

## 1. Conduct in the Classrooms

- 1.1 Strict silence must be observed in class. Students must pay full attention and behave themselves well. They should respect lecturers at all times and should not create a disturbance in class.
- 1.2 Students must observe and comply with the student regulations. Their attire must be clean and tidy. They should also behave decently and respect lecturers and other students.
- 1.3 Students must have their campus card in and out of the campus.
- 1.4 Students must attend class punctually and must attend the full lecture.
- 1.5 Students have to sign for attendance by themselves during each class. Signing for others is strictly forbidden.
- 1.6 Students are forbidden to ask someone else to attend classes for him/her or pretend to be another student to attend classes.
- 1.7 Students must file an application for leave according to the prescribed procedures in the event of illness or other non-medical reasons. Unauthorized or unapproved absence from class constitutes unjustified absence.
- 1.8 Unless otherwise permitted by the lecturer, no student may leave or enter the classroom during class.
- 1.9 No smoking in classrooms ( including non-smoking areas ) is allowed. Drinking or eating, sleeping, playing, laughing, making loud noise, playing games, using mobile phones or other communication devices in classrooms is prohibited. Using notebooks or electronic devices (unless permitted by the lecturers) is also not allowed in classes.
- 1.10 Gambling, fighting, quarrelling or any other misconduct is strictly prohibited.
- 1.11 Students must keep the classroom clean. Spitting and littering are strictly prohibited.
- 1.12 Students must keep all equipment and property in good condition. Daubing, removing or destroying teaching equipment is strictly forbidden.
- 1.13 All teaching and class materials, e.g. teaching videos, PPT, etc. are owned by the University and the teachers. Unless permitted by the class teachers or authorized by the University, students are not allowed to share or upload any of them on social media, such as YouTube, WeChat, etc., and other electronic platforms.
- 1.14 Lecturers may suspend class or stop students who are in breach of the above rules and regulations or who commit any other misbehavior. Lecturers are empowered to expel the student(s) concerned from the classroom when they insist on not observing instructions on two occasions, and lecturers will then inform the respective Faculty about this.
- 1.15 Should students commit any of the misbehaviors set out above, the severity of the penalty will correspond to the gravity of the offence, after consideration by the Student Academic Integrity Committee or Student Discipline and Awards Committee.

## 2. Examination Rules and Regulations

Please refer to Appendix 4 for details.

### 3. Regulations of Awards and Penalties

- 3.1 Awards established for students are:
  - 3.1.1 The Outstanding Cultural and Academic Award
  - 3.1.2 The Outstanding Community Service Award
  - 3.1.3 The Outstanding Sports Award

- 3.2 Penalties imposed to students are:
  - 3.2.1 written warning
  - 3.2.2 severe written warning
  - 3.2.3 under observation in the University
  - 3.2.4 required to defer study
  - 3.2.5 required to withdraw from study
  - 3.2.6 be expelled from the University

The imposition of Regulations 3.2.3, 3.2.4, 3.2.5 or 3.2.6 will be decided by the Student Academic Integrity Committee or Student Discipline and Awards Committee.

- 3.3 Students who violate any rule or regulation stipulated by the University or commit any of the following misbehaviors will be penalized. The severity of the penalty will correspond to the gravity of the offence:
  - 3.3.1 defaming, threatening or any behavior that is detrimental to the reputation or interests of the University;
  - 3.3.2 defaming, threatening or assaulting any staff or student of the University;
  - 3.3.3 wilfully damaging the property of the University or other public property;
  - 3.3.4 cheating or stealing property in the form of monetary value or belongings from the University or other people, or gaining interests by improper means;
  - 3.3.5 plagiarizing assignments, or cheating during examinations and tests;
  - 3.3.6 committing misconduct during examinations or violating any of the regulations governing good conduct in examinations;
  - 3.3.7 Impersonating in the name of University, or falsifying, distorting documents, academic results and records;
  - 3.3.8 failing to observe any rule or order of the University which disrupts the teaching, learning, scientific research or other administrative activities of the University;
  - 3.3.9 organizing group activities that may cause disturbance to the discipline or order within the campus, without prior approval from the University;
  - 3.3.10 going to casinos without prior approval from the University (except under special circumstances, such as when it is part of work or a study tour, for which permission from the University has been given or in which students are accompanied by their guardians, and the Student Affairs Office has been notified in advance);
  - 3.3.11 taking part directly or indirectly in any gambling activities, alcohol or drug abuse;

- 3.3.12 committing an offence or crime as judged by an administrative organization or court ;
  - 3.3.13 producing intentional misrepresentation or false statements in any application or document submitted to the University;
  - 3.3.14 disturbing the normal work of academic and administrative staff of the University;
  - 3.3.15 storing dangerous goods or possessing contraband goods within the campus;
  - 3.3.16 committing any misbehavior similar to the above.
- 3.4 If a student commits any of the following offences, depending on the severity he/she may be imposed a penalty up to “being expelled from the University” upon resolution of the Student Academic Integrity Committee or the Student Discipline and Awards Committee:
- 3.4.1 committing offence that is much more serious than those being penalized by the penalty of “required to withdraw from study”;
  - 3.4.2 committing another serious offence after revocation of the penalty of “under observation in the University” or “required to defer study”;
  - 3.4.3 seriously threatening safety in the campus;
  - 3.4.4 being involved in activities that may be detrimental to the reputation of the University;
  - 3.4.5 seriously contravening university regulations;
  - 3.4.6 committing a criminal offence for which the student has been convicted in court;
  - 3.4.7 misusing or falsifying academic certifications, campus cards or identification documents;
  - 3.4.8 seriously contravening regulations on academic affairs of the University;
  - 3.4.9 committing any misbehavior similar to the above.
- 3.5 Participation in gambling activities
- The penalty of “under observation in the University” will be imposed on first-time offenders, whilst “required to defer study” or “required to withdraw from study” will be imposed on repeat offenders. In the event of a serious offence, the penalty of “be expelled from the University” will be imposed.
- 3.6 Breach of academic integrity may lead to the following penalties:
- 3.6.1 Level One Penalty: The final grade of the course concerned will be downgraded depending on the severity of the offence.
  - 3.6.2 Level Two Penalty: “Fail” will be given as the final grade of the course concerned; “Under Observation in the University” may be imposed depending on the severity of the offence.
  - 3.6.3 Level Three Penalty: “Fail” will be given as the final grade of the course concerned; “Required to Defer Study” will be imposed. The penalty record will be disclosed in all the testimonials or references provided by the University during the penalty period of deferral.

- 3.6.4 Level Four Penalty: “Fail” will be given as the final grade of the course concerned; “Required to Withdraw from Study” will be imposed. The penalty record will be disclosed in all the testimonials or references provided by the University. The student is not eligible to apply for any programs offered by the University within two years of the penalty.
- 3.6.5 Expulsion from the University: “Fail” will be given as the final grade of the course concerned; The penalty record will be disclosed in all the testimonials or references provided by the University. The student is also not permitted to enroll in any program offered by the University permanently.
- 3.6.6 Double penalty will be incurred on repeated offences and the maximum accumulated penalty will be Level Four penalty. For example: If a student who has committed a Level One penalty before is found guilty in the second time of a Level One offence, the accumulated penalty will be a Level Three penalty; and if he/she is found guilty of a Level Two or Three offence in the second time, the maximum penalty of Level Four will be incurred.

Students may write to the Student Academic Integrity Committee within the period designated in the notice letter for appeal.

### 3.7 Plagiarism

Students are required to complete all their work from their own ideas and creative thinking, including coursework, research papers, dissertations, etc. Any non-independent completion of coursework will constitute plagiarism. When students quote other people’s work or ideas, proper acknowledgement of the sources is required. Quotations must be of a small proportion in the relevant coursework, dissertation, etc. Failure to do so will constitute plagiarism. In case of doubts about plagiarism, students should consult the lecturer(s) concerned.

#### 3.7.1 Plagiarism includes:

- ✧ copying information that has or has not been published (including coursework and course notes of other students) without using quotation marks;
- ✧ paraphrasing or summarizing another person’s creative work without proper acknowledgement;
- ✧ quoting another person’s ideas without proper acknowledgement;
- ✧ quoting another person’s research results without proper acknowledgement;
- ✧ quoting another person’s survey results without proper acknowledgement;
- ✧ copying information from the internet without proper acknowledgement;

For any situations not mentioned above, the Student Academic Integrity Committee will have the final decision on whether plagiarism has been committed or not.

#### 3.7.2 Penalty

Plagiarizing or letting others plagiarize coursework, research papers, dissertations, etc, will result in “Fail” for the course concerned. If a student is found guilty of

plagiarism, depending on the severity he/she may be imposed a penalty up to “being expelled from the University” upon resolution of the Student Academic Integrity Committee.

3.8 Having a substitute attending a class / doing assignment

Having a substitute attend a class / do assignment or attending a class / doing assignment for another student is not permitted. Once found, the student will be imposed a minimum penalty of “Level Two Penalty” and a maximum penalty of “Level Four Penalty” upon resolution of the Student Academic Integrity Committee.

3.9 The Student Academic Integrity Committee can take appropriate disciplinary action against any breach of academic integrity that is not mentioned above.

3.10 Students who have received the penalty of “under observation in the University”, “required to defer study”, “required to withdraw from study” or “be expelled from the University” will lose their entitlement to a scholarship or grant if they are enjoying such a benefit.

3.11 For students who have received the penalty of, “under observation in the University”, “required to defer study”, “required to withdraw from study” or “be expelled from the University”, the University reserves the right to announce the punishment.

3.12 Appeals against the penalty imposed by the Student Academic Integrity Committee or the Student Discipline and Awards Committee may be made according to the University appeal procedures.

## 4. Scholarships / Grants

4.1 The University offers scholarships and grants to students, which include Scholarship for Recommended Macau Students, Admission Scholarship for Macau, Hong Kong, Taiwan and International Students, Scholarship / Grant for Mainland Students and Scholarship for the Dean’s Honor List, etc. Furthermore, some enterprises offer scholarships / grants to students with outstanding academic achievements.

4.2 For details, please refer to the university web page>Academic Support>Student Affairs Office>Student Service>Scholarships (<http://www.must.edu.mo/en/sa-en/student-services/scholarships/qualification>), or contact Student Affairs Office directly.