



Rules and Regulations of UTM Hostel

1. Scope

- a. These rules and regulations apply to all hostel residents (including students and guests) of Macao University of Tourism (UTM).
- b. This document is available on the hostel webpage, residents should read carefully upon check-in in order to thoroughly understand and abide by the relevant rules and regulations.
- c. Residents who fail to comply with these instructions shall be responsible for all possible consequences.

2. Important Information

- a. Hostel application material is sent together with the admission offer to new students. Returning students who intend to continue their residency are required to confirm their stay through online system within the specified period.
- b. All students should check in and out during the specified dates for each semester. Summer time accommodation between June and August due to academic reasons or force majeure events is subject to the approval by the Hostel Management Team. During this period students may be relocated to coordinate with the maintenance schedule of the building. Summer hostel fee must be settled in advance.
- c. Returning students may make use of the toll storerooms during term breaks; withdrawing individuals should clear their belongings in the bedrooms and public areas before departure. UTM reserves the right to dispose of the remaining or overdue items at the residents' costs.
- d. Debit note will be issued with payment instructions before each semester. Students should settle the hostel fee on time. Late payment will be regarded as giving up hostel residency. Accepted re-application will incur administrative fee or result in possible disciplinary action. Timely payment record is also a determining factor of hostel renewal.
- e. UTM has the right to adjust hostel fees or any miscellaneous charges.
- f. Check-out procedure must be properly completed before departure. All paid fees are non-refundable.
- g. Placements are allocated subject to availability. Priority is given to first year undergraduate students each academic year. Room assignment is determined by the Hostel Management Team.
- h. Residents should always pay attention to hostel information or updates, so as to cooperate accordingly.

3. Residency Regulations

- a. Applicable to UTM students
 - i. Upon check-in, student should confirm the condition of all items in the bedroom, to



- avoid any future disputes of damage liability;
- ii. Upon check-out, students must ensure all items remain in good condition, for which the Hostel Management Team will undertake inspection. Please refer to section 3b(v) for damage compensation;
 - iii. Residents are strictly prohibited to switch rooms without permission. If there is a need for room change, student should schedule an appointment for the Hostel Management Team's assessment and approval. Administrative fee will apply for successful application;
 - iv. Students should prepare their own toiletries, bed linens, towels, as well as cleaning tools and products for the bedroom, bathroom, kitchen and public areas;
 - v. Students returning to hostel after midnight or staying outside overnight must submit an online application with valid reasons in advance. When prior declaration is not possible due to unforeseen circumstances, students should notify wardens on duty via telephone and submit the online application as soon as possible;
 - vi. If student's accumulated time of stay-out exceeds one-fifth of the total residency period in any given semester (counting only the school days), UTM has the right to terminate and re-allocate the hostel placement to other applicant. The situation will be reported to the parents/legal guardians;
 - vii. Students should carry their own student ID cards/temporary access cards at all times for gateways, lifts and dormitory rooms.
- b. Applicable to all residents
- i. The Hostel Management Team will conduct unscheduled room and public area inspections from time to time for the prevention and detection of offenses, as well as to ensure the safety of the premise and verify the conditions of hostel facilities. Students/guests must give full cooperation;
 - ii. If there is a need for maintenance or facilities improvement, UTM staff or authorized personnel have the right to enter the room in order to perform such tasks;
 - iii. Smoking is strictly prohibited within the hostel building;
 - iv. All residents should be responsible for the cleanliness of the bedrooms and public areas (including the kitchens). Residents who fail to restore the cleanliness of the living quarters upon check-out will be charged a cleaning fee;
 - v. Residents are liable for all damages (including walls, windows, doors, furniture and facilities) which should be compensated before the designated deadline;
 - vi. Furniture and all equipment in the bedrooms, kitchens, bathrooms and public areas cannot be moved from their designated positions;
 - vii. For safety reason, residents who wish to bring in electrical appliances should submit written application to the Hostel Management Team for prior approval, except the following items:



- Fan
 - Hair dryer
 - Ironer
 - Kettle
 - Electronic products
- viii. All residents must maintain a quiet environment after 10pm;
- ix. Residents should ensure that all windows and doors are closed, lights, air-conditioners, stoves, electrical appliances and water taps, etc are turned off before leaving the rooms (in keeping with UTM's safety measures and environmental commitments as a green campus);
- x. For hygiene and safety purposes, personal items from the public refrigerators should be regularly cleared. UTM may discard items that are deemed inappropriate;
- xi. Visiting floors of the opposite gender is strictly prohibited;
- xii. Stay in other rooms or to allowing others to stay overnight is strictly prohibited;
- xiii. Always ensure the doors are properly closed when going out. It is strongly advised not to leave large amounts of cash or valuables in the bedrooms. These items should be carefully locked before maintenance personnel enter the rooms;
- xiv. UTM will not be held responsible or liable for any theft, loss or damage of resident's property.

4. Visitors / maintenance personnel

- a. All visitors or maintenance personnel are required to register at the security counter, and wear a visitor/work ID throughout their stay. Visiting hours are from 8am to 10pm, during which no disturbance should be caused.
- b. Room visit is allowed for parents and legal guardians only on students' first arrival day. Other visitors may access the common areas under the company of the related students /residents. It is strictly prohibited for visitors to stay overnight in the hostel.
- c. Students should beware of suspicious individuals or strangers without visitor/work IDs, and should immediately notify warden/security officer as precaution.

5. Discipline (applicable to UTM students)

- a. Written warning (cumulative)

Residents violating any of the following rules and regulations shall receive written warnings from the Hostel Management Team, followed by disciplinary actions when necessary. All records of violation will be kept in students personal profile, including but not limited to instances below:

- i. Improper use of electrical appliances, such as cooking in non-kitchen areas, using unauthorized or substandard electrical appliances or accessories, leaving electrical appliances in operation unattended, overloading wiring and sockets, etc;
- ii. Making noises that affect other residents;



- iii. Dropping objects from height/throwing items or splashing liquid out of the window;
- iv. Vandalism;
- v. Failing to maintain cleanliness of the living quarters (including bedrooms and public areas);
- vi. Allowing visitors to enter the bedroom without permission;
- vii. Switching room without permission;
- viii. Improper use of personal access card (such as lending the access card to others, using other's access card or duplicating access card);
- ix. "Returning late" or "staying overnight elsewhere" without submitting application in advance;
- x. Refusing to attend meeting with the Hostel Management Team when required;
- xi. Not paying fees or charges on time;
- xii. Any behaviours that jeopardise other residents' personal or property safety, or affecting the normal operation and order of the hostel.

b. Disciplinary action

The maximum penalty is expulsion (please refer to section 6). Offences include but not limited to the following situations:

- i. Participating in any form of indecent or illicit behaviour (e.g. consuming or possessing illegal drugs, alcohol abuse, smoking within the hostel building, stealing public or others' personal property, possessing any offensive weapon or inflammable item, any form of gambling within the hostel building, violating network security, etc.);
- ii. Exercising dangerous acts that are harmful and severely affect the normal operation and order of the hostel;
- iii. Any form of bullying, including but not limited to harassment, intimidation, defamation, threats, violence, impersonation, spreading rumors or falsehood;
- iv. Other misbehaviours that are deemed extreme, inappropriate or improper;
- v. Visiting floor of the opposite gender;
- vi. Allowing others to stay or staying overnight in other's room;
- vii. Moving out from hostel without completing check-out procedure;
- viii. Keeping pets in the hostel building.



6. Expulsion (applicable to UTM students)

Expelled students must move out before deadline and settle all outstanding charges; paid fees are non-refundable.

- a. Students receiving cumulative written warnings for 3 times, or committing any of the offences stated in 5b will face a maximum penalty of expulsion.
- b. Expulsion period starts from the departure day until the end of the semester that follows.
- c. The expelled resident is eligible to re-apply for hostel one more time after the penalty period ends. However, allotment will be first assigned to applicants without violation record. The Hostel Management Team reserves the right on making the final approval of re-applications.

7. Emergency Procedures

- a. In case of emergency, residents may call the warden/security on duty who are stationed on 9/F for assistance. For urgent cases involving injuries, dial the Police Department hotline 999 for help.
- b. In case of natural disasters such as typhoons, ensure that all windows and doors are securely closed. Hostel Management Team will issue timely information which residents should pay attention to and follow as advised.

8. Fire Safety Information

a. Preparation/Prevention

- i. Familiarize with the surrounding environment, locate all fire exits that are nearest to the hostel rooms/present locations, identify all Emergency Assembly Points;
- ii. Keep corridors clear at all times;
- iii. Remember the evacuation procedures and participate in fire drills organized by UTM;
- iv. It is strictly prohibited to tamper with any fire equipment, gas and electrical fittings and installations. Residents should report to the Hostel Management Team immediately once any fire equipment is used so that replacement or inspection can be done.

b. Action

- i. In case a fire is suspected, notify the security on duty immediately;
- ii. When it calls for evacuation, check the door's temperature first. If it is hot, DO NOT open and refer to point (vi) below;
- iii. If the door's temperature is normal and the condition allows, leave the room immediately with personal access card, a wet towel and mobile phone. DO NOT attempt to pack belongings;
- iv. All elevators will be suspended in case of fire. Use the nearest fire exit to evacuate. If there is smoke, as hot air goes upward, crawl to escape and stay close to the ground, where the air is fresher;



- v. Immediately go to the designated Emergency Assembly Points (9/F or R/C ground floor). Report to the staff/warden/security officer at the assembly point if any roommate is missing;
- vi. If under unavoidable circumstances that residents decide to stay in the room, contact the warden on duty, report room number and wait for rescue. Turn off air-conditioning and use wet towels or sheets to block the door cracks/vents that are emitting smoke. Cover nose and mouth with a wet towel. Sprinkle water on the doors and walls if the surface temperature rises.

9. Interpretation and Amendment

- a. UTM reserves the right to interpret and modify these guidelines without prior notice.
- b. This document is available in Chinese and English. In the event of any discrepancy, the Chinese version shall prevail.

10. Validity and Effectiveness

These rules and regulations will be effective from 1 July 2026.