

## 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	<a href="https://www.um.edu.mo/">https://www.um.edu.mo/</a>	
Exchange website	<a href="https://gao.um.edu.mo/">https://gao.um.edu.mo/</a>	
General Email	<a href="mailto:mobility.in@um.edu.mo">mobility.in@um.edu.mo</a>	
Inbound and Outbound Coordinator	<p><b><u>Hong Kong China, Taiwan China and Other Countries/ Regions</u></b> Ms. Polly Leong &amp; Ms. Mavis I</p> <p><b><u>Mainland China</u></b> Ms. Chloe Lei &amp; Ms. Dephanie Chiang</p> <p>Email: <a href="mailto:mobility.in@um.edu.mo">mobility.in@um.edu.mo</a></p>	
Important Dates		
Academic Calendar	<b>Semester</b>	<b>Dates</b>
	Fall Semester [Semester 1]	August – December
	Spring Semester [Semester 2]	January – May
	The latest academic calendar is available on the website below: <a href="https://reg.um.edu.mo/um-calendar/">https://reg.um.edu.mo/um-calendar/</a>	
Nomination and Application Deadline	<b>Semester</b>	<b>Deadlines</b>
	Fall Semester & Full Year	20 March
	Spring Semester	30 September

## Eligibility and Application

<b>Eligibility</b>	<ol style="list-style-type: none"> <li>1. Undergraduates (UG) and/or Postgraduates (PG) [subject to the study level agreed in the exchange agreement]</li> <li>2. Nominees should be full-time registered students at Home University with at least one (1) semester completed by the time of nomination.</li> <li>3. All nominees recommended by Partners will be considered. Undergraduate students with a cumulative GPA of 2.8 (on a 4.0 scale) or above are preferred*.</li> </ol> <p>* Faculty of Science and Technology requires a minimum cumulative GPA of 3.0 (on a 4.0 scale).</p>
<b>Language proficiency</b>	<p>For courses where the medium of instruction is English, there are generally no specific language proficiency requirements for exchange students. However, nominees are expected to have an adequate English level, equivalent to a TOEFL iBT score of 60 or an IELTS score of 5.5.</p> <p>For courses offered by the Department of Chinese, nominees are required to submit an HSK6 Level VI certificate.</p> <p>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.</p>
<b>Procedures</b>	<p>An email with instructions will be sent to all Partners a month before the nomination starts.</p> <p><b>Step 1 - Nomination from Host Office [September &amp; March]</b></p> <p>Students must be nominated by their Home University before the deadline. Required documents:</p> <ol style="list-style-type: none"> <li>1. Nomination Form</li> <li>2. Official academic transcript in English [with accumulated CGPA and grading system]</li> <li>3. CV</li> <li>4. Personal Statement</li> <li>5. Recommendation letter from Home University</li> <li>6. Research project [only for research-based postgraduate students]</li> <li>7. Declaration Form</li> </ol> <p><i>Late nomination may not allow nominees for courses pre-enrollment.</i></p> <p><b>Step 2 - Nomination under review of concerned faculty [October &amp; April]</b></p> <p>All nominations will be sent to the faculties for consideration; acceptance is subject to the faculty's decision. The course plan may need to be revised at this stage.</p> <p><b>Step 3 - Completing online form [October &amp; April]</b></p> <p>An individual link will be sent to all accepted nominees for submitting personal information and other necessary documents:</p> <ol style="list-style-type: none"> <li>1. Colored 1.5 Inch White Background Photo <a href="http://www.dsi.gov.mo/documents/new_photo_format_e.pdf">http://www.dsi.gov.mo/documents/new_photo_format_e.pdf</a></li> </ol>

	<ol style="list-style-type: none"> <li>2. ID Card</li> <li>3. Travel document: <ul style="list-style-type: none"> <li>○ <i>For Mainland Exchange Student:</i> Hong Kong/Macau SAR Travel Permit (港澳通行証)</li> <li>○ Others: Passport (Expiry Date: at least 1 month after end of exchange)</li> </ul> </li> <li>4. Official Transcript</li> <li>5. Medical insurance covers the period of stay in Macau (for students who won't join the UM Medical Scheme)</li> </ol> <p><i>[Not applicable to Mainland Exchange Students]</i></p> <p><b>Course Pre-enrollment [October &amp; April]</b> Accepted nominees will be able to pre-enroll in courses through the online form. Students who do not meet the deadline could only enroll in courses upon arrival.</p>
--	--

### Academic Information

<b>Teaching Language</b>	The primary medium of instruction is English. All courses are conducted in English except for language courses and courses offered by the Faculty of Law and the Department of Chinese.
<b>Course Load</b>	<ol style="list-style-type: none"> <li>1. 1 credit = 15 teaching hours</li> <li>2. Recommended course load at UM is 15 – 18 credits for a semester.</li> <li>3. Exchange students should take at least one regular course (usually three credits) to maintain the exchange status at UM.</li> <li>4. Exchange students can take up to 21 credits in a semester.</li> </ol>
<b>Course Catalogue</b>	<p>Please refer to each Faculty's / Institute's website:</p> <p>Faculty of Arts and Humanities (FAH): <a href="https://fah.um.edu.mo/programmes">https://fah.um.edu.mo/programmes</a>  Faculty of Business Administration (FBA): <a href="https://fba.um.edu.mo/programmes/">https://fba.um.edu.mo/programmes/</a>  Faculty of Education (FED): <a href="https://fed.um.edu.mo/degree-programmes/">https://fed.um.edu.mo/degree-programmes/</a>  Faculty of Health Sciences (FHS): <a href="https://fhs.um.edu.mo/en/education/bachelor-programmes/">https://fhs.um.edu.mo/en/education/bachelor-programmes/</a>  Faculty of Law (FLL): <a href="https://fll.um.edu.mo/programme/bachelor/">https://fll.um.edu.mo/programme/bachelor/</a>  Faculty of Social Sciences (FSS): <a href="https://fss.um.edu.mo/programmes">https://fss.um.edu.mo/programmes</a>  Faculty of Science and Technology (FST): <a href="https://www.fst.um.edu.mo/academics/programs/">https://www.fst.um.edu.mo/academics/programs/</a>  Institute of Applied Physics and Materials Engineering (IAPME): <a href="https://iapme.um.edu.mo/">https://iapme.um.edu.mo/</a>  Institute of Chinese Medical Sciences (ICMS): <a href="https://sklqrcm.um.edu.mo/course-catalogue/">https://sklqrcm.um.edu.mo/course-catalogue/</a>  Institute of Collaborative Innovation (ICI): <a href="https://ici.um.edu.mo/programmes/">https://ici.um.edu.mo/programmes/</a>  Institute of Microelectronics (IME): <a href="https://ime.um.edu.mo/programme-educational-objectives/">https://ime.um.edu.mo/programme-educational-objectives/</a></p> <p>Not all courses listed on the website are offered every semester. The final course list will only be released before each semester starts. Students may take the course list from the previous year for reference at the time of application.</p> <p><b>Restricted courses for Exchange Students:</b></p> <ul style="list-style-type: none"> <li>• All General Education (GE) courses</li> <li>• Internship and final year project courses</li> </ul>

**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 [*Step 3- Completing online application form*]
2. Course add/drop [*A total of 12 working days starting from 4 working days before class commencement*]

**NOTE**

1. Courses are NOT GUARANTEED. Enrollment is subject to quota availability and course prerequisites. Students are strongly recommended to enroll in the major that is relevant to their field of study and should be flexible with their 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 may take one to two courses from other faculties/institutes, provided that at least 50% of their courses are from their chosen Faculty.
3. Exchange students must register at the Registry upon arrival to obtain a student account for submitting add/drop requests.

**Grading System**

The grading system below applies to all academic units except the Faculty of Law:

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

Letter grades are official grades. Grade points are used to calculate 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.

$$\text{Semester GPA} = \frac{\text{Total weighted points of all courses taken in the semester concerned}}{\text{Total number of credits enrolled in the semester concerned}}$$

where weighted points = Grade points × Number of credits of the course concerned

<b>Accommodation</b>	
<b>Undergraduate Students</b>	<p><b>Residential Colleges (RCs)</b>  <a href="https://rc.um.edu.mo/">https://rc.um.edu.mo/</a></p> <p>Accommodation in RCs is guaranteed for undergraduate exchange students. The accommodation fee is MOP 8,250 (around USD 1,020) each semester.</p>
<b>Postgraduate Students</b>	<p><b>Postgraduate House (PGH)</b>  <a href="https://srs.sao.um.edu.mo/accommodation-news-and-updates/">https://srs.sao.um.edu.mo/accommodation-news-and-updates/</a></p> <p>Only shared rooms are available for Exchange Students. The residence fee is MOP 7,200 per semester, which includes free internet, weekly cleaning, and maintenance. The residence fee includes a monthly electricity quota of MOP100 and a monthly water quota of MOP50.</p>

*The fees listed in the table above are subject to change.*

## Arrival

<b>Contact</b>	<p>The Student Affairs Office (SAO) at UM provides guidance to all incoming students on pre-arrival preparation, visa and after-arrival services.</p> <p><b>Contact of SAO:</b>  E-mail: <a href="mailto:sao.exchange@um.edu.mo">sao.exchange@um.edu.mo</a>  Tel: +853 – 8822 9422  Fax: + 853 – 8822 2346</p>
<b>Registration &amp; Orientation</b>	<p>Exchange students are suggested to follow the arrival schedule (usually 3-4 days before the semester starts) sent by our SAO. Late arrival should have prior approval.</p> <p>Required documents for registration:</p> <ol style="list-style-type: none"> <li>1. Designated Medical Examination Form [The form will be sent by the Registry Office with the letter of acceptance] <ul style="list-style-type: none"> <li>• To be done within THREE months before coming to Macau (except Mainland China Exchange Students)</li> <li>• Home doctor must sign medical check-up done at home country for validation.</li> </ul> </li> <li>2. ENGLISH Report /Film of the X-Ray Test on Lungs</li> <li>3. Copy of Tetanus Vaccination Record</li> <li>4. 3 Colored 1.5 Inch Passport-sized Photos (with white background) for student visa application, UM registration and accommodation check-in</li> </ol> <p>Orientation will be provided for all incoming students in the first week of class commencement.</p>
<b>Visa</b>	<p>Students with a valid passport who are exempt from a visa or entry permit do not need to apply for a study visa (stay permit) prior to arrival. SAO will arrange the study visa application for all international students as a group upon their arrival in Macau.</p> <p>Students who are not exempt from the entry permit are required to apply for a visa in advance.</p> <p>Guidance provided by SAO: <a href="https://srs.sao.um.edu.mo/international-exchange-students/">https://srs.sao.um.edu.mo/international-exchange-students/</a></p> <p>Immigration Clearance of Non-residents of Macao: <a href="http://www.gov.mo/en/services/ps-1474/ps-1474b/">www.gov.mo/en/services/ps-1474/ps-1474b/</a></p>
<b>Insurance</b>	<p>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 outpatient visits and hospitalization benefits. Students (except those from Mainland China) who have personal medical insurance can apply for a waiver.  <i>[Mainland Students should follow the UM insurance scheme]</i></p>