

University Level Exchange Programmes Fact Sheet

General Information		
Institution Name	University of Macau (UM)	
Office	Global Affairs Office (GAO)	
Mailing Address	Room G018, Administration Building (N6), University of Macau, Avenida da Universidade, Taipa, Macau SAR, China	
Main Website	https://www.um.edu.mo/	
Exchange website	https://gao.um.edu.mo/mobility/inbound/programmes-application/	
General Email	gao.enquiry@um.edu.mo	
Inbound and Outbound Coordinator	<u>Hong Kong China, Taiwan China and Other Countries/ Regions</u> Ms. Polly Leong & Ms. Mavis I <u>Mainland China</u> Ms. Chloe Lei & Ms. Dephanie Chiang Email: mobility.in@um.edu.mo	
Important Dates		
Academic Calendar	Semester	Dates
	Fall Semester [Semester 1]	August – December
	Spring Semester [Semester 2]	January – May
	Latest academic calendar is available in the below website: https://reg.um.edu.mo/um-calendar/	
Nomination and Application Deadline	Semester	Deadlines
	Fall Semester & Full Year	30 September
	Spring Semester	20 March

Eligibility and Application	
Eligibility	1. Undergraduates (UG) and/or Postgraduates (PG) [subject to the study level agreed in the exchange agreement] 2. Nominees should be a full-time registered students at Home University with at least one (1) semester completed by the time of nomination. 3. All nominees recommended by Partners will be considered, undergraduate students with cumulative GPA of 2.8 (on a 4.0 scale) or above are preferred.
Language proficiency	For courses that the medium of instruction is English, there are generally no specific language proficiency requirements for exchange students. However, nominees are expected to have adequate English level, equivalent to TOEFL iBT60/ IELTS 5.5. For courses offered by the Department of Chinese, nominees are required to submit HSK6 Level VI certificate. For courses offered by the Faculty of Law conducted in Chinese or Portuguese, nominees are required to have a fundamental proficiency in the corresponding language.
Procedures	Email with instructions will be sent to all Partners a month before the nomination starts. Step 1 - Nomination from Host Office [September & March] Students must be nominated by their Home University before the deadline. Required documents: 1. Nomination Form 2. Official academic transcript in English [with accumulated CGPA and grading system] 3. CV 4. Personal Statement 5. Recommendation letter from Home University 6. Research project [only for research-based postgraduate students] 7. Declaration Form <i>Late nomination may not allow nominees for courses pre-enrollment.</i> Step 2 - Nomination under review of concerned faculty [October & April] All nominations will be sent to faculties for consideration, acceptance is subject to faculties' decision. Course plan may need to be revised at this stage. Step 3 - Completing online form [October & April] An individual link will be sent to all accepted nominees for submitting personal information and other necessary documents: 1. Colored 1.5 Inch White Background Photo http://www.dsi.gov.mo/documents/new_photo_format_e.pdf 2. ID Card 3. Travel document: ○ For Mainland Exchange Student: Hong Kong/Macau SAR Travel Permit (港澳通行証) ○ Others: Passport (Expiry Date: at least 1 month after end of exchange)

	4. Official Transcript 5. Medical insurance covers the period of stay in Macau (for students who won't join the UM Medical Scheme) <i>[Not applicable to Mainland Exchange Students]</i> Course Pre-enrollment [October & April] Accepted nominees will be able to pre-enroll courses through the online form. Students who do not meet the deadline could only enroll in courses upon arrival.
Academic Information	
Teaching Language	The main medium of instruction is English. All courses are conducted in English except for language courses and courses offered by Faculty of Law and Department of Chinese.
Course Load	1. 1 credit = 15 teaching hours 2. Recommended course load at UM is 15 – 18 credits for a semester. 3. Exchange students should take at least one regular course (usually 3 credits) to maintain the exchange status at UM. 4. Exchange students can take up to 21 credits in a semester.
Course Catalogue	https://isw.um.edu.mo/siwci/faces/courseListHome Not all the courses found in the course catalogue will be offered every semester. The final course list will only be released before each semester starts. Students may take course list of previous year for reference at the time of application. Restricted courses for Exchange Students: • All General Education (GE) courses • Internship and final year project courses NOTE 1. Due to the adoption of a different grading system, exchange students who enroll in the Faculty of Law are not allowed to enroll in the courses of other departments. 2. PG students cannot take UG courses, and vice versa. 3. Incoming students who would like to take Chinese language courses may consider the courses offered by the Confucius Institute (https://ci.um.edu.mo/) at UM.
Course Selection	Course Enrolment includes two processes: 1. Pre-enrolment <i>[Step 3- Completing online application form]</i> 2. Course add/drop <i>[A total of 12 working days starting from 4 working days before class commencement]</i> NOTE 1. Courses are NOT GUARANTEED. Enrollment is subject to quotas availability and course pre-requisites. Students are strongly recommended to enroll in the major that is relevant to their field of studies and should be flexible with his/her study plan at UM.

	2. The course selection plan should be focused on the courses provided by the Student’s host faculty/institute at UM. Exchange students are allowed to take one to two courses offered by other faculties /institutes, however, at least 50% of the courses should be from the chosen Faculty. 3. Exchange students must register at Registry upon arrival to obtain a student account for submitting add/drop request.																																				
Grading System	The below grading system is applicable to all academic units except the Faculty of Law: <table><tr><th>Letter Grades</th><th>Grade Points</th><th>Percentage</th></tr><tr><td>A</td><td>4.0</td><td>93 - 100</td></tr><tr><td>A+</td><td>3.7</td><td>88 -92</td></tr><tr><td>B+</td><td>3.3</td><td>83 - 87</td></tr><tr><td>B</td><td>3.0</td><td>78 - 82</td></tr><tr><td>B-</td><td>2.7</td><td>73 - 77</td></tr><tr><td>C+</td><td>2.3</td><td>68 – 72</td></tr><tr><td>C</td><td>2.0</td><td>63 – 67</td></tr><tr><td>C-</td><td>1.7</td><td>58 – 62</td></tr><tr><td>D+</td><td>1.3</td><td>53 – 57</td></tr><tr><td>D</td><td>1.0</td><td>50 – 52</td></tr><tr><td>F</td><td>0</td><td>Below 50</td></tr></table> Letter grades are official grades. Grade points are used for the purpose of calculating the GPA. Grades other than F are passing grades. For the Faculty of Law, 20-point scales are official grades. Scales at 10 or above are passing grades. A student who is absent from a course for more than 20% will receive a failing grade for that course. Semester GPA = $\frac{\text{Total weighted points of all courses taken in the semester concerned}}{\text{Total number of credits enrolled in the semester concerned}}$ where weighted points = Grade points × Number of credits of the course concerned	Letter Grades	Grade Points	Percentage	A	4.0	93 - 100	A+	3.7	88 -92	B+	3.3	83 - 87	B	3.0	78 - 82	B-	2.7	73 - 77	C+	2.3	68 – 72	C	2.0	63 – 67	C-	1.7	58 – 62	D+	1.3	53 – 57	D	1.0	50 – 52	F	0	Below 50
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Accommodation	
Undergraduate Students	Residential Colleges (RCs) https://rc.um.edu.mo/ Accommodation in RCs are guaranteed for undergraduate exchange students. The accommodation fee is MOP 8,300 (around USD 1,040) each semester.
Postgraduate Students	Postgraduate House (PGH) https://srs.sao.um.edu.mo/pgh-mangement/ Only shared rooms are available for Exchange Students. The residence fee will be MOP7,200 per semester, which includes free internet, weekly cleaning, maintenance. Residence fee includes MOP100 monthly electricity quota and MOP50 monthly water quota.

The fee in the above table is subject to change.

Arrival	
Contact	The Student Affairs Office (SAO) at UM provides guidance to all incoming students on pre-arrival preparation, visa and after-arrival services. Contact of SAO: E-mail: sao.exchange@um.edu.mo Tel: +853 – 8822 9422 Fax: + 853 – 8822 2346
Registration & Orientation	Exchange students are suggested to follow the arrival schedule (usually 3-4 days before semester starts) sent by our SAO. Late arrival should have prior approval. Required documents for registration: - Designated Medical Examination Form [The form will be sent by Registry Office with letter of acceptance] - To be done within THREE months before coming to Macau (except Mainland China Exchange Students) - Medical check-up done at home country must be signed by home doctor for validation. - ENGLISH Report /Film of the X-Ray Test on Lungs - Copy of Tetanus Vaccination Record 3 Colored 1.5 Inch Passport-sized Photos (with white background) for student visa application, UM registration and accommodation check-in Orientation will be provided for all incoming students in the first week of class commencement.

Visa	Students with passport which are exempted from a visa or entry permit do not need to apply for a study visa (stay permit) before arrival. SAO will arrange the study visa application for all international students as a group after the arrival in Macau. Students who are not exempted from entry permit are required to apply for a visa in advance. Guidance provided by SAO: https://srs.sao.um.edu.mo/international-exchange-students/ Immigration Clearance of Non-residents of Macao: www.gov.mo/en/services/ps-1474/ps-1474b/
Insurance	All incoming students should have valid medical insurance coverage for the entire exchange period at UM. The insurance premium offered by UM is MOP120 which covers out-patient visits and hospitalization benefits. Students (except Mainland Students) who have personal medical insurance can apply for a waiver. <i>[Mainland Students should follow the UM insurance scheme]</i>