

Semester Exchange Programmes AY2024/2025 Sem 1



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU



全球事務部
Gabinete De Assuntos Globais
Global Affairs Office

Contents

1. Important Notes on Semester Exchange Programmes	3
1.1. General Information	3
1.2. Eligibility	3
1.3. Internal Application at UM	3
1.4. Internal Evaluation at UM	4
1.5. Application Result	4
1.6. Application to Exchange University	5
1.7. Responsibility of Exchange Students	5
2. Work Flow of Exchange Programmes	6
3. Exchange Programmes Details	7

1. Important Notes on Semester Exchange Programmes

1.1. General Information

There are 2 different levels of exchange programmes:

- **University-level programmes** are hosted by Global Affairs Office (GAO) and open to all Year 2 or above UG students.
- **Unit-level programmes** are hosted by faculties or units and the programmes are open to their affiliated students only.

1.2. Eligibility

1.2.1. For University-level Programmes

- a. Year 2 or above Undergraduates (students who are studying last semester of current bachelor programmes are not eligible);
- b. Academic Standing with a minimum CGPA of 2.8 or above; and
- c. Language proficiency required by chosen Exchange University, if any

1.2.2. For Unit-level Programmes, please contact your own faculty/department to check the eligibility.

1.3. Internal Application at UM

1.3.1. Before application, students should:

- a. Obtain parental consent in advance;
- b. Read through the “Rules for Semester-based Outgoing Exchange Programmes”.
- c. Conduct research online and find out the suitable exchange programmes.

Rules for Semester-based
Outgoing Exchange Programmes



1.3.2. Students who are interested in applying Semester Exchange Programmes should make applications via the online Portal “Outbound Exchange and Scholarship Application System” (“SEAS”). Applicants are only allowed to create and submit **one (1) application form** in each application call, with a maximum of 6 Exchange Programmes, i.e. 3 University-level Programmes and 3 Unit-level Programmes.

Outbound Exchange and Scholarship Application System: <https://isw.um.edu.mo/seas/index.html>

1.3.3. Students should make sure whether he/she is applying for Exchange Programme or Study Abroad Programme. Exchange Application should be created under “Outbound Exchange” while study abroad application should be created under “Outbound Study Abroad” in the Online Portal.

1.3.4. The application form cannot be submitted if any of the selected Programmes are not within the Application Period.

1.3.5. Submitted application forms cannot be removed or edited. Students should check carefully all the information before submission [including the priority of your exchange preference].

1.3.6. Students should not contact Exchange Universities at this stage. Queries should be addressed to Host office at UM.

1.4. Internal Evaluation at UM

- 1.4.1. Evaluation of university-level and unit-level exchange programmes are performed separately according to host office's selection criteria, applicants of both programmes may be asked for separate interviews organized by GAO and faculties/ units.
- 1.4.2. Interview for University-level Programmes:
- a. GAO will arrange interview for all eligible applicants of university-level programmes according to their first priority (i.e., first university level programme out of the six programmes). Normally interview invitation will be sent via email one week after the application is closed. Applicants with no interview invitation should approach GAO.
 - b. Exchange interview will be conducted in both English and Chinese. Applicants who do show up for the interview will not be considered.
- 1.4.3. Evaluation of university level programmes will be performed according to the below criteria. Students will be selected according to their final grade, the one with higher score will get the nomination offer.
- a. Eligibility: students who do not fulfill the application and language requirement will not be considered
 - b. Priority
 - students who put the concerned programme as 1st priority will be prioritized
 - students who never joined semester exchange programmes organized by UM will be prioritized
 - c. Final Grade: The following will be considered in calculating the final grade
 - Academic and awards: academic standing, awards, extra-curricular activities and volunteer contributions, etc.
 - Interview performance
 - Personality and skills
 - d. Additional advantage
 - Outgoing and eager to meet new challenges
 - Ready to be an ambassador of UM
 - Willing to share exchange experiences after Exchange
- 1.4.4. If an applicant is nominated for the 1st university-level programme and the nomination offer is declined, he/ she will not be considered for other university-level programmes in the same call.
- 1.4.5. If the selected nominees reject the nomination offered by GAO, back up nominees will be selected according to the final grade. In case all the back-up nominees reject the exchange offer, quotas will be distributed to applicants who put the concerned programmes as 2nd priority and students in this pool will be selected according to their final grade.

1.5. Application Result

- 1.5.1. Application result of university-level and unit-level exchange programmes will be announced separately via the SEAS. Students who receive offer should indicate on the system whether they "Accept" or "Decline" the nomination offer. In case the acceptance deadline for university level programme is earlier than the result releasement of unit level programmes, students have to decide whether to confirm the nomination offer or wait for the selection results of unit level programmes.

- 1.5.2. Before accepting the nomination offer, nominees should:
 - a. seek for parents' consent; and
 - b. consult programme coordinators about the study plan at Exchange University
- 1.5.3. Once the nomination offer is confirmed, **no changes are allowed** and all other applied programmes (including the programmes that the application results are not yet released) will be changed to "withdraw" or "decline".
- 1.5.4. Students who have accepted the nomination offer **are not allowed** to withdraw without ample reason. All withdrawal will be recorded down in the online system and this record will be considered in the evaluation of other activities and scholarships at UM. Unable to find courses for credit transfer is not an ample reason.
- 1.5.5. Nomination Offers not accepted within the acceptance period will be rescinded and given to the next deserving candidate on the waiting list.

1.6. Application to Exchange University

- 1.6.1. Host office cannot guarantee the admission to Exchange University, final decision of exchange admission will be at the discretion of the Exchange University. Exchange University reserves the right to reject nominees based on their own selection criteria and consideration. Students declined by Exchange University will not be provided for another exchange offer.
- 1.6.2. GAO reserves the right to suspend or cancel the exchange for any reason. In case an Exchange Programme is cancelled or terminated, Exchange Students are still responsible for the costs regarding the exchange and bare their economic losses, if any.

1.7. Responsibility of Exchange Students

Exchange students are fully responsible for all of the followings.

- a. Seek advice and approval on the Learning Agreement (course mapping) from relevant academic advisors;
- b. Prepare the application documents to Exchange University;
- c. Check and apply for the visa;
- d. Attend Pre-departure Briefing (compulsory);
- e. Obtain comprehensive insurance and required vaccines prior to the departure;
- f. Read through the "Rules for Semester-based Outgoing Exchange Programmes";
- g. Enroll at least 9 UM equivalent credits at the host university per semester;
- h. To fully comply with the entry policy, if any;
- i. Submit the exchange report and activities photos ("not scenery photos") within 1 month after the completion of exchange (GAO may inform Registry to onhold the course exemption application of students whose Exchange Report are found to be incomplete);
- j. Complete the online survey for exchange programmes (Link can be found on the SEAS);
- k. Apply for credit transfer after exchange;
- l. Join information sessions and share the exchange experience.

2. Work Flow of Exchange Programmes

Step 1	Check the application eligibility and available courses of the targeted Exchange University from the website.
Step 2	Students apply University-level and/ or Unit-level exchange programmes via the SEAS
Step 3	Eligible applicants will be invited for interview as part of the application evaluation, if any
Step 4	Applicants check the application result via the SEAS. Nominees should indicate on the system whether to “Accept” / “Decline” the nomination offer within the acceptance period. Students who do not take action by the acceptance deadline will be considered to “Decline” the nomination offer *NO withdrawal after the acceptance of exchange nomination.
Step 6	Host office will liaise with nominees on the preparation and submission of application documents required by Exchange University
Step 7	Acceptance result to be announced by Exchange University
Step 8	a) Upload the application documents, acceptance letter and learning agreement onto the SEAS b) Attend Pre-departure Briefing c) Seek approval of learning agreement from programme advisor
Step 9	Go for exchange!
Step 10	a) Submit the transcript, exchange report and activities photos via the SEAS b) Apply for credit transfer with approved learning agreement and transcript issued by Exchange University

3. Exchange Programmes Details

Application Period 11 – 19 January 2024

Eligibility (1) Year 2 or above Undergraduates (students who are studying last semester of current bachelor programmes are not eligible); and
 (2) Academic Standing with a minimum CGPA of 3 or above; and
 (3) Language proficiency required by Exchange University

Exchange Duration One (1) Semester [i.e. AY2024/2025 Sem 1 (Fall 2024)] or
 One (1) Academic Year (i.e. Fall 2024 and Spring 2025)

Country/ Region	Exchange Universities	Exchange Duration	Quotas	Language Proficiency TOEFL Best score is not accepted
Japan	Kwansei Gakuin University	1 Academic Year	2	TOEFL iBT 71
Japan	The University of Kitakyushu	1 Academic Year	2	TOEFL iBT 71
Japan	Waseda University	1 Academic Year	1	<u>Japanese Programme</u> JPTN1 <u>English Programme</u> TOEFL iBT 80; IELTS 6.5
Singapore	Singapore University of Technology and Design	1 Semester	1	IELTS 6.0
Thailand	Chulalongkorn University	1 Semester	1	TOEFL iBT 79; IELTS 6.5
National of Brunei	University of Brunei Darussalam	1 Semester	2	TOEFL 550; IELTS 6.0
The Bahamas	University of the Bahamas	1 Semester	2	TOEFL iBT95
Brazil	University of Brasília Foundation	1 Semester	2	English & Portuguese
Germany	Constructor University Bremen gGmbH	1 Semester	2	TOEFL iBT80; IELTS 6.5

Enquiry

Global Affairs Office

Office: Room G018, Administration Building (N6)

Email: exchange.enquiry@um.edu.mo

Contact: (893) 8822 4630/ (853) 8822 4304