**CKPC Dining Service for Postgraduate students**

2019-11-05

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| **Tasks** | **Steps and Descriptions** | **Person in charge**  |
| Nomination by CKPC Non-Resident Fellow/ Affiliate | * CKPC Non-Resident Fellows and Affiliates can send by email the postgraduate students who wish to dine at CKPC to Priscilla priscillawcs@um.edu.mo or college email: ckpcollege@um.edu.mo. The email should cc to the same students concerned.
 | CKPC Non-Resident Fellows and Affiliates |
| Registration at PGH | * Within the first two weeks of the beginning of each academic year, PGH can send out “Open for Registration for dining service in CKPC” for residents in PGH. Registration template refers to the attachment. There will be a maximum number of students open for registration (\* please see note).
* On the first working day after the cut-off date, PGH will send the list to CKPC staff or Priscilla priscillawcs@um.edu.mo.
* PGH students can approach CKPC office during office hours from the second working day onwards after the cut-off date to activate their door access. Activation process refers to the next task.

\* Note: The opening quota for PGH students will vary from 100-150, depending on the capacity of students CKPC can accommodate that year.  | PGH colleague |
| Activation process at CKPC | * The nominated students/registered PGH students can approach CKPC office during office hours for activation. (Office hours: Mondays to Thursdays: 09:00-13:00, 14:30-17:45, Fridays: 09:00-13:00, 14:30-17:30)
* CKPC staff will input the students’ details into the CKPC system.
* CKPC staff will grant front door access. Access period will last until the last day of meal service of that academic year.
* Notification email will be sent to student with rules and regulations (email sample below).
* Dining service registration is complete. Students can dine at CKPC.
 | College Office |

*Email sample:*

Dear XXX (學生編號 ID：XXX):

歡迎你參加曹光彪書院研究生用餐計劃，到書院用餐時，請遵守下列規則：

1. 用餐時間為： 8:00 - 10:30 (早), 11:30 - 14:00 (午), 17:30 - 20:30 (晚)。午餐請在非繁忙時間（12:30pm 前，或1:30pm後）
2. 付款必須用澳門通（不接受現金）
3. 於用餐時間內，你可使用書院地下層的公共空間，其他樓層和非公共空間請勿進入
4. 進入書院時，必須用學生卡刷卡。書院保安不時會檢查學生證，請配合書院保安程序。書院行政有權檢查你的出入記錄
5. 每人限帶兩個學生到書院餐廳用餐，進入書院時，必須向保安登記和留下學生卡，離開時取回
6. 如有違反上述規則，書院可取消你的在書院餐廳用餐的權利

Welcome to CKPC's dining program for postgraduate students. We request that you observe the following when dining at our dining hall:

1. Dining service hours are 8:00 - 10:30 (breakfast), 11:30 - 14:00 (lunch), 17:30 - 20:30 (dinner). For lunch, we ask that you come during non-peak hours (before 12:30pm or after 1:30pm).
2. Payment shall be made with Macau Pass (no cash).
3. During dining service hours, you may access common areas on the ground floor. Reserved areas and upper floors are off limit.
4. You shall swipe your student ID to enter the CKPC and cooperate with CKPC's security guards, who may manually check IDs from time to time. CKPC has the right to examine your entry and exit records to check for compliance.
5. You may bring two other students to dine at our dining hall. They must register at CKPC's security desk and deposit their student IDs.
6. Violation of these rules may lead to suspension of your dining privilege.