

# **Regulations Governing Student Disciplinary (Without attachment)**

## **Article I Objective**

The Regulations are formulated in accordance with the “Higher Education Regime” of the Macao Special Administrative Region and “Statutes of the City University of Macau” to maintain University order and discipline, improve the environment for nurturing talent and protect the legitimate rights of teachers, students and staff.

## **Article II Scope of application**

The Regulations apply to all students of the City University of Macau.

## **Article III Disciplinary Offences**

Any one of the following is considered a disciplinary offence:

- (1) Behaviors disturbing public order in the University, such as the order of teaching, study, research or other academic activities;
- (2) Behaviors harming the reputation, freedom, personal safety or privacy of the university members (teachers, employees, students);
- (3) Sexual assault, sexual harassment and sexual bullying on campus;
- (4) Any form of cheating in assignments, tests or examinations, or violation of examination rules and regulations formulated by the University;
- (5) Any form of plagiarism in academic work;
- (6) Forgery or improper use of University documents or records;
- (7) Misrepresentations or false statements made in applications or documents submitted to University;
- (8) Theft, obtain by deception or willfully damaging property of the University or of a member of the University;
- (9) Improper use of University facilities or unauthorized entry to or occupation of reserved facilities of the University;
- (10) Unauthorized personal or group activities that may disturb campus order or discipline;
- (11) Direct or indirect involvement in gambling, alcoholism, drug addiction, drug abuse or other behavior that damages the reputation of the University;
- (12) Behavior, such as illegal use of electronic appliances, burning objects, vandalize the safety systems of hostels, possessing contrabands (such as dangerous chemical drugs, explosives or guns) that jeopardizes public safety on campus;
- (13) Obstruction of the faculty and staff in performance of their duties;
- (14) Commitment of criminal offences or violation of the laws, and being sentenced as guilty by court or in the first trial.
- (15) Any misbehavior equivalent to the above.

## **Article IV Disciplinary Actions**

The University will take disciplinary actions against students in breach of the disciplinary regulations of the University based on the natures, situations and consequences of the offences and the attitude of the offender:

1. General punishment
  - (1) Verbal warning
  - (2) Written warning

2. Severe punishment
  - (1) Probation
  - (2) Forced dismissal
  - (3) Expulsion (termination of study status)
3. Student with any of the following behaviors would be subject to general punishment:
  - (1) Improper behavior that affects public order or obstruct others, offence of a minor nature;
  - (2) Verbally threaten or humiliate others in public;
  - (3) Improper use of University facilities or unauthorized entry to or occupation of reserved facilities of the University;
  - (4) Violation of other management rules and regulations of the University or any misbehavior equivalent to the above.
4. Severe punishment will be imposed on students found to have committed the following:
  - (1) Severe breach of behavior for general punishment;
  - (2) Any behavior detrimental to the reputation, freedom, personal safety or privacy of a member of the University;
  - (3) Obstruction of the faculty and staff in performance of their duties;
  - (4) Forgery or improper use of University documents or records;
  - (5) Misrepresentations or false statements made in applications or documents submitted to the University;
  - (6) Theft, obtain by deception or willfully damaging property of the University or of a member of the University;
  - (7) Direct or indirect involvement in gambling or other behavior that damages the reputation of the University or the safety on campus;
  - (8) Any form of plagiarism in academic work;
  - (9) Commitment of criminal offences or violation of the laws;
  - (10) Violation of other management rules and regulations of the University or any misbehavior equivalent to the above.
5. Severe punishment corresponding to the gravity of the offence will be imposed on those who have been subject to general punishment twice.
6. Those who cheat at an examination will be penalized in accordance with the “Regulations for Handling Cheating and Violations of Disciplines in Examinations” of the University.
7. Management of students livings in hostels is governed by the “Rules and Regulations for Student Hostel Management” of the University.
8. The penalties on sexual assault, sexual harassment and sexual bullying on campus will be decided by the “University Committee on Gender Equality Education”.
9. A student subject to disciplinary actions will be disqualified of any scholarship granted.

## **V Investigation and Appeal**

1. Investigation: academic misconduct such as cheating in an examination will be investigated and handled by the Academic Affairs Office. Other student misconducts will be investigated and handled by the Student Affairs Office. Cases involving severe punishment should be reported to the Rector for approval.

2. Appeal: If the student concerned disagrees with the University’s decision on disciplinary actions, he/she should file an appeal within ten working days. An appeal in relation to academic disciplinary actions should be filed with the Task Force on Teaching and Learning Ad Hoc

Group set up by the University Academic Committee. Other appeals should be filed with the Student Disciplinary Committee. An appeal should be filed in writing. The rules and regulations for the Student Disciplinary Committee and the Task Force on Teaching and Learning Ad hoc Group are provided for in separate documents.

#### **VI Notification**

1. All related units, such as the Faculty/academic unit concerned, the Student Affairs Office, Academic Affairs Office and Registry should be informed of the disciplinary actions taken against a student. Such records are an important part of student files and serve as an important consideration for decisions on whether a student should be granted scholarship or other forms of awards.

2. Consideration can be given to informing the parents or guardians about the disciplinary actions taken against students depending on the natures of the cases.

3. According to the law, severe or criminal disciplinary offences should be reported to the Rector and the judicial authorities of the Macao Special Administrative Region.

#### **VII Confidentiality of Documents**

The information on all student disciplinary cases is strictly confidential. Sufficient reasons and approval of the Student Disciplinary Committee are required for disclosure of such information. The procedures should be conducted in writing.

#### **VIII Implementation**

This Regulation was reviewed, passed at the Rector's Cabinet meeting held on 9 May 2018 and approved at the fourth special meeting (4 June 2018) of the University Academic Committee in 2017/2018 academic year and implemented starting from 2018/2019 academic year.

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