



澳門大學

UNIVERSIDADE DE MACAU  
UNIVERSITY OF MACAU

**Application of OSA Physical Education (PE) Hours (for sub clubs)**

Non-regular sports activities (except member hours) by sub-club are eligible to apply for OSA PE hours.

Type of sub-club	Max granted OSA PE Hours per semester
Sports sub-club	6
Non-sports sub-club	4

Type of Activity	Description	Max OSA PE hours granted
Sports Interest Course	To organize 4-7 sessions	1
	To organize 8-9 sessions	1.5
	To organize 10 sessions or above	2
	1) For organizing 1-3 sessions, no PE hours will be granted; 2) Each session lasts at least 1 hour; 3) Student has to reach 75% attendance rate for granting the respective OSA PE hours.	
Sports-related Activity	Organization has to design the sports-related activity according to actual exercise hours	0.5-2 hours per activity

Type of OSA PE Hours	OSA PE Hours Logo
<p><b>OSA PE Hours (Dynamic)</b></p> <p>Example: Playing in sports competition, exercising in sports interest course / sports activity.</p>	
<p><b>OSA PE Hours (Static)</b></p> <p>Example: Watching sports competition, participating in ceremony / seminar.</p> <p>* Max 5 hours in one semester</p>	



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## Application Procedure

### Step 1:

Email the (1) activity plan/proposal and (2) poster to SAF (Student Activity Facilitator).

Activity plan/proposal should include at least the below information:

1. Name of organization;
2. Contact information
  - 2.1 Contact person;
  - 2.2 Tel;
  - 2.3 E-mail;
3. Activity information
  - 3.1 Name of activity;
  - 3.2 Objective of activity;
  - 3.3 Date of activity;
  - 3.4 Venue of activity;
  - 3.5 No. of expected participants;
  - 3.6 No. of OSA PE hours and calculation method;
  - 3.7 Type of PE hour (dynamic or static);
  - 3.8 Poster;
4. Any registration fee? If yes, provide activity budget plan (income/expense).

\* Application must be submitted at least 7 working days before the activity.

### Step 2:

After Director of OSA approves the request, SAF will confirm the approved number of OSA PE hours and sub-club has to

1. Add OSA PE hours logo onto your poster or other promotional materials;
2. Post the poster at OSA PE hours noticeboard located at the entrance of N8 training hall;
3. Send the registration list to SAF before the activity starts;
4. Get the check in/out machines from SAF before and after the activity;
5. Submit the final participant list to SAF after the activity;
6. SAF will then follow up the check in/out records.

\* OSA reserves the sole right of discretion in case of dispute.



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### Guideline on PE Hours

#### Participation in Sports Activity (Competition/Seminars/Activity):

Calculation of PE Hours:

- 同學出席整個活動及準時到達將獲得 XX OSA 體育時數
- 同學可於活動開始前 15 分鐘出示學生證進行登記
- 同學遲到或早退超過 10 分鐘將不能獲得體育時數
- 同學於活動期間離場超過 15 分鐘，將不能獲得體育時數
- 活動結束後 15 分鐘停止登記
- 同學若不尊重活動場合、不遵守工作人員指示，或被發現於活動期間進行非觀看活動的事宜，體育事務部有權取消其獲得體育時數的資格
- Students who attend the WHOLE activity and arrive ON TIME will be given XX OSA PE hours
- Students may check-in 15 minutes prior to the activity starts
- Students who arrive late or leave early over 10 minutes will NOT be given any PE hours
- Students who leave the venue during the activity for over 15 minutes will NOT be given any PE hours
- Students have to check-out in 15 minutes after the activity ends
- OSA reserves the right to cancel students' PE hours if students disrespect the events, violate the staff's instructions or carrying out any disrupted activities at the time of the event