital Signage System	at least 12 working days in advance



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

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



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

雅之臂

中華人民共和國教育部

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.



No more than 2 bookings in the same location for the same activity



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

Digital Signage System

- Application should be submitted to SAFs at least 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



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

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

- Request the [application form \(CMDO-CSS/005/2022-E 001\)](#) from your SAFs
- Application must be submitted at least 1 month 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:
 - 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



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

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

Outdoor Area between E21/E22



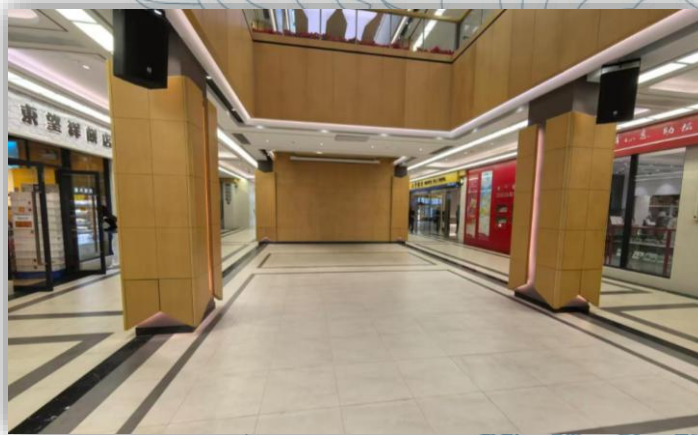
E4 Anthony Lau Building Lobby



E6 Learning Commons



S8 University Mall G/F



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

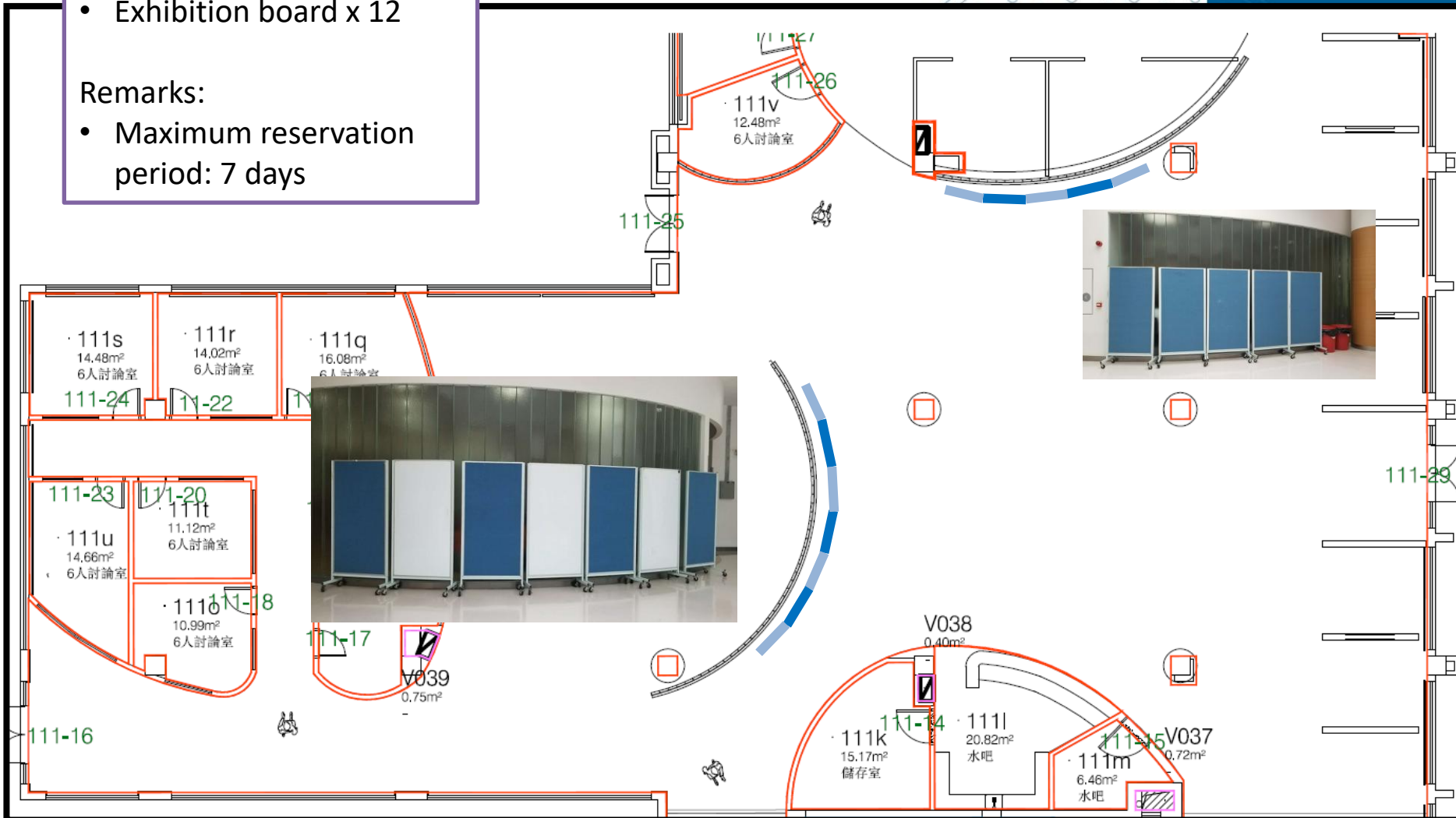
Use of Venue – E6 Learning Common

Exhibition Setting

- Exhibition board x 12

Remarks:

- Maximum reservation period: 7 days



Use of Venue – E6 Learning Common

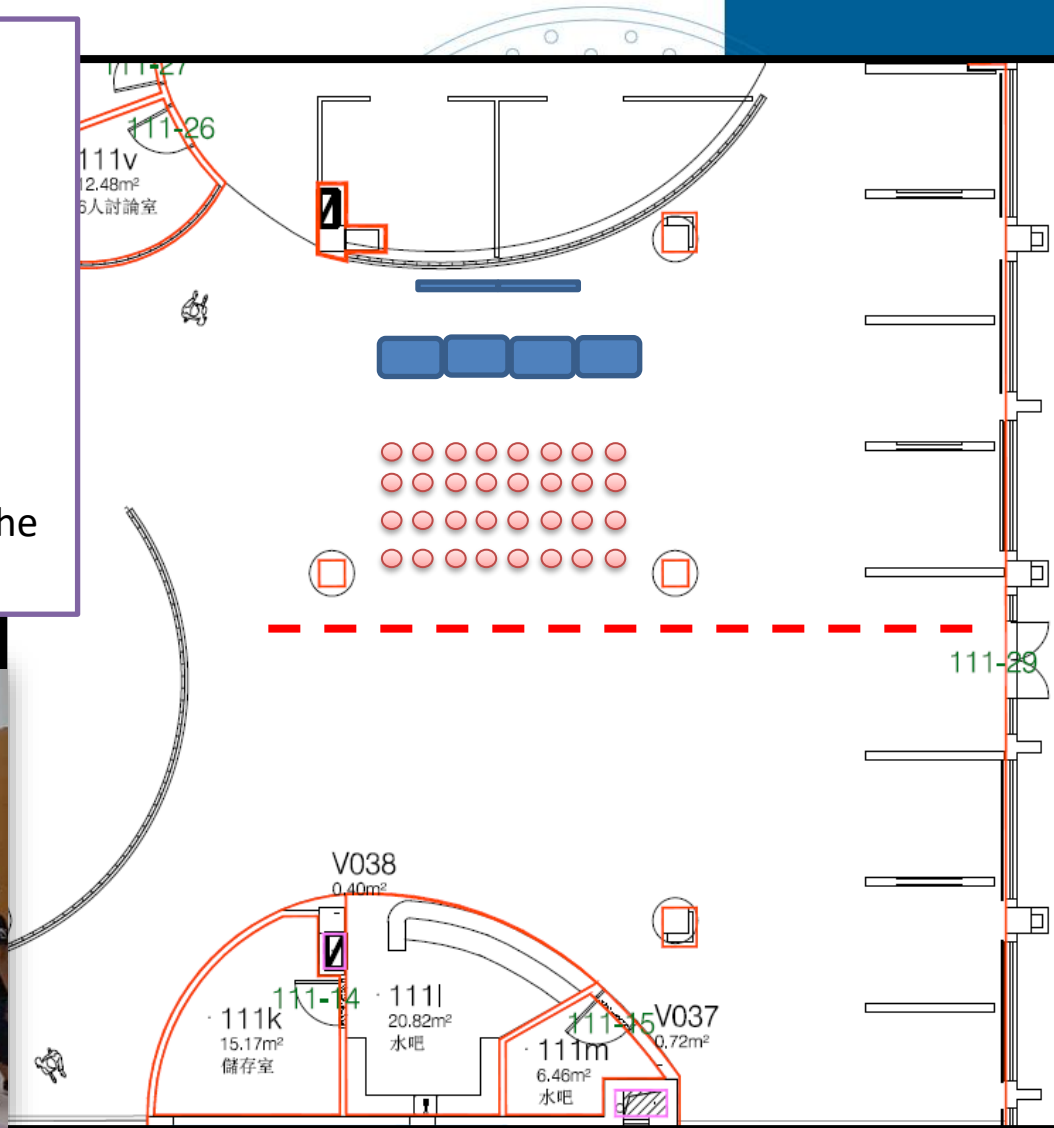
Sharing Session Setting 1

Equipment required (max. qty.)

- Double table x 4
- Chair x 36
- Horizontal board x 2

Remarks:

- Chairs should be set up between the 2 pillars and should not block the main entrance
- Audio equipment will not be allowed at the venue

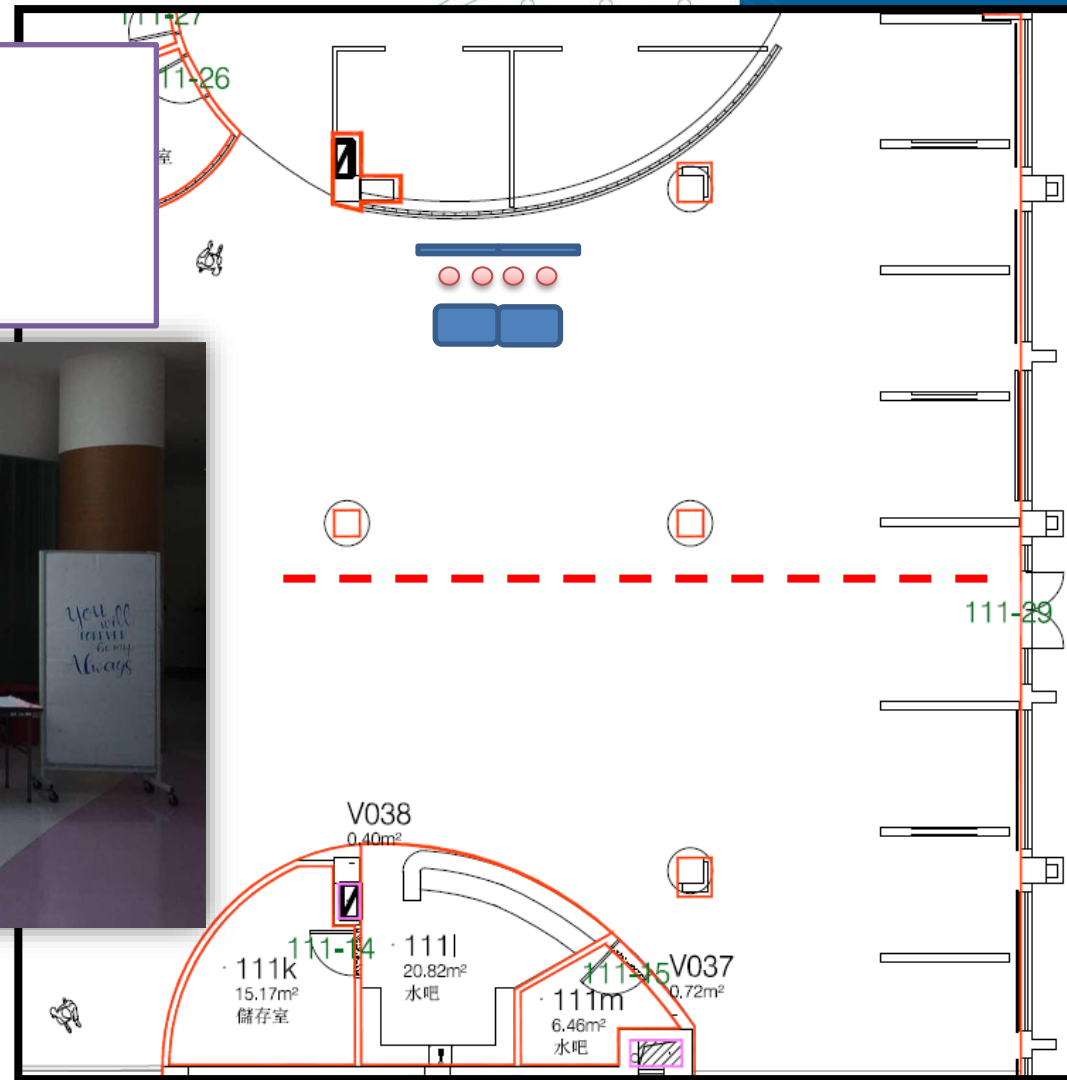


Use of Venue – E6 Learning Common

Booth Setting

Equipment required (max. qty.)

- Double table x 2
- Chair x 4
- Horizontal board x 4



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



Powered By QuestionPro

Application
form



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

之聲

中華人民共和國教育部

Other Promotion Methods (1/3)

E-bulletin

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

The image shows two overlapping screenshots from the University of Macau. The background screenshot is the 'E-bulletin board' (電子公告欄) website, which includes a search bar, login link, and tabs for 'Student Bulletin Board' (學生公告欄) and 'Staff Bulletin Board' (教職員公告欄). The foreground screenshot is the 'UM TODAY' (今日澳大) website, which features a table of today's events and a section for news and upcoming activities.

Student Bulletin Board / 學生公告欄

Date	Content
2023-07-06	Reminder : The Importance of R Bulletin / 公告 SAO-SRS 溫馨提示：非本地學生辦理「逗留
2023-07-06	Morning Express: UM Today < Bulletin / 公告 CO
2023-07-06	Sports: Friendly Reminder – Ho Bulletin / 公告 OSA 體育：溫馨提示 - 澳大綜合體育館
2023-07-06	Sports: Friendly Reminder – Te

UM TODAY 今日澳大

Web version 網頁版

Time 時間	Today's Events 今日活動	Venue 地點
15:00 - 16:30	Campus Visit by Nantong University, China 南通大學參觀澳大	UM Campus

[More events 更多活動](#) / [Submit an event 發佈活動](#)

News & Upcoming Activities 新聞及活動預告	Dept. 部門
UM SKI-IOTSC organises its first summer camp 澳大智慧城市物聯網國家重點實驗室首辦暑期研習營	CO
ZUMRI, Liuyao Group inaugurate joint laboratory 珠研院與柳藥集團聯合實驗室揭牌	CO
Call for Papers – FIRST Greater Bay Area Interdisciplinary Ph.D Forum (2023) 論文徵集 - 首屆粵港澳大灣區跨學科博士生論壇 (2023)	IAS

[More news 更多新聞](#) / [Submit news 發佈新聞](#)



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

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**

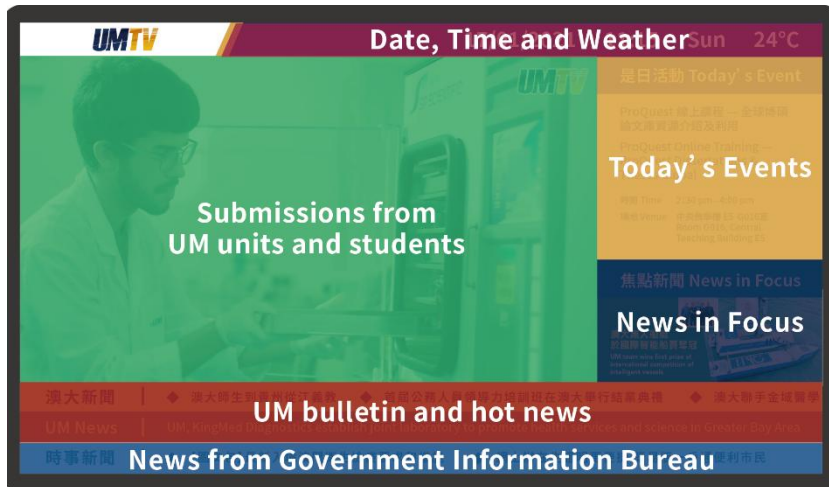


澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

Other Promotion Methods (3/3)

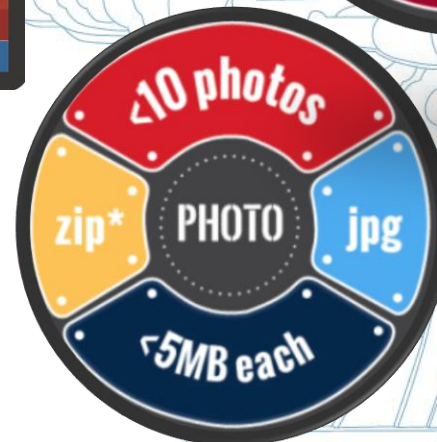
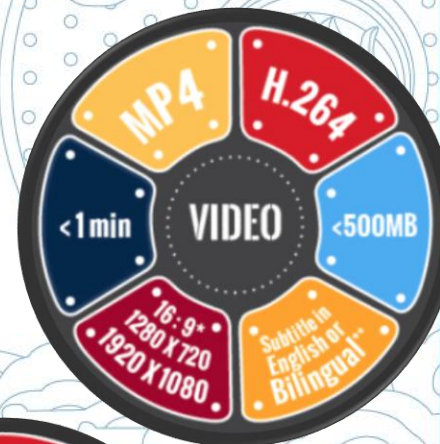
UMTV

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



44 Campus Displays

8am - 10pm



Application form



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

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.
2. Please review and follow the latest food safety guidance issued by the Municipal Affairs Bureau:
<https://www.foodsafety.gov.mo/c/tradeguidelines/listwithtab>



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

博雅之璧

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
- Campus-wide alcohol policy
- How should students make complaints
- Outbound exchange trips



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

Application for Whole Person Development Award Programme



Application
form

"CS" Areas of Development :

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

[Introduction](#)

[Procedure](#)

[Rules & Scoring](#)

[Awards](#)

[For Faculties and Student
Organizations](#)

[Contact Us](#)



The screenshot shows the official website for the Whole Person Development Award Programme. The header includes navigation links for UM HOME, SAO HOME, SCS, SDS, SRS, EN, and 中. Below the header, there are links for HOME, Student Leadership, and Whole Person Nurturing. The main content area features the programme's logo, which consists of a stylized 'W' and 'P' with colorful dots, and the text 'The Whole Person Development Award Programme'. Below the logo, the title 'Application for Whole Person Development Award Programme' is displayed. The main text welcomes faculties and student organizations to contribute to the programme by having their activities endorsed. It mentions that once endorsed, activities can be promoted using the WP logo and UM competencies score (CS). It also states that students participating in the activities are eligible for obtaining "CS". The text concludes by stating that cooperation will add value to activities and enhance students' whole personal development. At the bottom, it instructs users to fill out the application form to obtain WP endorsement for their activity.

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.

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

Agenda

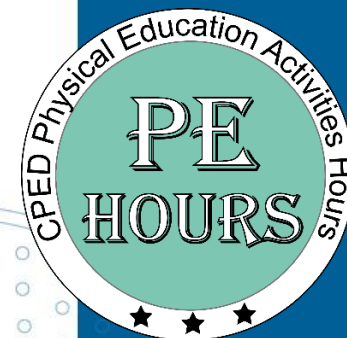
- Macao youth policy and UM development plan
- Webpage for student organization service
- Reservation for venue and promotion
- Application for Whole Person Development Award Programme
- **Application for OSA Physical Education (PE) Hour**
- Reservation of temporary accommodation at UM Guest House
-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



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

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
Sports Interest Course	To organize 4-7 sessions	1
	To organize 8-9 sessions	1.5
	To organize 10 sessions or above	2
	1) For organizing 1-3 sessions, no PE hours will be granted; 2) Each session lasts at least 1 hour; 3) 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



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

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
- Campus-wide alcohol policy
- How should students make complaints
- Outbound exchange trips



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

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 to SRS at least 7 working days in advance prior to the arrival of the guests
- Allocation of guest accommodation is based on first-come-first-served basis

Room Type	Nightly rate (Breakfast included)
Standard Double Room	MOP 800 MOP 590
Superior Double Room / Standard Twin Room / Accessible Twin Room	MOP 900 MOP 660
VIP Suite	MOP 2,100 MOP 1,500

Remarks: The special nightly rates are applicable to all types of reservations for the stay period until 30 June 2026 (including Macao SAR public entities and non-profit organizations)



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

Agenda

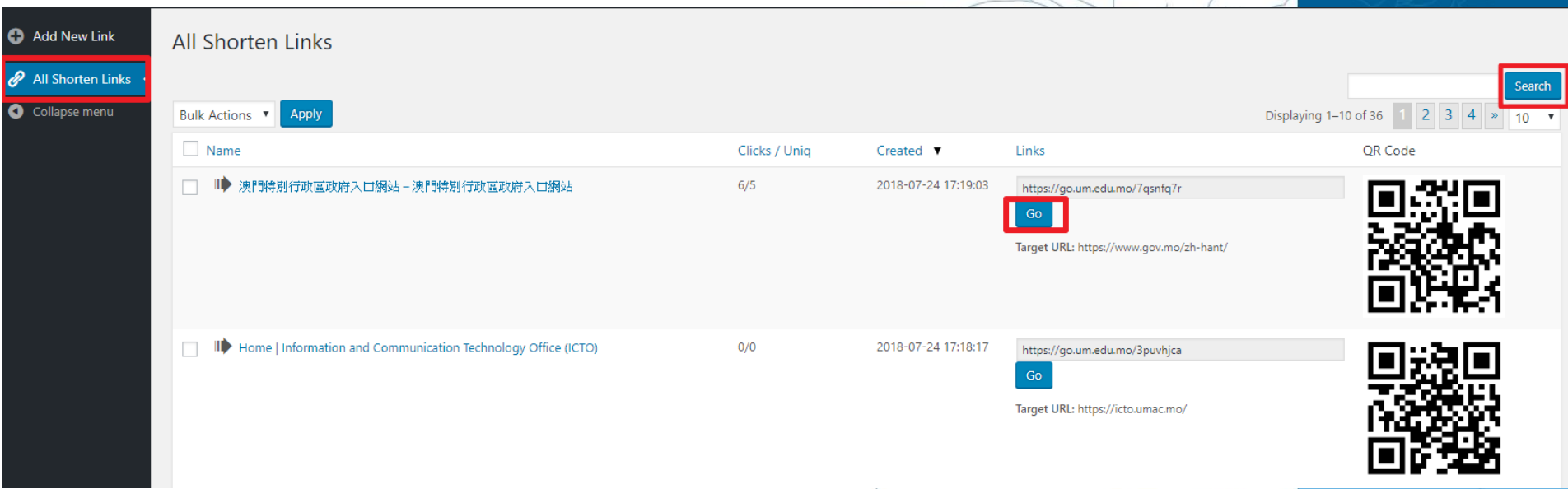
- Macao youth policy and UM development plan
- Webpage for student organization service
- Reservation for venue and promotion
- Application for Whole Person Development Award Programme
- Application for OSA Physical Education (PE) Hour
- Reservation of temporary accommodation at UM Guest House
- **Use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





澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

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/>



The screenshot displays the 'All Shorten Links' interface. On the left sidebar, the 'All Shorten Links' menu item is highlighted. The main content area shows a table of links with columns for Name, Clicks / Uniq, Created, Links, and QR Code. The first link is for '澳門特別行政區政府入口網站 - 澳門特別行政區政府入口網站' with 6/5 clicks, created on 2018-07-24 17:19:03, and a shortened URL of <https://go.um.edu.mo/7qsnfq7r>. A 'Go' button is highlighted next to the URL. The second link is for 'Home | Information and Communication Technology Office (ICTO)' with 0/0 clicks, created on 2018-07-24 17:18:17, and a shortened URL of <https://go.um.edu.mo/3puvhjca>. A 'Go' button is also present next to this URL. A search bar and pagination controls are visible at the top right.

Name	Clicks / Uniq	Created	Links	QR Code
<input type="checkbox"/> 澳門特別行政區政府入口網站 - 澳門特別行政區政府入口網站	6/5	2018-07-24 17:19:03	https://go.um.edu.mo/7qsnfq7r Go Target URL: https://www.gov.mo/zh-hant/	
<input type="checkbox"/> Home Information and Communication Technology Office (ICTO)	0/0	2018-07-24 17:18:17	https://go.um.edu.mo/3puvhjca Go Target URL: https://icto.umac.mo/	

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**
- Campus-wide alcohol policy
- How should students make complaints
- Outbound exchange trips



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

Co-organization of Activities

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 co-organizing 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.



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

Co-organization of Activities

- 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)



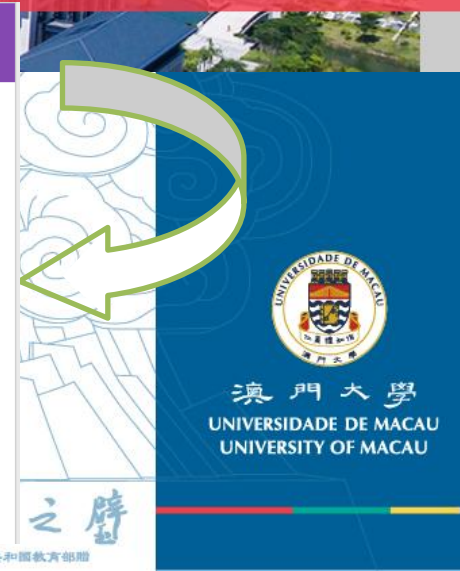
Application Procedure

UM Staff:

- Reservation through [UM Resource System](#)/ Classroom Booking System
- Reservation of special venues or other venues not listed in the UM Resource System, please fill in the [internal application form](#) and send to css.venue@um.edu.mo
- For enquiry, please contact us by phone or via email.

External Organization (This service is now under “Public Service and Organizational Performance Review”):

- Please submit an official letter including the introduction of the company/association, the completed [venue application form](#) and the activity details, addressed to the Rector of The University of Macau at least 30 days prior to the reservation date.
- 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.



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
- Co-organization of activities
- **Campus-wide alcohol policy**
- How should students make complaints
- Outbound exchange trips



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

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...

Option 1

Applying funding...

Include in the activity proposal

Option 2

Reserving venue ...

Include in the venue booking form

Option 3

Preparing the activity...

Inform SAF at least 14 working days in advance via email

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
- Co-organization of activities
- Campus-wide alcohol policy
- **How should students make complaints**
- Outbound exchange trips



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

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 **by email**.
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 identity)
- 3 details and evidence of the complaint
- 4 suggested solution



Enquiry

If students have any question or concern when making complaints, they can consult their residential colleges or the Student Affairs Office

----- Student Affairs Office -----



Tel. : 8822 4842



Email : sao@um.edu.mo



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

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
- Co-organization of activities with outsiders
- Campus-wide alcohol policy
- How should students make complaints
- **Outbound exchange trips**



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

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 **at least 5 working days** 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



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

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.



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

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.



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

Allocation and Usage of Office / Storage Place

- Space Allocation:
 - Building E31 houses the offices and storage facilities for the BCSA, the Non-local Students' Associations, Academic as well as Culture and Recreation sub-organizations, as well as UMPA's sub-organizations.
 - Building N8 is designated for the offices and storage facilities of Sports sub-organizations.
 - Faculty Associations are allocated spaces within their respective faculty buildings.
- Term of Use: The allocated spaces are assigned on an annual basis.
- Renewal Procedure: It is the responsibility of each association to manage the renewal application for their continued use of the space.



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

Allocation and Usage of Office / Storage Place

For the offices at E31

- Up to three cabinet members from each sub-organization may be granted access to the office.
- Maintain cleanliness. Switch off AC/lights and lock the door after use.
- Do not store items in public areas (e.g., hallways, desks). Unattended items will be removed.
- You are responsible for your storage keys. Report loss/damage immediately; replacement costs are yours.



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

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



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

博雅之聲
中華人民共和國教育部

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,
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

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)

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, Chess Club

Office: N8-1017 (1/F)

Email: osa.development@um.edu.mo



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

博雅之聲
中華人民共和國教育部



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

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

博雅之璧

中華人民共和國教育部贈