

ACADEMIC REGULATIONS AND RULES

Student Disciplinary Regulations of the University of Macau

(Approved by the University Council on 25 June 2014)

Article 1 Competence

1. These Internal Regulations are established by the University Senate in accordance with the provisions of Article 37 of the Charter of the University of Macau approved by the Executive Order No. 14/2006.
2. For the efficient performance of the power conferred by Sub-item (17) of Item 1 of Article 36 of the Charter of the University of Macau, approved by the Executive Order No. 14/2006, by virtue of the circumstances of any student disciplinary offence, the University Senate delegates the relevant power to the following authorities for disciplinary actions: Dean of Faculties, Head of Independent Academic Units, Dean of Students, Master of Residential Colleges, or the Student Disciplinary Committee.

Article 2 Scope of Application

These regulations apply to all students of the University of Macau.

Article 3 Offences

1. Any one of the following acts is considered as a disciplinary offence:
 - 1) any conduct seriously disturbing teaching, study, research, other academic activities, or operations of the University;
 - 2) any misuse of the facilities of the University, or unauthorized entry into or occupation of the reserved facilities of the University;
 - 3) any conduct detrimental to the reputation, liberty, safety or privacy of any member of the University (faculty, staff, students);
 - 4) any conduct detrimental to the reputation of the University;
 - 5) theft of or voluntary damage to the property of the University and its members;
 - 6) falsification or misuse of documents or records of the University;
 - 7) any form of cheating in assignments, tests, examinations, or violation of any of the regulations governing the conduct of examinations;
 - 8) any form of plagiarism in academic work;
 - 9) any misrepresentations or false statements made in any application or documents submitted to the University;
 - 10) failure to comply with directions of the University.
2. The nature, circumstances and consequences of the offences and the attitude of the offender shall be taken into consideration in imposing penalties.

Article 4
Disciplinary Authorities and Proceedings

1. The disciplinary authorities include: Dean of Faculties, Head of Independent Academic Units, Dean of Students, Master of Residential Colleges and the Student Disciplinary Committee.
2. Offences directly related to pedagogic issues shall be addressed to the Dean of the Faculty or Head of the Independent Academic Unit to which the student belongs.
3. Other offences shall be referred to the Dean of Students or Master of Residential Colleges, who shall handle the case or decide to refer it to the Student Disciplinary Committee.
4. The disciplinary authorities shall appoint a panel to investigate the offence or the complaint.
5. The panel shall have a minimum of three members, including representatives of Faculty, Independent Academic Unit or Residential College, Student Affairs Office and students.
6. The panel shall prepare a report not only to present the findings of its investigation but also to recommend related penalties.
7. The report shall be submitted within 10 working days after the appointment to this effect. The disciplinary authority concerned may decide to extend the time limit for the submission of the report for another 10 working days.
8. The related authority shall notify the student concerned in writing about the alleged offence in due course. The student may defend himself/herself within 10 working days after receiving the notification.
9. The disciplinary authority may require the student concerned to attend a hearing, or the student is entitled to request a hearing in his/her written defence. The disciplinary authority may also require other persons related to the offence to attend a hearing.
10. Default of the student shall not affect the decision made by the disciplinary authorities.
11. The disciplinary authority shall decide the case within 10 working days after hearing or receiving the student's defence. If additional proceedings are justified, the said period may be extended for another 10 working days.
12. All decisions made by disciplinary authorities shall be communicated in writing to the student concerned and recorded by the University.
13. The time limit for initiating disciplinary proceedings is one year after the offence was committed.

Article 5
Decision on Penalties Imposed by Disciplinary Authorities

1. The disciplinary authorities shall impose one or a combination of the following penalties on a student who has committed the offences defined in Article 3:
2. Penalties:
 - 1) attend educational or community programmes as deemed appropriate;
 - 2) receive verbal or written warning;

- 3) make restitution or compensation, where applicable;
 - 4) receive suspension from class, any academic or other student rights, benefits, privileges and/or rights of using facilities for a specified period of time;
 - 5) record demerit(s);
 - 6) result in expulsion.
3. A total of three written warnings will result in one demerit.
 4. A total of three demerits may result in expulsion from the University.
 5. Any case which may result in expulsion shall be reviewed by the Student Disciplinary Committee. Case of expulsion from the University shall be approved by the Rector.

Article 6 Accessory Penalties

The relevant authorities may impose accessorially the suspension or the loss of scholarship, prizes or other academic rights or benefits of the student.

Article 7 Student Disciplinary Committee

1. The Student Disciplinary Committee is a standing committee of the University Senate and the members shall be appointed by the University Senate.
2. The Student Disciplinary Committee is a disciplinary authority which shall review and comment on any expulsion cases and review cases handled by Dean of Faculties, Head of Independent Academic Units, Dean of Students, or Master of Residential Colleges.
3. The Student Disciplinary Committee may advise and make recommendations on student disciplinary matters of the University.
4. The Student Disciplinary Committee shall reach its decision by a simple majority, meaning more than half of the valid votes cast.
5. The Student Disciplinary Committee shall consist of the following members:
 - 1) The Dean of Students, who shall be the Chair;
 - 2) The Registrar or his/ her representative;
 - 3) Two full or associate professors, recommended by the Rector;
 - 4) One administrative unit head, recommended by the Rector;
 - 5) One representative of the University of Macau Students' Union.
 - 6) One representative of the University of Macau Postgraduate Association.
6. The Student Affairs Office shall provide the Student Disciplinary Committee with the necessary technical and administrative support.
7. Conflict of interest with the student under investigation shall be avoided in the formation of the Student Disciplinary Committee:
 - 1) All members shall have no conflict of interest with the student;
 - 2) Members listed in Sub-items 1), 2), 5) and 6) above shall be represented by their delegate should they have any conflict of interest with the student, the delegate shall be appointed by the Rector.

**Article 8
Appeal Process**

1. An appeal against the decision that results in penalty imposed by the disciplinary authorities may be submitted to the Student Disciplinary Committee within 10 working days. Appeals must be in writing.
2. The Student Disciplinary Committee shall appoint an appeal panel of three members representing faculty, staff and students to handle the appeal case. The panel shall have no previous intervention in that specific case.
3. An appeal against the decision that results in penalty imposed by the Student Disciplinary Committee may be submitted to the Vice Rector (Student Affairs) within 10 working days. Appeal must be made in writing.
4. The Vice Rector (Student Affairs) shall appoint an appeal panel of three members, representing faculty, staff, and students to handle the appeal case. The panel shall have no previous intervention in that specific case.
5. The appeal panel shall review the case and make its recommendation.
6. The decision made by the Vice Rector (Student Affairs) is final.
7. When the decision involves expulsion penalty, the case shall be approved by the Rector.

**Article 9
Report to the Academic Unit and Other Authorities**

1. Any penalty imposed on a student shall be reported to the faculty or the Independent Academic Unit concerned and the Student Affairs Office or the Residential College. The record of the student will be taken into consideration before the award of any scholarship, prize and/or privilege.
2. Any penalty imposed on a student may be shared with the parents or guardians of the student depending on the nature of the case.
3. According to the law, any criminal or serious case shall be reported to the Rector and the authorities of justice of the Macao Special Administrative Region.

**Article 10
Confidentiality**

All the information of student disciplinary cases is strictly confidential. Disclosure of such information must be duly justified and approved by the Student Disciplinary Committee or the Vice Rector (Student Affairs) in writing.

**Article 11
Revision**

These regulations are subject to revision by the University Senate.

Article 12
Other Specific Regulations and Rules

These Student Disciplinary Regulations do not prejudice the application of other specific regulations and rules and the penalties of academic and administrative units that are approved according to the regulations of the University.