

Macau Polytechnic Institute  
School of Public Administration

Four- Year Full-time

Bachelor of Science in Computing  
Academic Regulations



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# Academic Regulations

## A.Academic Rules & Regulations

### A1.Registration and Enrolment

ref:[http://www.ipm.edu.mo/student/regul\\_register.html](http://www.ipm.edu.mo/student/regul_register.html)

#### Registration

A student is not officially registered for classes until he/she has paid all applicable fees and completed the entire registration procedure when he/she starts or resumes his/her studies. A student card will be issued upon registration to all new students. An administration fee will be deemed payable for replacement of student card.

#### Enrolment Guideline

1. This guideline is applicable for registered students of degree programmes.
2. Students should pay close attention to their enrollment records and are responsible for the consequences.
3. There is no limit of the number of subjects registered full-time students can enroll in. However, they should consider their own ability / allot appropriate time to complete every subject they enroll in. The maximum number of subjects for registered part-time students to enroll in is three.
4. Students cannot enroll in subjects of the higher diploma programmes and the bachelor degree programmes at the same time. Students, before registering in the bachelor degree programme, will need to have graduated from the higher diploma programme of the same specialty.
5. Students, who are freshmen / have to retake / have to apply for subject equivalence, should proceed with course enrollment.
6. Enrolment of any subject requires the completion of pre-requisite subjects (if applicable). For students who apply for subject equivalence for the pre-requisite subjects, they can at the same time enrol in the related subsequent subjects on a conditional basis. If the application was approved, students can continue to attend classes of the subsequent subjects. Otherwise, enrolment of the subsequent subject will be cancelled.
7. If a student repeats a passed subject, the grade obtained will appear on the

	academic report of that semester. However, only the highest grade ever obtained for the same subject will appear on the students' transcript issued by the DAE.
8.	Subjects shown on the enrollment form of registered full-time students are pre-enrolled according to the student's admission year, the study plan and all compulsory subjects offered in the academic year. The enrollment form will be sent to students. <b>For students who do not approach the DAE for subjects add/drop, all pre-enrolled subjects will be confirmed according to the enrollment form.</b> Students who need to apply for subject equivalence for pre-requisite subjects as mentioned in point no. 6 should approach the DAE within the assigned period for subjects add/drop of the subsequent subjects which will not be pre-enrolled.
9.	Pre-enrollment for students resuming studies (who have already completed Year I and suspended their studies) will include Year 2 and Year 3 subjects. Therefore, they should come back to the DAE to proceed with subjects add/drop.
10.	<b>For students who need no adjustments to the pre-enrollment, do not need to return for enrollment and should attend classes according to the time-table.</b>
11.	Students may apply at the DAE for subject equivalence within the announced period. Students must comply with the rules stated in the regulations for subject equivalence.
12.	If students retake the subjects and the time-table is conflicting with those subjects taken for the first time, (and provided they have met attendance requirements before for the retaken subjects), they may apply for 'waiver of class attendance' for the retaken subjects at the DAE within the assigned period. However students should consult their lecturers concerned to arrange assignment submission and continuous assessment.
13.	Students should request in writing, together with valid proof, for other cases applying for 'waiver of class attendance'. Such applications are subject to approval by the schools. Students whose applications have been approved should also consult their lecturers concerned to arrange assignment submission and continuous assessment as mentioned in point no. 12.
14.	For students who did not approach the DAE within the announced period for subjects add/drop, the enrolled subjects will be shown on the academic report.

15	Registered day-time students are not allowed to enroll in subjects being offered in the evening classes or other majors, unless they have previously been authorized by the School concerned.
16.	Registered part-time students should proceed with enrollment according to their own need.
17	<b>For students of the School of Business:</b> Students must pay attention to the enrollment form. If there is not any information indicated in the 'class' column, this is because the number of students enrolling in that class has exceeded the class size (seats will be allocated first to students taking the subject for the first time). If students wish to enroll in that particular subject, they should first register at the DAE and will be placed on a waiting list for seat assignment, subject to availability and subject to the sequence of registration.
18.	Student insurance: In order to insure every Higher Diploma/ Bachelor degree and ACS against possible accident during lectures or other school's activities, MPI each year will buy "group accident insurance" for students. If classmates during lessons/ school activities are unfortunately injured, please go to DAE during office hours, with documentary evidence of injury (such as doctor paper) to "declare insurance indemnity ". Main insurance coverage and clause are as follows:
	- Students possible accidents caused during having a class and school activities;
	- Students unfortunate accidents during school journeys, within one hour from the beginning /end of the trip;
	- Students health damage during the activities that the school organises outside the border of RAEM;
	- Including the legal expenses caused by the above-mentioned accidents;
	- Student accidents when driving a motorbike to/from MPI and while participating in school activities;
	- The coverage age limit for Higher Diploma/ Bachelor degree students is 60 years old; for the ACS students it is restricted to 86 years of age.

## A2.Guidelines for Subject Equivalence

ref:[http://www.ipm.edu.mo/student/regul\\_equivalence.html](http://www.ipm.edu.mo/student/regul_equivalence.html)

### 0. General

According to decree law 11/91/M dated April 2, item 27 of article 27 and article 30, the tuition fee must be settled during registration in the higher education institute. For studying purposes, the higher education institutes can grant course exemptions and subject exemptions to students of the study plans.

### 1. Application procedure

1.1	For the sake of study convenience, MPI can grant subject exemption towards itself, local and non-local courses with equivalence to the higher education level.
1.2	The subject exemption requests must state clearly the subjects for which the request applies and the subjects which the student is studying.
1.3	The requests must be submitted to the Head of SAA. Students must fill in the specific forms and attach the supporting documents for processing the applications; the applicants also need to submit the admission requirement of the applied subject, regulations, course outline, credit and academic level. If applicants submit any document printed in a foreign language, the Institute has authority to request one official (Chinese/Portuguese) language translation copy. The total applied subjects cannot exceed half of the total subjects in the student's study plan.
1.4	Insufficient documentation will result in rejection of the application.
1.5	The exemption cases will be submitted to the Pedagogic and Scientific Committee to study.
1.6	After studying, the applications will be sent to the Technical and Scientific Committee for confirmation. The Technical and Scientific Committee possesses the authority to decide the subject exemptions.
1.7	An "x" grade will be shown for the exemption subjects, subjects from the higher education institutes or from the internationally recognised standard will be considered starting from academic year 2001/2002.

## 2. Payment

2.1	After approval of the courses or subjects exemption, students must pay the relative fee, with the exception of the courses, subjects and the recognised equivalence short courses which are offered by MPI as follows:
2.1.1	the student has completed the computer diploma course from School of Public Administration and continues the Higher Diploma course of Computer Studies;
2.1.2	transfer among the schools;
2.1.3	changes to other programmes within the same school;
2.1.4	short courses which possess the same level and which are offered by MPI;
2.1.5	complete the courses which have the same subject level and the courses are jointly organized by the governmental organisation and MPI;
2.1.6	complete the courses which have the same subject level and the courses are stated in the protocol which are agreed by the other organisations and MPI.
2.2	The students must settle the tuition fee before applying for the subject exemption. Tuition fee refund to the students after the approval of the subject exemption is based on points 2.1.1 to 2.1.6. The tuition fee will be refunded to part-time students. If the approval of the subject exemption leads to changing the student status from full-time (day or night) to part-time, the tuition fee can be refunded by subjects.

## 3. Omitted

Any omitted items including implementing the said regulation, they will be resolved by the Management Board of MPI.

## A3. Class Attendance Regulations

ref:[http://www.ipm.edu.mo/student/regul\\_attendance.html](http://www.ipm.edu.mo/student/regul_attendance.html)

Effective from 2007/2008 academic year

1. Students' attendance at the MPI programme is obligatory.
2. For each enrolled subject in the degree programmes, a minimum attendance of 70% is required for the student to be eligible to attend the final examination (90% for all placement/practicum subjects in the School of Health Science;

100% for placement subjects of the Social Work programmes; in other words, all instances of absenteeism need to be made up). For subjects for which there is no final examination, the minimum attendance is required to pass the subject.

3. Other non-degree programmes may designate their own minimum attendance requirements. Students who fail to comply with the requirements will not be eligible for any certificate or other proof of having completed the programme.
4. The class attendance rate is calculated according to the lecturer's record.
5. For class attendance purposes,

a.	For day-time programmes, the lecturer will start recording class attendance as soon as the class starts;
b.	For evening programmes, if the first class starts at or before 19:00, the lecturer will start recording class attendance after the first 30 minutes. When the first class starts after 19:00, the lecturer will start recording class attendance after the first 15 minutes. For all second or later classes of evening programmes, the lecturer will start recording class attendance as soon as the class starts;

6. The following are not regarded as instances of being absent:

a.	Representing the Macao Special Administrative Region in sporting events or activities or carrying out official duties. Valid proof in writing is required.
b.	Representing Sports Associations of Macao in sporting events or activities. Valid proof in writing issued by the Sports Associations is required.
c.	Representing the Macao Polytechnic Institute in sporting events or activities. Valid proof in writing issued by the Macao Polytechnic Institute Student Union is required.
d.	Not being able to attend class for medical reasons. <b>Written proof issued</b> by one of the health centers of the Macao Health Bureau, the Hospital Center of C.S.J., the Kiang Wu Hospital or University Hospital is required.
e.	Situations or events caused by major forces. Valid proof in writing is required.

Students not being able to attend classes due to any of the above reasons should report to the Registry with valid proof within 5 working days after they resume classes. For other circumstances, approvals from authorized entity



are required.

7. In case of timetable clashes, students may apply to the Registry for permission not to attend classes for re-enrolled subjects. However, students should have fulfilled the minimum attendance requirements during the previous enrollment of the same subjects to be eligible for this waiver. Students whose class attendance records are waived are required to comply with assignment and test requirements. Students are responsible for contacting the teaching staff for assignment and test arrangement details.
8. Students wishing to appeal in regards to their class attendance record must provide valid proof to the Division of Student Affairs at least 10 working days before the final examination of the subject. For subjects for which there is no final examination, such an appeal should be reported to the Registry at least 10 working days before the end of the examination period.

### **Medical Written Prove**

Only medical written proof issued by one of the health centers of the Macao Health Bureau, the Hospital Centre of C.S.J., the Kiang Wu Hospital or University Hospital will be accepted as valid medical written proof of absence justification for all MPI students (except those candidates for ACS, and CFCPE). Therefore, all other medical written proof issued by other health centers will not be accepted by MPI and thus not valid for absence justification.

Should students encounter any queries please do not hesitate to contact DAMIA or call to 8599 6111 or 8599 6149.

### **A4.Guidelines for Medical Report**

**ref:[http://www.ipm.edu.mo/student/regul\\_bodycheck.html](http://www.ipm.edu.mo/student/regul_bodycheck.html)**

#### **The medical check-up can be done in the below stated places:**

1. Health Centers
2. Kiang Wu Hospital / Macao University of Science and Technology Hospital
3. Private Clinics recognized by the Health Bureau

#### **Health Center :**

1. Appointment for chest X-ray at the Tuberculosis Prevention and Treatment

Center, located at Estrada da Vitória, No. 40 (next to Guia tunnel).

2. X-ray and be sure of the stated date to collect it.
3. Appointment for medical check-up (Health Center of your district).
4. Medical examination and collection of the Report.

**Kiang Wu Hospital or Macau University of Science and Technology Hospital :**

1. Appointment for medical check-up (either online or personally). Please be sure to follow all the given indications.) ;
2. Medical examination and collection of the Report.

**Private Clinics :**

Since each clinic has its own rules and regulations, it is suggested for you to contact the one of your choice and follow whatever step necessary.

**Vaccination :**

According to Decree-Law no.13/96/M, it is compulsory for candidates to have the vaccines (described below) in order:

<b>Age (as of 31/12/2010)</b>	<b>Mandatory requirements</b>	
15-17 years old	VAS	minimum 2 doses (MMR)
	Anti-tetanus	minimum 3 doses (the last dose cannot exceed 10 years)
	VAHB	minimum 3 doses
	OPV / IPV	minimum 3 doses
18 years old or above	Anti-tetanus (the last dose cannot exceed 10 years)	

**REMARKS :**

1. The following documents are needed for the medical check-up:
  - a. I.D. card /passport;
  - b. one recent photo;
  - c. MPI Medical Report Form;
  - d. Vaccination booklet.
2. Be sure to wear spectacles instead of contact lenses;
3. Urine analysis is not done during one's period;

4. Expectant mothers are exempted from X-ray.

**Obs.: we suggest to deal with the above guidelines as soon as possible as it takes a fair share of time.**

## **A5.Typhoons and Heavy Rain**

**ref:[http://www.ipm.edu.mo/student/regul\\_typhoon.html](http://www.ipm.edu.mo/student/regul_typhoon.html)**

### **I. Typhoons**

1. If typhoon signal No. 8 is hoisted, all classes should be cancelled;
2. If typhoon signal No. 8 changes to signal No. 3 before 13:00, all classes scheduled for 14:30 onward should be held as usual;
3. If typhoon signal No.8 changes to signal No. 3 before 17:00, all classes scheduled for 18:00 onward should be held as usual;

### **II. Heavy Rain**

1. When such warning signal is on, the President of the MPI has the discretion to decide if all classes, tests, and examinations should proceed as scheduled;
2. Such decision will be announced through the radio, DAMIA "Typhoon and Heavy Rain" webpage, or e-mail to all MPI students;
3. Students who are late for or absent from classes under such circumstances will not be considered as absent for the official record;
4. All academic units should postpone or cancel the tests, examinations and outdoor activities under the discretion from the President of the MPI.

## **A6.MPI Rules Regarding Cheating and Other Violations of Examination Regulations**

**[ref: http://www.ipm.edu.mo/student/regul\\_examcheating.html](http://www.ipm.edu.mo/student/regul_examcheating.html)**

Examination integrity is a major part of Macao Polytechnic Institute's (MPI) teaching quality management responsibility. In order to ensure teaching standards, and to regulate the handling of cheating and other violations of examination regulations, the MPI Rules Regarding Cheating and Other Violations of Examination Regulations are set forth in accordance with the regulation stipulated in item g of article 7 of the "Macao Polytechnic Institute Ordinance", which was approved by Decree Law No. 469/99/M.

### **1. Areas of Coverage**

The Rules apply to the handling of all cases of students of MPI degree programmes who violate examination/supplementary examination regulations and/or cheat in examinations/supplementary examinations.

## **2. Definition of Violation of Examination Regulations**

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| 2.1   | Students' non-compliance with examination regulations, disobeying the arrangements or instructions of invigilators/working staff, especially the following behaviour, will be considered to be violation of examination regulations: |
| 2.1.1 | Bringing unauthorized articles into the examination venue or not placing articles at designated areas;   |
| 2.1.2 | Failure to sit in designated seat;   |
| 2.1.3 | Starting to work on the question paper before the examination starts or continuing to work on the question paper after the examination finishes;   |
| 2.1.4 | Looking around during examinations, or attempting to view the examination papers of others;  |
| 2.1.5 | Remaining in the examination venue after submission of examination papers or making loud noises in the vicinity of the examination venue;  |
| 2.1.6 | Entering or leaving the examination venue without the permission of invigilators;  |
| 2.1.7 | Taking away from the examination venue any examination material, including examination papers, answer sheets, draft paper, etc;  |
| 2.1.8 | Disobeying the instructions of invigilators/working staff, threatening and/or insulting invigilators/working staff, disturbing the order of the examination venue;   |
| 2.1.9 | Other behaviour which disturbs the order of the examination.   |

### 3. Definition of Cheating in Examinations

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| 3.1    | Students' improper behaviour in examinations, especially the following, will be considered as cheating: :  |
| 3.1.1  | Any unauthorized papers and all kinds of information related to examinations found on the examination desks, in the authorized reference books or with the students, regardless of such items being read or not;   |
| 3.1.2  | Using any kind of unauthorized electronic dictionary and programmable calculator in examinations;  |
| 3.1.3  | Using telecommunications facilities in examinations;   |
| 3.1.4  | Viewing other candidates' examination papers;  |
| 3.1.5  | Copying or using other improper means to get access to other candidates' answers or answer information;  |
| 3.1.6  | Assisting others in cheating;  |
| 3.1.7  | Conspiring with another student to substitute him/her in examinations;   |
| 3.1.8  | Using the opportunity of going to the washroom to view information related to the content of the examination, or to talk with other students outside the examination venue;3.1.8 Using the opportunity of going to the washroom to view information related to the content of the examination, or to talk with other students outside the examination venue; |
| 3.1.9  | Improperly obtaining knowledge/information related to the examination papers before examinations;  |
| 3.1.10 | Destroying examination papers, answer sheets or examination materials;   |
| 3.1.11 | Forging documents in order to take examinations and obtain examination results.  |

### 4. Handling of Violation of Examination Regulations

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| 4.1 | In the case of a student who violates any of the regulations in Section 2, the invigilator should immediately give a verbal warning and correct the student's behaviour. If the student disregards the verbal warning and continues or repeats the misbehaviour, the chief invigilator should make a decision as to the immediate termination of the student's |
|-----|--|

examination. If it is decided that the student's examination should be terminated immediately, the invigilator should take the examination paper, instruct the student to leave the examination venue, and mark "violation of examination regulations" on the examination paper. Details of the incident should be recorded in the invigilator's report, which should be submitted to the Division for Pedagogical Affairs (DAP) together with the related examination paper and other information.

4.2 DAP should send the information related to the student's violation of examination regulations to Student Management Office (DGE) after the examination. DGE should immediately inform the student to collect the Notice on Violation of Examination Regulations within 2 working days. The student may submit a written self-defence to DGE within 5 working days after receiving the Notice.

4.3 DGE should check if the student's violation of examination regulations is a first offence. For a first offence, if the student submits a written self-defence, DGE may ask the student to be present at the hearing of evidence. Meanwhile, the student may also request for a hearing of evidence in his/her written self-defence. DGE may also ask other parties related to the case to be present at the hearing. An investigation report on the case of violation of examination regulations shall be submitted by DGE within 3 working days. For a second or serious (such as premeditated, conspiratorial and/or organized) offence, if the student submits a written self-defence, DGE shall submit the written self-defence to the Pedagogical Scientific Committee of the related School for hearing of evidence and investigation. For cases established by the Pedagogical Scientific Committee of the related School, if they are second or serious offences, the Committee shall decide on a penalty according to Rule 6.1 to 6.4 and Rule 6.6 (should be executed concurrently). The Committee should send the result and the decision on the penalty (for established cases) to DGE, regardless of such cases being established or not.

4.4 For a first offence, if the student's reason for self-defence is established, DGE shall inform the student of the result. If the student's reason for self-defence is not established, DGE shall impose a penalty

on the student according to Rule 6.1 to 6.5 (should be executed concurrently), and inform the student in written form. For a second offence, DGE shall inform the student of the discussion result of the Pedagogical Scientific Committee of the related School.

4.5 The student may submit a written appeal to DGE according to Section 7 within 5 working days after receiving the written notification on penalty.

4.6 DGE should send a list of the second-offence cases of violation of examination regulations for every semester to the Management Board of MPI.

4.7 For all cases of suspected violations of examination regulations, DGE should inform the student of the final decision on penalty/ investigation result, and inform DAP and the related School. For cases which involve penalty, DGE should inform the parents/ guardian of the non-adult student at the same time.

4.8 After the conclusion of examinations for the given semester, DAP should send a list of the students who have violated examination regulations to the related School for reference.

## **5. Handling of Cheating in Examinations**

5.1 If a student is found to have cheated in an examination, as stipulated in Section 3, the chief invigilator should make a decision on the immediate termination of the student's examination. If it is decided that the student's examination should be terminated immediately, the invigilator should take the examination paper, instruct the student to leave the examination venue, and mark "cheating" on the examination paper. The cheating incident should be recorded in the invigilator's report, which should be submitted to DAP together with the related examination paper and information.

5.2 DAP should send the information related to the student's cheating in the examination to DGE after the examination. DGE should immediately inform the student to collect the Notice on Cheating in Examination within 2 working days. The student may submit a written self-defence to DGE within 5 working days after receiving the Notice.

5.3 DGE should check if the student's cheating in examination is a first offence. For a first offence, if the student submits a written

self-defence, DGE may ask the student to be present at the hearing of evidence. Meanwhile, the student may also request for a hearing of evidence in his/her written self-defence. DGE may also ask other parties related to the case to be present at the hearing. An investigation report on the case of cheating in examination shall be submitted by DGE within 3 working days. For a second or serious (such as premeditated, conspiratorial and/or organized) offence, if the student submits a written self-defence, DGE shall submit the written self-defence to the Pedagogical Scientific Committee of the related School for hearing of evidence and investigation. For cases established by the Pedagogical Scientific Committee of the related School, if they are second or serious offences, the Committee shall decide on a penalty according to Rule 6.1 to 6.4 and Rule 6.6 (should be executed concurrently). The Committee should send the result and the decision on the penalty (for established cases) to DGE, regardless of such cases being established or not.

5.4 For a first offence, if the student's reason for self-defence is established, DGE shall inform the student of the result. If the student's reason for self-defence is not established, DGE shall impose a penalty on the student according to Rule 6.1 to 6.5 (should be executed concurrently), and inform the student in written form. For a second offence, DGE shall inform the student of the discussion result of the Pedagogical Scientific Committee of the related School.

5.5 The student may submit a written appeal to DGE according to Section 7 within 5 working days after receiving the written notification on penalty.

5.6 DGE should send a list of the second-offence cases of cheating in examination for every semester to the Management Board of MPI.

5.7 For all cases of suspected cheating in examination, DGE should inform the student of the final decision on penalty/investigation result, and inform DAP and the related School. For cases which involve penalty, DGE should inform the parents/ guardian of the non-adult student at the same time..

5.8 After the conclusion of examinations for the given semester, DAP should send a list of the students who have cheated in examinations to the related School for reference.



## 6. Penalties for Violating Examination Regulations and Cheating in Examinations

The following penalties may be imposed on a student who violates examination regulations and/or cheats in examinations:

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| 6.1 | A written reprimand;   |
| 6.2 | A zero mark for the related course; and recorded in the student's file;  |
| 6.3 | Termination of part of the privileges of the offending student in MPI for a specified period (including subsidy, grant/scholarship provided by MPI);   |
| 6.4 | Disqualification from sitting for the supplementary examination for the related course of that academic year;  |
| 6.5 | First offenders shall be suspended from studying in MPI for a period of one year. The period of suspension is not included in the duration of study and starts from the semester following the case;   |
| 6.6 | Serious (such as premeditated, conspiratorial and/or organized) or repeated offenders shall be suspended from studying in MPI for a period of no more than 3 years. The period of suspension is not included in the duration of study and starts from the semester following the case. |

## 7. Appeal

DGE shall submit the student's written appeal to the unit of relevant authority. For the penalty decision made by DGE, the student may submit a written appeal to the Pedagogical Scientific Committee of the related School within 5 working days after receiving the written notification on penalty. The Committee should make an investigation and make a final decision regarding the appeal within 5 working days. For the penalty decision made by the Pedagogical Scientific Committee of the related School, the student may submit a letter of appeal along with mitigating evidence to the Management Board of MPI within 5 working days after receiving the written notification on penalty. An examination review group shall be formed by the instruction of the Management Board of MPI to make an investigation on the case. The Management Board of MPI shall appoint a convenor for the examination review group, who may be the Director of the related School, a member of the Teaching Quality Committee, or a Professor. The convenor shall invite veteran academic staff of MPI to be members of the group. The examination review

group shall within 5 working days submit a final decision regarding the appeal to the Management Board of MPI, who shall confirm the final decision.

## 8. Declaration

- 8.1 Anyone reporting the violation of examination regulations and/or cheating in examinations should provide his or her real name, give details of the incident and attach the related evidence.
- 8.2 In the event that the person reporting the incident does not provide his or her real name, the report shall be dismissed.
- 8.3 During the period of handling the report on the incident, the School, DGE, Pedagogical Scientific Committee and DAP should keep the incident confidential before any decision is reached.

## 9. Effective Date and Right of Interpretation

- 9.1 This regulation is approved by the MPI Management Board on 23 September 2008, and comes into effect on 23 September 2008. The regulation numbered Nº 05R/CG/DAP/2008 is abolished on the aforementioned effective day.
- 9.2 Any matters not covered in the present document shall be submitted to the Teaching Quality Committee for discussion and recommendations, and handled according to the instructions of the MPI Management Board.

In case of discrepancies between the English and Chinese versions, the Chinese version shall prevail.

### A7.Examination Regulations for Students

ref:[http://www.ipm.edu.mo/student/regul\\_exam.html](http://www.ipm.edu.mo/student/regul_exam.html)

Effective since November 27, 2010

- Area of Application:** All final and supplementary examinations of the degree programmes of the Schools of Macao Polytechnic Institute (MPI).
- Purpose:** These Examination Regulations are designed to ensure the smooth and proper running of the final and supplementary examinations of MPI programmes.

#### Contents:

##### 1. Preparations for the Examination

- 1.1 An examination timetable will be published in the ‘General Information for Students’ web

page of the MPI website and posted on notice boards of Registry and Division for Pedagogical Affairs (DAP). Students should check the footnotes detailed on the examination timetable including the dates, times and examination venues for their examinations. For questions regarding examination time conflict, students should report to Registry (Room A101) immediately. °

- 1.2 In order NOT to miss the announcements made by the chief invigilator or DAP staff at the start of the examination, students should arrive at the examination venue punctually.
- 1.3 Students are prohibited from using electronic dictionaries.
- 1.4 Unless prior permission has been given, students are not permitted to take into the examination venue calculators, books and papers of any kind. Those students who do take anything impermissible into the examination venue will have their case handled by the School Examination Committee and Student Management Office according to the circumstances.
- 1.5 Students should present their student cards to the invigilator, and occupy their seats according to the examination seating plan. Students who are unable to present their student cards should complete a 'Provisional Application for Examination' form and present the valid identification document which was used for registration.
- 1.6 If a student's name is not listed on the examination seating plan or has been crossed out (i.e. his/her attendance does not satisfy the requirements of the Pedagogical Regulations), and the student is lodging an appeal regarding his/her attendance rate, he/she should complete a 'Provisional Application for Examination' form and submit the application to the invigilator, and then wait for the invigilator's decision.
- 1.7 Students should keep quiet in the examination venue and its vicinity.

## **2. Admission of Students to the Examination Venue**

- 2.1 Students should not enter the examination venue until permitted to do so by an invigilator. Upon entering the examination venue, students must comply with the instructions given by the invigilators.
- 2.2 Students are not permitted to take the examination if arriving after the first 30 minutes of the examination. Students who arrive up to 30 minutes late will be permitted to take the examination. No compensatory time will be allowed for latecomers.
- 2.3 Students should switch off all communication devices and apparatus which could create a noise (e.g. mobile phones, pagers, watches, etc.).
- 2.4 Only stationery and essential items for the examination are allowed in the examination venue. Personal belongings should be kept in students' lockers whenever possible.
- 2.5 Students must place their (i) student card, or (ii) 'Provisional Application for Examination' form with the valid identification document which was used for registration, at the top left

hand corner of the examination desk for inspection by invigilators. Any cases of discrepancy between the identity of a student and his/her identification document will be handled by the Student Management Office.

- 2.6 Except for student cards, only examination stationery can be placed on the examination desk (e.g. writing instruments, erasers, correction fluid, rulers, etc.). Any pencil case/box should be placed under the seat.
- 2.7 Students should ensure that there are no paper or notes in the pencil case/box or calculator jacket.
- 2.8 Students should not turn the examination papers over until the chief invigilator makes an announcement for the start of the examination.

### **3. During the Examination**

- 3.1 Students should pay attention to the directions stated on the cover page of the examination paper or at the beginning of each question. They should also listen carefully to the announcements made by the chief invigilator.
- 3.2 Students must fill in the student and course information on the first page of the answer booklet.
- 3.3 If students have questions regarding the examination paper, they should raise them with the invigilator during the first hour of the examination.
- 3.4 Smoking, eating, drinking and talking are prohibited in the examination venue. Students may ask the invigilator for water in order to take medicine if necessary.
- 3.5 Students wishing to go to the washroom must raise their hands to get permission from the invigilator of their School, sign a report and be accompanied by the invigilator/staff. Students who leave the examination venue unaccompanied by an invigilator cannot return to the examination venue to continue the examination.
- 3.6 Students are not allowed to leave the examination venue in the first 45 minutes and last 15 minutes of the examination, except for cases of illness or emergency. Students who wish to leave the examination venue early should raise their hands to get permission from the invigilator of the School before leaving.
- 3.7 At the end of the examination, the chief invigilator or a DAP staff member will announce that the examination is finished. At this time, students must stop writing and remain seated in silence. Students should not leave the examination venue until the invigilator has collected and counted the examination scripts, and only when the chief invigilator or a DAP staff member has made an announcement regarding leaving the examination venue.
- 3.8 Students should not remove from the examination venue any examination materials, including examination papers and answer booklets (papers), etc.

3.9 Students must follow the chief invigilator’s instructions if anything untoward happens during the examination.

#### 4. Emergencies

4.1 In the event of emergencies (e.g. fire) in the examination venue, students should follow the invigilator’s instructions.

4.2 If an examination is suspended due to an emergency, students should pay attention to the newest arrangement notice on the MPI website, and the notice boards of the Registry and DAP.

#### 5. Typhoons and Rainstorms

5.1 Please refer to the [related web page of the Registry](#) on the MPI website.

*In case of discrepancies between the English and Chinese versions, the Chinese version will prevail.*

These regulations are approved by the MPI Management Board on 26 November 2010, and come into effect on 27 November 2010. The regulations approved by the Management Board on 11 January 2010 are rescinded on the aforementioned effective day.

### **B. Services to Students**

#### **B1.Registration**

**ref:[http://www.ipm.edu.mo/student/service\\_register.html](http://www.ipm.edu.mo/student/service_register.html)**

A student is not officially registered for classes until he/she has paid all applicable fees and completed the entire registration procedure when he/she starts or resumes his/her studies. A student card will be issued upon registration to all new students. An administration fee will be deemed payable for replacement of student card.

#### **B2.Enrolment Guideline**

**ref:[http://www.ipm.edu.mo/student/service\\_enrol.html](http://www.ipm.edu.mo/student/service_enrol.html)**

1.	This guideline is applicable for registered students of degree programmes.
2.	Students should pay close attention to their enrollment records and are responsible for the consequences.
3.	There is no limit of the number of subjects registered full-time students can enroll in. However, they should consider their own ability / allot appropriate time to complete every subject they enroll in. The maximum number of

	subjects for registered part-time students to enroll in is three.
4.	Students cannot enroll in subjects of the higher diploma programmes and the bachelor degree programmes at the same time. Students, before registering in the bachelor degree programme, will need to have graduated from the higher diploma programme of the same specialty.
5.	Students, who are freshmen / have to retake / have to apply for subject equivalence, should proceed with course enrollment.
6.	Enrolment of any subject requires the completion of pre-requisite subjects (if applicable). For students who apply for subject equivalence for the pre-requisite subjects, they can at the same time enrol in the related subsequent subjects on a conditional basis. If the application was approved, students can continue to attend classes of the subsequent subjects. Otherwise, enrolment of the subsequent subject will be cancelled.
7.	If a student repeats a passed subject, the grade obtained will appear on the academic report of that semester. However, only the highest grade ever obtained for the same subject will appear on the students' transcript issued by the DAE.
8.	Subjects shown on the enrollment form of registered full-time students are pre-enrolled according to the student's admission year, the study plan and all compulsory subjects offered in the academic year. The enrollment form will be sent to students. <b>For students who do not approach the DAE for subjects add/drop, all pre-enrolled subjects will be confirmed according to the enrollment form.</b> Students who need to apply for subject equivalence for pre-requisite subjects as mentioned in point no. 6 should approach the DAE within the assigned period for subjects add/drop of the subsequent subjects which will not be pre-enrolled.
9.	Pre-enrollment for students resuming studies (who have already completed Year I and suspended their studies) will include Year 2 and Year 3 subjects. Therefore, they should come back to the DAE to proceed with subjects add/drop.
10.	<b>For students who need no adjustments to the pre-enrollment, do not need to return for enrollment and should attend classes according to the time-table.</b>
11.	Students may apply at the DAE for subject equivalence within the announced period. Students must comply with the rules stated in the regulations for

	subject equivalence.		
12.	If students retake the subjects and the time-table is conflicting with those subjects taken for the first time, (and provided they have met attendance requirements before for the retaken subjects), they may apply for 'waiver of class attendance' for the retaken subjects at the DAE within the assigned period. However students should consult their lecturers concerned to arrange assignment submission and continuous assessment.		
13.	Students should request in writing, together with valid proof, for other cases applying for 'waiver of class attendance'. Such applications are subject to approval by the schools. Students whose applications have been approved should also consult their lecturers concerned to arrange assignment submission and continuous assessment as mentioned in point no. 12.		
14.	For students who did not approach the DAE within the announced period for subjects add/drop, the enrolled subjects will be shown on the academic report.		
15	Registered day-time students are not allowed to enroll in subjects being offered in the evening classes or other majors, unless they have previously been authorized by the School concerned.		
16.	Registered part-time students should proceed with enrollment according to their own need.		
17	<b>For students of the School of Business:</b> Students must pay attention to the enrollment form. If there is not any information indicated in the 'class' column, this is because the number of students enrolling in that class has exceeded the class size (seats will be allocated first to students taking the subject for the first time). If students wish to enroll in that particular subject, they should first register at the DAE and will be placed on a waiting list for seat assignment, subject to availability and subject to the sequence of registration.		
18.	Student insurance: In order to insure every Higher Diploma/ Bachelor degree and ACS against possible accident during lectures or other school's activities, MPI each year will buy "group accident insurance" for students. If classmates during lessons/ school activities are unfortunately injured, please go to DAE during office hours, with documentary evidence of injury (such as doctor paper) to "declare insurance indemnity ". Main insurance coverage and clause are as follows: <table border="1" data-bbox="204 1937 1465 2054"> <tr> <td>-</td> <td>Students possible accidents caused during having a class and school activities;</td> </tr> </table>	-	Students possible accidents caused during having a class and school activities;
-	Students possible accidents caused during having a class and school activities;		

- Students unfortunate accidents during school journeys, within one hour from the beginning /end of the trip;
- Students health damage during the activities that the school organises outside the border of RAEM;
- Including the legal expenses caused by the above-mentioned accidents;
- Student accidents when driving a motorbike to/from MPI and while participating in school activities;
- The coverage age limit for Higher Diploma/ Bachelor degree students is 60 years old; for the ACS students it is restricted to 86 years of age.

### **B3.Deferred of Study**

**[ref: http://www.ipm.edu.mo/student/service\\_deferred.html](http://www.ipm.edu.mo/student/service_deferred.html)**

1. Students may defer their studies in the Institute by completing an **application form** from the Registry and securing the required signatures from the head of the respective academic unit before leaving the Institute. The Institute does not guarantee such students that the degree program will remain constant.
2. Students can apply for deferment of study for not more than 2 semesters at one time. The total approved period of deferment of study cannot accumulate to more than 6 semesters.

### **B4.Resume Study**

**[ref:http://www.ipm.edu.mo/student/service\\_resume.html](http://www.ipm.edu.mo/student/service_resume.html)**

Students who have officially withdrawn from the Institute wish to return after an absence of one or more semesters may apply for resumption of study. By submitting a written **applications form** to Registry. The applicants must meet all the admission requirements prevailing at the time of resumption. Resumption of study is not granted automatically.



## **B5.Withdrawal**

**ref:[http://www.ipm.edu.mo/student/service\\_withdraw.html](http://www.ipm.edu.mo/student/service_withdraw.html)**

1. Students who are unable to complete a semester because of illness or other emergency may be given permission to withdraw. They must get a “**Student Clearance Form**” from the Registry(DAE), obtain the library acknowledge on the form, and return the completed form together with the student card to DAE.
2. Those students who have unofficially withdrawn from the Institute may have to once again submit the admission application form and proceed as other new applicants.
3. If students leave the Institute in the course of study without going through the check-out procedures, a learning status of “Unofficial withdraw” will be remarked in the student record.

## **B6.Transcripts and Testimonials**

**ref:[http://www.ipm.edu.mo/student/service\\_certificate.html](http://www.ipm.edu.mo/student/service_certificate.html)**

1. An academic transcript is a certification of a student's record of academic performance at the Institute and it shows the student's grades obtained in a program up to the latest final examination taken. Students can apply for transcript after the academic reports have been released.
2. A testimonial is a certification of the student's present registration status with regard to his/her studies at the Institute. Application forms may be obtained from the Registry (DAE) or can be **downloaded** from the MPI homepage. The charge per copy may be found in the Table of Fees. The completed form must be submitted to the DAE Office.
3. The Institute reserves the right to withhold an academic transcript or a testimonial from a student who has not paid fees or other monies owing to the Institute, or who has otherwise failed to discharge all obligations towards to the Institute.

## **B7.Student Counseling**

**ref:[http://www.ipm.edu.mo/student/service\\_counsel.html](http://www.ipm.edu.mo/student/service_counsel.html)**

- Intended to assist our Higher Diploma and Bachelor Degree students

- Providing counseling services to students on an individual basis to assist them in handling problems that occur in their studies and daily life
- Organizing preventive / therapeutic activities so as to enhance students' skills in facing and handling problems
- Visiting non-resident students regularly to strengthen communications with them
- Organizing the "Activity Ambassador Project" to cultivate students' whole person development

Students may call or visit the Student Counselors' Office for appointments:

Room A119, MPI Main Campus

Tel: (853) 8599 6139 / 8599 6141

E-mail: [priscillalai@ipm.edu.mo](mailto:priscillalai@ipm.edu.mo) or [thomasho@ipm.edu.mo](mailto:thomasho@ipm.edu.mo)

## **B8.Student Insurance**

**[ref:http://www.ipm.edu.mo/student/service\\_insurance.html](http://www.ipm.edu.mo/student/service_insurance.html)**

### **Insurance Coverage for MPI Students**

In order to ensure that students studying in the Macao Polytechnic Institute are adequately insured during classes, their stay in the Institute's hostel or when participating in school activities, the Institute has purchased 'Group Personal Accident Insurance' on their behalf. Students who suffer an injury during classes, their stay in the Institute's hostel or when participating in school activities, should approach the Student Management Office during office hours (within one month) to apply for insurance compensation. Please kindly be reminded that the injured person should present evidence of injury (e.g. document issued by the doctor) with the application. Application forms can be obtained from the Student Management Office or can be downloaded from the MPI website (Student's Corner).

#### **Documents required:**

- Completed "Macao Insurance" application form;
- ID copy;
- Student ID copy;

- Written medical proof and the original copy of treatment (issued by hospitals or clinics) ;
- Class timetable, schedule of competition and activities;
- The original transcript(s) of any witness(es) to the accident;
- The original proof of recovery (issued by hospitals or clinics).

**The main coverage and clauses included under the 'Group Personal Accident Insurance' are as follows:**

- Bodily injuries sustained by students during classes / school activities in Macao;
- Bodily injuries sustained by students during usual travel to and from the school, usual travel means one hour prior to/after the lecture / session time;
- Injuries sustained by students driving motor vehicles to / from classes / school activities in Macao;
- Bodily injuries sustained by students outside Macao while participating in school organized activities (e.g. participating in classes / competitions / exchange programmes / visits) ;
- Bodily injuries sustained by students (School of Physical Education and Sports) while participating in competitions. Medical insurance compensation for students of School of Physical Education and Sports is double that of other students.
- Medical treatment outside of Macao is covered (in emergencies for injuries sustained outside of Macao only)
- Students studying on higher diploma / bachelor degree programmes and in the Seniors Academy are insured;
- The age limit for students studying in the higher diploma / bachelor degree programme is 60 years, whilst that for the Seniors Academy is 86 years.

**The main coverage and clauses for students' staying in the Institute's hostel are as follows:**

- Bodily injuries sustained by students during their participating in activities / staying in the Institute's hostel;
- Bodily injuries sustained by students during usual travel to and from the

Institute's hostel.

**The compensation limit:**

Death due to accidents	MOP 100,000.00
Permanent disability due to accidents	MOP 100,000.00
Medical fee(per person / per each accident)	MOP 5,000.00
Medical fee(per person / per each accident)	MOP 10,000.00 (only applicable to students of School of Physical Education and Sports)

\* The above notice is translated from Chinese into English for guidance only. If there is any discrepancy between the English and Chinese version, the Chinese version shall apply and prevail.

**B9.Student Hostels**

**ref:[http://www.ipm.edu.mo/student/service\\_hostel.html](http://www.ipm.edu.mo/student/service_hostel.html)**

Overview

Overview

The Institute can arrange for non-resident students to stay in hostels. In each hostel there is furniture, a television, telephone, free broadband network service, washing machine, water heater, air-conditioner, stove etc. The basic standard is for two students to share one bedroom.

Wardens are appointed to manage the hostels. Non-resident new students (freshmen) *must* live in hostels for the first year. Starting from the second year, students are permitted to arrange their own accommodation with their parents' consent.

Nan Ngon Hostel

Located in a less densely populated residential area, the Nam Ngon Hostel is just a ten-minute walk from the Institute's main campus, with public facilities such as a sitting room, open kitchen, dining room, TV room, laundry room, activity room etc. Smart cards are issued to students living at this hostel. Students are responsible for their own laundry fees and electricity fees in the bedroom.

Fast Facts

Address: No. 147 – 261 Rua de Bruxelas, Edf. Jardim Nam Ngon

Phone number of warden’s room: (853) 28752602

Male area — 60 | Female area — 66



Student bedroom



TV room and meeting room



Hostel kitchen / Dining room



Common room



Activity room



Outdoor badminton court

### Nam Fong Hostel

This hostel is just a short three-minute walk from the Institute's main campus. Available flats include 2 x 1 units, 3 x 1 units and 4 x 1 units. Students are responsible for their own water and electricity fees.

#### Fast Facts

Address: No. 1023 Av. Amizade, Edf. Nam Fong, Macau

Phone number of warden’s room:(853) 28705582

Total number of hostel places: 80



Sitting room

### Meng Tak Building

#### Hostel

The Meng Tak Building Hostel is located at the MPI headquarter in the newly constructed Meng Tak Building. Each bedroom has an en suite bathroom and is shared by two students. Public facilities include a common room, pantry and laundry room. Students are responsible for their own laundry fees and electricity fees for the bedroom.

## Fast Facts

Address: Rua de Lu ís Gonzaga Gomes – Meng Tak Building

Phone number of warden’s room:(853) 85993700

Total number of hostel places: 276



Bedroom



Bedroom



Washroom



Common room



Pantry



Laundry room

## Hostel Fees

<b>Location</b>	<b>Hostel Fee (on ten months basis, 1<sup>st</sup> September to 30<sup>th</sup> June of the following year)</b>	<b>Summer Residence</b>	<b>Hostel Deposit (one-time payment, will be refunded upon check-out when all accounts are settled)</b>
Nam Ngon Hostel	MOP11,350	MOP500/half a month	MOP1,030
Nam Fong Hostel	MOP11,350	MOP500/ half a month	MOP1,030
Meng Tak Building Hostel	MOP11,350	MOP500/ half a month	MOP1,030

1. Hostel fees may be subject to annual adjustments. Fees indicated above will be implemented in the academic year 2011/2012.
2. Fees for summer residence are charged every half a month, (e.g. check in 1<sup>st</sup> July, check out 16th July, the fees are MOP\$500; check in 1<sup>st</sup> July, check out 17<sup>th</sup> to 31<sup>st</sup> July, fees are MOP\$1,000.)

3. Students have summer residence fees exempted for 21<sup>st</sup> August to 31<sup>st</sup> August.
4. Some scholarship holders (such as "Sunrise Scholarship" students) or those students who come to study here under an agreement with MPI (such as Polytechnic Institute of Leiria (IPL) exchange students), can be exempted from paying the hostel fees in accordance with the provisions of scholarships or the terms of the agreement.
5. Electricity and water fees incurred during the above period are paid by students according to the relevant hostel's charges.
6. Students who need summer residence from 1st July to 20<sup>th</sup> August (new students excluded) must provide a written application to the Student Management Office before 31<sup>st</sup> May. Students may move in only after applications are approved. Students who are not exempted from the summer residence charges must clear all the fees involved before 10<sup>th</sup> June.

## Check-In / Check-Out Matters

### Non-resident new students checking in

The Registry collates the non-resident new students' name-list and passes it to the Student Management Office. The Student Management Office will then arrange hostel places for students. Since Nan An Hostel and Nan Fang Hostel are close to the Institute's main campus, new students have priority to live in either of these hostels.

On arrival, responsible staff escort new students to their hostels. Wardens at the hostels check the identity of new students and distribute each new student a set of bedclothes, pillow, pillow case, quilts etc.

### Non-resident current students checking in

If non-resident current students intend to live in the Institute's hostels, they need to make a written application to the Student Management Office. Once the application is approved, the Student Management Office will arrange a hostel place for them. Unlike new students, current students will not be provided with bedclothes and other items when they move in.

### Checking out

1. Students obtain the "Hostel Check-Out Form" from the Student Management Office. Students can also download the "Hostel Check-Out Form" [here](#).

2.	Students clean up their room and take away all their private belongings.
3.	After completing the "Hostel Check-Out Form", students notify the warden and return hostel keys and other hostel property. The warden will verify that hostel property is in good condition. Where damage has occurred, the warden will issue a "Notice for Indemnification" and charge students an appropriate amount according to the "Facility Damage Indemnification List", students then making the payment at the Finance Department and taking the receipt to the warden for endorsement.
4.	Students finally submit the "Hostel Check-Out Form" to the Student Management Office to complete the check-out procedure.

## **B10.Regulations for the Use of Student Lockers**

ref:[http://www.ipm.edu.mo/student/service\\_locker.html](http://www.ipm.edu.mo/student/service_locker.html)

### **Eligibility**

- Registered students of Higher Diploma or Bachelor Degree Programmes in MPI.

### **Locker Using Period**

- Starting from the date of locker registration to the end of the study Programme (Students continuing with studying Bachelor Degree Programmes after graduating with a Higher Diploma are required to submit a fresh application for a locker).

### **Locker Using Registration**

#### **/ Application**

- Students must complete the Locker Using Application within a specific application period (the beginning of each academic year or refer to the 'News for Students' section on the MPI website)
- Applications can be made via the "[Student Information Web \(SIWeb\)](#)". Login and access the "Student Locker Use Application". A locker number will be randomly drawn. Changes and reapplications are not possible once a locker number has been generated
- The registered locker number can be checked by accessing the SIWeb

Note: Lockers are allocated on a first-come-first-served basis. Each student can only apply once for one locker throughout their Programme



## **Use of Locker**

Each applicant must read the “Regulations for the Use of Student Lockers” carefully before submitting their application. Any violation of the locker regulations by users may result in termination of the violator’s right to use of lockers or to apply for such usage.

- Students are advised to use padlocks to secure their registered lockers.
- Students are required to vacate their lockers (including the padlock) and leave the doors unlocked before the end of the Locker Using Period. Any items left in the lockers after the Locker Using Period may be disposed of by the Student Management Office.
- Transferring of lockers to a third person and unauthorized use of either unoccupied or occupied lockers is forbidden. The Institute reserves the right to open and vacate any items left in lockers being used by unauthorized users.
- The storage of any illegal items or those which would cause a physical danger or a nuisance to the public is strictly prohibited. The Institute reserves the right to open and examine the items in suspected lockers. Students are advised to keep their lockers clean.
- Graffiti, decorative adhesives or any kinds of stickers, defacement or damage to the lockers is prohibited. Any violation by users may result in the Institute demanding full payment of costs for repairing or replacement of lockers.
- The Institute is not liable for any loss in relation to damage to property kept inside the lockers.
- For all requests regarding locker services, students are required to complete a “[Locker Service Application Form](#)” and submit this to the Student Management Office.
- In the case of any uncertainties regarding the application for or usage of student lockers, the decision of the Management Board of MPI shall be final.

## **B11.Regulations for the Management of Students' Motorcycle Parking Lot** **ref:[http://www.ipm.edu.mo/student/student\\_carpark.html](http://www.ipm.edu.mo/student/student_carpark.html)**

Revised at December, 2007

The Central Services Office is responsible for the management of the students' motorcycle parking lot, located on the pathway between the MPI Academic Building

A and the Garrison Building. The parking lot will be open to all students bearing valid student cards to park their motorcycles, **subject to the regulations below** .

1.	The parking lot may accommodate 180 motorcycles. Owing to limited space, MPI can not guarantee to provide all students with a parking space. Vehicles are parked on a first come, first served and free of charge basis.	
2.	Opening hours of parking : 07:30~23:50, all vehicles must be removed before closing time. Overnight parking is only allowed with special authorization.	
3.	A violation shall be deemed to have occurred if a vehicle is found to be parked after closing time or overnight without special authorization. Administrative and security staff will advise the violator. Violations will be recorded by administrative and security staff. Any third violation of the regulations will render the violator liable to forfeiture of the right to park for 60 days. Repeated violations render the violator subject to forfeiture of parking rights for 1 year.	
4.	The parking lot will be open to all registered MPI students bearing valid student cards and who have registered to park their motorcycles. Guards have the right to check student's cards as necessary, and in instances where the student can not provide one, administrative and security staff have the right to prohibit the student from using the parking lot. All students must obey and comply with the instructions of the guards.	
5.	Traffic control	
	5.1	All motorcyclists must wear a safety helmet.
	5.2.	Riders must at all times operate vehicles in a safe manner and in the direction designated by the traffic light signal and traffic instructions, including signs indicated on the warning board, indication plate, direction signs, traffic lanes and road.
	5.3	All vehicles must use the restricted driveway and must be parked within the boundaries or lines of a designated parking space. Parking is prohibited on any other place that may cause inconvenience or endanger anyone, create a hazard, or interfere with the use of facilities by others.
	5.4.	Noise and air pollution
	5.4.1.	In order to mitigate noise pollution and prevent accidents, the maximum speed allowed is 5 m.p.h.
	5.4.2.	All motor vehicles must be mechanically sound. Vehicles which

		are excessively noisy due to mechanic problems or faulty silencers or discharging excessive exhaust fumes which exceed the " safety standard " stipulated by government will not be allowed to enter the campus parking lot.
	5.4.3.	Horns or other warning devices must not be used on campus or in any parking area.
5.5.		Learner riders are prohibited on the campus. Flammable or dangerous goods are not allowed.
5.6.		Vehicles remaining in the parking lot for more than 2 weeks, displaying an expired vehicle license issued by MSAR, or which are no longer owned by an MPI student will be considered to be abandoned. Vehicles classified as abandoned will be towed away or impounded at the owner's or the smart card holder's expense.
5.7.		MPI reserves the right to remove any vehicle that causes inconvenience or endangers others.
5.8.		Vehicle washing is prohibited on campus and in any parking area (with the exception of MPI owned vehicles)
5.9.		Vehicle maintenance or mechanical work is not permitted on campus or in any parking area. (with the exception of MPI owned vehicles). Before any towing is authorized by the vehicle owner, information should be obtained in advance via e mail or in writing to the Central Services Office by the owner.
6.		The person to whom the permit is registered is personally responsible for the following:
	6.1	All vehicles are required to proceed cautiously without creating any hazard to others.
	6.2	Any MPI property damage or injury caused by his / her vehicle.
	6.3	The concerned vehicle operators are responsible for resolving or reporting any accident involving their vehicles on the parking lot to the Police Department at the earliest possible opportunity. Central Services Office will act only as a coordinator.
	6.4.	MPI will not be held liable for any theft, damage or loss that may occur on campus.
	6.5.	Students are fully liable for their own vehicle safety. MPI is not

	responsible for any injuries, theft, damage, or loss of any vehicle parked on campus.
7.	The parking lot will be closed when Typhoon Signal 8 is hoisted, and also in other circumstances when a closing notification is given in advance.
8.	MPI reserves the right to control the traffic on campus by refusing entry of any vehicle and monitoring vehicle activities.
9.	MPI reserves the right to delete, suspend or edit any stipulation at any time at its absolute discretion. Changes and amendments to parking regulations and rules will be announced on the MPI website (www.ipm.edu.mo – “student corner ” or “Central Services Office”)
10.	Appeals regarding regulations or decisions of the Central Services Office must be in writing. The deliberation of the MPI Management Board is final.
11.	For any emergency, please call 85996799 or 85996189. For any queries, please call Ms. Vivian Ma of the Central Services Office 85996202 or email <a href="mailto:vivianma@ipm.edu.mo">vivianma@ipm.edu.mo</a> .

## **B12.Lost & Found**

**ref:[http://www.ipm.edu.mo/student/service\\_lost.html](http://www.ipm.edu.mo/student/service_lost.html)**

All lost items found in the Institute will be collected at the Student Management Office (DGE). A Lost and Found Notice will be issued by DGE every six months. Should anyone claim the lost items, please come to DGE Office (A119). Over the due date, all items that are not claimed will be destroyed or donated.

## C. Access to Institute's facilities

### C1. Classroom Management

ref:[http://www.ipm.edu.mo/student/regul\\_classroom.html](http://www.ipm.edu.mo/student/regul_classroom.html)

**Contact :** Central Services Office **Tel :** 2857 8722 **Fax :** 2853 0766 E-mail : [daag@ipm.edu.mo](mailto:daag@ipm.edu.mo)

### Academic Venues Management

- Academic Venues Management
- Central Services Office is take in charge for Academic Venus Management on Main Campus, such as booking classroom, assist to arrange the classroom for apply change class, cancel class, including the classroom on Academic Building , classroom and Lecture Theatre on Complex Building, Main Campus.

## Guidelines for Use of Classrooms

### N.o 14R/CG/DAAG/2008

#### I. Scope

These guidelines are applicable only to ordinary classrooms on the main campus (Rua de Luis Gonzaga Gomes), the School of Health Sciences (ESS) campus (Alameda Dr. Carlos D'Assumpção, No. 335-341 Edif. Centro Hotline) and School of Arts (ESA) campus (Terraço do 2º andar do Edif. Magnificente Court, nº 242 da Rua de Berlin em NAPE) of the Macao Polytechnic Institute, hereafter referred to as "classroom" or "classrooms". Lecture theatres, computer laboratories, language laboratories, multi media laboratories, other laboratories, workshops and other special purpose rooms are subject to other applicable guidelines or regulations for usage.

#### II. Opening hours (for exact dates, please refer to the announced academic calendar)

	Period	Weekdays	Time	Applicable classrooms
<b>Main Campus</b>	Classes	Mon. to Sat.	08:30~24:00	All classrooms
	Classes	Sun	08:30~24:00	Classrooms with prior arrangement by DAP, and some designated

				classrooms*.
	3 days before and after examination	Closed for examination preparations		Classrooms have been arranged for examination
	Examination	Closed for examinations		Classrooms have been arranged for examination
	Christmas, New Year, Lunar New Year, Easter, Summer holidays and other public holidays	Mon. to Sun	08:30~24:00	Classrooms with prior arrangements by DAP, and some designated classrooms*.

<b>ESA (Campus of Edif. Magnificente Court)</b>	Classes	Mon. to Sat.	08:00~24:00	All classrooms
	Classes	Sun	08:00~24:00	Classrooms with prior arrangement by DAP, and some designated classrooms*.
	3 days before and after examination	Closed for examination preparations		Classrooms have been arranged for examination
	Examination	Closed for examinations		Classrooms have been arranged for examination
	Christmas, New Year, Lunar New Year, Easter, Summer holidays and other public holidays	Mon. to Sun	08:00~24:00	Classrooms with prior arrangements by DAP, and some designated classrooms*.

<b>ESS</b>	Classes	Mon. to	07:30 ~	All classrooms
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		Sat.	23:00	
	Classes	Sun. and Public holiday	09:00 ~ 21:00	Classrooms with prior arrangements by DAP, and some designated classrooms*.
Examination period will be arranged by School of Health Sciences				
	Christmas, New Year, Lunar New Year, Easter, Summer holidays and other public holidays	Mon. to Sun	07:30 ~ 23:00	Classrooms with prior arrangements by DAP, and some designated classrooms*.
		Sun. and Public holiday	09:00~21:00	

\* Classrooms on the ground floor of A Wing of the Main Campus will be opened; designated classrooms in ESA and ESS as per further announcement.

### III. Eligibility of usage

1. Only students, academic or administrative staff of the Macao Polytechnic Institute, as well as entities or individuals who have applied to the Macao Polytechnic Institute and obtained approval of usage are eligible to use classrooms.
2. In order to ensure to carry out the aforementioned guideline, the administrative staff of DAAG or the security guards may request users of classrooms to produce valid student ID cards or staff cards, or other MPI authorizing documents, for verification of identities. Those unable to provide such proof will not be allowed to use the classrooms.
3. Uses for teaching or other activities already applied to and arranged by the Macao Polytechnic Institute, as publicized on the Institute webpage ([ref:http://cvms.ipm.edu.mo](http://cvms.ipm.edu.mo)), have first priority. Users may check the webpage. The information of the ESS and ESA(Campus of Edif. Magnificente Court) can be inquired by the school.
4. Within the opening hours, classrooms should be used according to priorities.
5. Other aforementioned eligible parties may use classrooms without prior reservations on a first-come-first-served basis.

6. Parties with priority to use classrooms should report to the administrative department or academic unit which is responsible for the administration of classrooms (within office hours) or the security guard (08:30~24:00) to request others occupying the same classrooms who have not complied with these guidelines to produce valid student ID cards and staff cards to record their identities and to leave the classrooms immediately. The Macao Polytechnic Institute reserves the right to exercise disciplinary actions against parties occupying classrooms without complying with these guidelines.

#### IV.

In case of any query during usage of classrooms, please call:

Department	Location	Hours	Tel.
<b>Central Services Office</b>	Main Camus Administration Building Rm. 101	Mon. to Thur.	85996202
		09:00~13:00,14:30~17:45	
		Fri.	
		09:00~13:00,14:30~17:30	
	Main Camus Academic Building Rm.A123	During class periods	85996341
		Mon. to Fri.	
		08:45~13:00,14:00~21:00	
		Sat.	
		08:45~13:00,14:00~19:00	
		Outside class periods	
Mon. to Thur.			
09:00~13:00,14:30~18:30			
Fri.			
09:00~13:00,14:30~18:00			
Closed on Sundays and during public holidays			
<b>Security guards of Main Campus</b>	Main Camus Administration Building	08:30~24:00	85996189
<b>Security guards of ESA campus</b>	Edif. Magnificente Court	24 hours	28933804



<b>Security guards of ESS campus</b>	Edificio Centro Hotline	Mon. to Sat.	83998638
		07:30~23:30	
		Sun	
		09:00~21:00	

## V. Regulations for usage

1. Classrooms may only be used for teaching, examinations or tests, tutorials, revision, academic discussion, research, meetings, and any other activities for which applications have been made to and approval obtained from the Macao Polytechnic Institute.
2. Users of classrooms should observe order and refrain from producing excessive noise that may disturb activities in other classrooms.
3. Users of classrooms should behave and be attired properly.
4. Users of classrooms who need to alter the arrangements of furniture or equipment are responsible for restoring the original settings after use before leaving.
5. Classrooms must be kept clean and tidy. Whilst taking food and drink into classrooms is not to be encouraged, should it be absolutely necessary to do so all rubbish must be disposed of in the bins that are located in the classrooms and the passage. Smoking is prohibited.
6. Users of classrooms should care for the furniture and equipment inside the classrooms. Any observed damage or malfunction should be reported to the designated staff or the appointed security guards of the Macao Polytechnic Institute as soon as possible.
7. When the security guard is patrolling the classroom and there is explicit evidence that teaching equipment is stolen, he can request to examine the personal belongings of those who have been utilizing the classroom.
8. Users should ensure that the computers, projectors, any other equipment, lights and air conditioners in the classrooms have been properly switched off and windows closed before leaving.
9. Users should not lock the classrooms on leaving.
10. Users of classrooms are responsible for the proper care of their own personal belongings. The loss or discovery of belongings should be handed in to the

Registry or the security guard at Administration Building at Main Campus. Under no circumstance would the Macao Polytechnic Institute be responsible for any loss items.

11. Classrooms left vacant shall be considered unoccupied. Items left unattended inside the classrooms shall be deemed disposable. Found properties will be kept in the Registry. For 90 days for their rightful owners to reclaim. Unclaimed properties will be subject to disposal deemed appropriate by the Macao Polytechnic Institute.

## **VI. Addendum**

Conditions not specified in these guidelines are subject to interpretation and decision by the Management Board of the Macao Polytechnic Institute. If necessary, these guidelines will be amended according to the circumstance.

## **VII. Effective Date**

These guidelines are approved by the MPI Management Board on 29 September 2008, and come into effect on 30 September 2008. The guideline that approved by MPI Management Board on 2 January 2004 is abolished on the aforementioned effective day.

### **C2. Users, Opening Hours & Regulations of the Sports court**

**ref:[http://www.ipm.edu.mo/student/regul\\_sport.html](http://www.ipm.edu.mo/student/regul_sport.html)**

1. The sports court is exclusively for the use of Macao Polytechnic Institute staff & students, the opening times are 8:00-23:00 and 8:00-22:30 on Saturdays, Sundays & public holidays.
2. The sports court is designed for general purposes; it can be used for basketball, soccer & tennis games.
3. Users must contact a security guard for assistance before entering the court & turning on the lighting system.
4. Appropriate clothing & sports shoes are required & safety must be observed on the court; any non-sport activity is prohibited on the court.
5. All facilities must be treated with care; please keep the court clean. Eating & smoking are prohibited on the court.
6. Users must take full responsibility for their own property; MPI shall take no responsibility for any loss or damage of any users' property on the sport court.

7. Any illegal activity is prohibited on the court.

#### Application

1. The booking schedule can be checked online using the following link: <https://cvms.ipm.edu.mo>; or directly with the Security Guard on the ground floor of the administration building. Registration with the Security Guard is required before using the sports court.
2. The sports court is available on a first-come-first-served basis.
3. Macao Polytechnic Institute retains the right to approve or reject any application.
4. For enquires, please contact the Central Services Office, Tel. No. 85996202, Monday to Thursday 9:00-13:00, 14:30-17:45; Friday 9:00-13:00, 14:30-17:30.