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	University of Macau (UM)	
	Global Affairs Office (GAO)	
	Room G018, Administration Building (N6), University of Macau, Avenida da Universidade, Taipa, Macau SAR, China	
	https://www.um.edu.mo/	
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	R Ms. Polly Leong & Ms. Mavis I	
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	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/6062Tf		

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C	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.
	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.
	Email with instructions will be sent to all Partners a month before the nomination starts. 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 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. 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 2. ID Card 3. Travel document:

(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)

Accepted nominees will be able to pre-enroll courses through the online form.
Students who do not meet the deadline could only enroll

	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 Enrolment includes two processes: 1. Pre-enrolment 2. Course add/drop <u>RC</u> 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 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 Registry upon arrival to obtain a student account for submitting add/drop requests.																																				
	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.	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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S	https://rc.um.edu.mo/ Accommodation in RCs are guaranteed for undergraduate exchange students. The accommodation fee is MOP 8,250 (around USD 1,020) each semester.
	https://srs.sao.um.edu.mo/accommodation-news-and-updates/ 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 Student Affairs Office (SAO) at UM provides guidance to all incoming students on pre-arrival preparation, visa and after-arrival services. E-mail: Tel: +853 – 8822 9422 Fax: + 853 – 8822 2346
	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: 1. 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. 2. ENGLISH Report /Film of the X-Ray Test on Lungs 3. Copy of Tetanus Vaccination Record 4. 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.

	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/
	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.