**CKPC Disciplinary Action Standard Operating Procedure (SOP)**

**曹光彪書院處分標準流程**

The disciplinary action in this SOP follows a three-level approach. In Level 1, a verbal warning is given. In Level 2, a written warning is issued. And in Level 3, disciplinary actions are taken (along with a formal notice). Any violator who receives two written warnings will face disciplinary actions automatically.

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| **Tasks** | **Steps and Descriptions** | **Person in charge** |
| (Level 1) Verbal warning | * For college student who violates the RC Code of Conduct, the person in charge may give a verbal warning on the spot * The person in charge collects the name and student ID of the violator and inform the violator that the incident will be recorded * Security Personnel may submit a report to College Office | College Office or Security Personnel |
| (Level 2) Written warning | * College Office reviews the incident. Based on the severity, College Office may   + Record a negative energy point on the violator, or   + Issue a written warning to the violator along with negative energy points, or   + Elevate the case to Level 3 below * If the violator already received a written warning before on similar violation, proceed to Level 3 directly * For written warning, College Office informs the violator to pick up the warning notice and sign a receipt | College Office |
| (Level 3) Disciplinary Actions | * The College Disciplinary Committee reviews the case * Based on the severity, the College Disciplinary Committee recommend disciplinary actions to College Maser. Examples include:   + Immediate or delayed cancellation of residency   + Notification to UM Student Affairs Office and the student's faculty as appropriate * The College Master will deliberate on the recommended disciplinary action and issue a formal notice to the violator (along with negative energy points) * College Office informs the violator to pick up the warning notice and sign a receipt | College Disciplinary Committee, College Master, College Office |

References:

1. [The University of Macau Management and Operational Rules for Residential Colleges](https://rc.um.edu.mo/wp-content/uploads/2014/08/University-of-Macau-Management-and-Operational-Rules-for-Residential-Colleges.pdf)