

SEMESTER EXCHANGE

BRIEFING

AY2025/2026 SEMESTER 1



全球事務部
Gabinete De Assuntos Globais
Global Affairs Office

Global Affairs Office

Jan 2025



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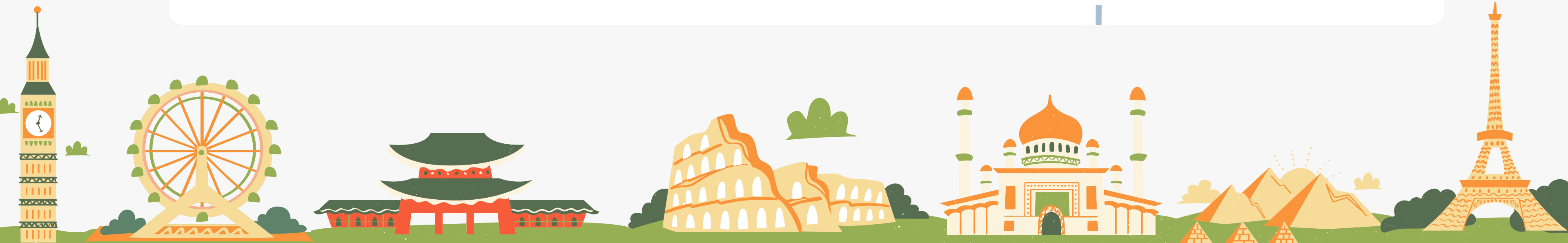
Programmes hosted by
different units, Application Period

NAME

FLIGHT

GATE

SEAT





WHY EXCHANGE?

COUNTRIES & NATIONALITIES

Europe

- Belgium: University of Louvain, University of Mons
- Czech: Masaryk University
- Denmark: University of Southern Denmark
- Finland: University of Turku
- France: Lille Catholic University
- Germany: Constructor University Bremen gGmbH, Gottfried Wilhelm Leibniz Universität Hannover
- Italy: University of Palermo, D'Annunzio University

- Norway: BI Norwegian Business School
- Poland: University of Warsaw
- Portugal: University of Lisbon, University of Porto
- Spain: University of Barcelona, University of Granada
- Sweden: Linköping University, Malmö University
- Switzerland: University of Lucerne,
- The Netherlands: Maastricht University
- U.K.: University of Leeds, University of Essex

Exchange Partners

UM has more than **192** exchange partners
(including University level and Faculty level) in
37 countries/regions



Americas

- U.S.A
Stony Brook University
Temple University
- Brazil
University of Brasilia,
University of São Paulo
- The Bahamas
University of The Bahamas

Africa

- Cabo Verde
University of Mindelo

Oceania

- Australia
University of Western Sydney
- New Zealand
Auckland University of Technology

Asia

- China
Tsinghua University
Peking University
- Brunei
University of Brunei Darussalam
- Japan
Waseda University
Kwansei Gakuin University
- Malaysia
University of Malaya
Taylor's University
- Russia
Saint Petersburg State University
- Singapore
Nanyang Technological University
- Thailand
Chulalongkorn University
- Korea
Ewha Womans University
University of Seoul

Benefit of going on exchange



Exchange is an opportunity to attend classes at renowned universities while earning credit towards your degree at UM.

01 Personal Development



Stepping out of your comfort zone is one of the most valuable exchange experience and you'll become more independent and confident,

02 Personal connection



Make friends from around the world which helps you to build personal and global connection

03 Experience a New Culture



Give you a chance to immerse yourself in the local culture and different style of education which will help to expand your world view

04 Improve Employability Prospects



Employers prefer to have students with international background

Plan your exchange !

- *Do you have any preferences for the exchange programmes?*
- *Are there any language requirement of your preferred Exchange University?*
- *Does the University offer the courses of your major?*
- *Any compulsory courses you need to take during Exchange?*
- *Is it able to transfer the credits back to your degree at UM?*
- *Do you have enough budget to support your living during Exchange?*

Exchange Programmes

- Types of Programmes
- How to apply
- GAO Exchange Programmes in AY2025/2026 Sem 1
- Selection
- Application Result
- Application to Exchange University



Types of Programmes

	University-level Exchange Programmes	Unit-level Exchange Programmes
Eligibility	UG students	Particularly for students from its faculty
Assessment	By GAO	By Faculty
Application	Apply via Online Application System	
Academic Advice	Contact programme coordinator of applicant's faculty/ department office	
Credit Transfer	Apply to applicant's faculty and concerned offices	

Students should read through the '**Rules for Semester-based Outgoing Exchange Programmes**' and pay attention to the insurance and minimum enrollment requirement (UG students must enroll at least **9 UM equivalent credits** (i.e. at least 108 teaching hours in total) at the host university per semester) .



How to Apply ?

1. Application Period for University level hosted by GAO

9 - 22 January, 2025

2. Online Application

Fill in the requested information via the "Outbound Exchange and Scholarship Application System" website: <https://isw.um.edu.mo/seas>

Application Documents:

- Curriculum Vitae (Photo, Experience, Awards, Personal Skills)
- Travel documents
- Language Proficiency, if any
- Other supporting documents, if any (e.g. certificate, awards, language proficiency)
- All supporting and additional documents required for applying unit level programmes should be combined in one pdf
- Documents should be named in this format: **[Name]_[Type of Docs]** (e.g. Chan Dai Man_CV; Chan Dai Man_Supporting Documents)



Look for this icon in the UM Portal

3. University level Exchange Programmes

VISIT OUR WEBSITE

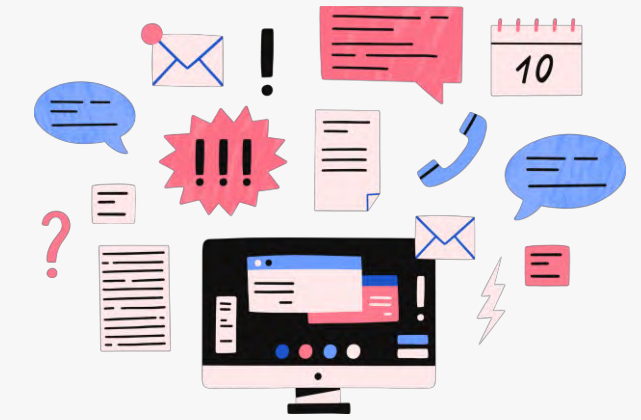
Visit GAO website / Bulletin to download the Programmes Fact Sheet

Applications of both University level and Unit level Programmes should be submitted via the online Portal.

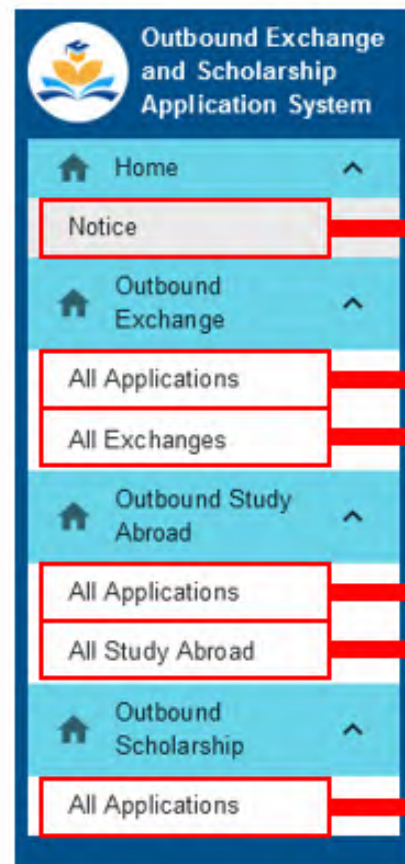
Each host unit has their own application requirement, please contact your own unit for application details.

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

Online Application System



TOP RIGHT CORNER
OF THE WEBPAGE



Announcement to students

Semester exchange application forms and application results

Semester exchange record that stores the exchange documents, exchange reports and photos

Semester study abroad application forms
Study abroad record that stores the study abroad documents, study abroad reports and photos

Scholarship application forms and application results



DOWNLOAD

NOW

Students can download the **User Guide** from the Online Application System and follow the application procedures.

REMINDER

1

Students are only allowed to submit **one (1) application form** in this call

- with a maximum of 6 Exchange Programmes/ Study Abroad Programmes i.e. **3** University-level Programmes and 3 Unit-level Programmes

University-level programmes and unit-level programmes should be submitted together in one form.

2

Submitted application forms cannot be removed or edited. Students should check carefully all the information before submission. *(including the priority of your exchange preference!!)*

3

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

4

Student should make sure which Programme you are applying. Exchange Application should be created under "Outbound Exchange" Study abroad application should be created under "Outbound Study Abroad"

GAO Programmes

Exchange Duration

One (1) Semester [*i.e.* AY2025/2026 Sem 1 (Fall 2025)] or
One (1) Academic Year [*i.e.* AY2025/2026]

**It's important to do research
and map your courses before
application!!**

Eligibility

1. Year 2 or above UG at the time of application (students who are applying exchange for their last semester of current bachelor programmes are not eligible); and
2. Academic Standing with a minimum CGPA of 2.8 or above; or
3. Valid Language proficiency / other restrictions set by Exchange University.

List of Exchange Programmes for AY2025/26

(Please refer to the Prog. Info Sheet for details.)

Country	Exchange Universities	Quotas	Language Proficiency	
Exchange Duration: One Academic Year (AY2025/2026)				
Japan	Kumamoto University	2	<u>Japanese Programme</u> JLPT N2	<u>English Programme</u> TOEFL iBT 61 or equivalent
Japan	Kwansei Gakuin University	1	<u>Japanese Programme</u> Japanese	<u>English Programme</u> TOEFL iBT 71 or equivalent
Japan	The University of Kitakyushu	2	<u>Japanese Programme</u> JLPT N4	<u>English Programme</u> IELTS 5.0-5.5 / TOEFL 69 / TOEIC 650
Japan	Waseda University	1	<u>Japanese Programme</u> JLPT N1	<u>English Programme</u> IELTS 6.5 / TOEFL iBT 80

List of Exchange Programmes for AY2025/26

(Please refer to the Prog. Info Sheet for details.)

Country	Exchange Universities	Quotas	Language Proficiency		
Exchange Duration: One Semester (AY2025/2026 Fall)					
Brunei	University of Brunei Darussalam	2	IELTS 6.0 / TOEFL 550 / TOEFL iBT 79		
Singapore	Nanyang Technological University	1	IELTS: 6 or equivalent TOEFL/TOEFL iBT: 570 (paper) or 90 (internet) 237 (computer)		
Singapore	Singapore University of Technology and Design	1	IELTS 6.0 or equivalent		
South Korea	Myongji University	1	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"><u>English Programme</u> TOEFL IBT 70 / IELTS 5.5 / TOEIC 750</td> <td style="width: 50%; text-align: center;"><u>Korean Programme</u> TOPIK Level 3</td> </tr> </table>	<u>English Programme</u> TOEFL IBT 70 / IELTS 5.5 / TOEIC 750	<u>Korean Programme</u> TOPIK Level 3
<u>English Programme</u> TOEFL IBT 70 / IELTS 5.5 / TOEIC 750	<u>Korean Programme</u> TOPIK Level 3				
Thailand	Chulalongkorn University	2	TOEFL iBT 79 / IELTS 6.5 or equivalent		
Bahamas	University of The Bahamas	2	TOEFL iBT 95 or equivalent		
Brazil	Federal University of Rio de Janeiro	2	A2 Portuguese		
Brazil	University of Brasilia	2	B1 Portuguese		
Brazil	Pontifical Catholic University of Rio de Janeiro (PUC-Rio)	2	B1 English and Portuguese		
Italy	D'Annunzio University	2	B1 Italian / B2 English		
New Zealand	Auckland University of Technology	1	IELTS 6.0 or equivalent		
Switzerland	University of Lucerne	1	IELTS 6.5 / TOEFL IBT 85 or equivalent		
U.K.	University of Essex	1	IELTS 6.0 or equivalent		
U.K.	Edge Hill University	1	IELTS 5.5 or equivalent		

Selection

Evaluation of university-level and unit-level exchange programmes are performed separately.



- GAO will arrange interviews for all eligible applicants of university-level programmes according to their first priority (i.e., first university level programme out of the six programmes).
- Interview invitations will be sent via email (the week after application is closed).
- Applicants who do not show up for the interview will not be considered.

Criteria to be considered for U-level Exchange Programme

X Students who do not fulfill the application and language requirements **at the time of application** will not be considered.

If a student fails to fulfill the requirements of his/her 1st university-level programme, he/she will be considered disqualified in that candidate pool, and will be considered in his/her 2nd university-level programme candidate pool if there is remaining quota(s), and so on.

PRIORITY

- Students who put the concerned programme as 1st priority
- Students who never joined semester exchange programmes organized by UM
- Students who meet the specific eligibilities required by the exchange university

**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

If the selected nominees reject the nomination offered by GAO, back up nominees who put the concerned programme as 1st priority will be selected according to the final grade.

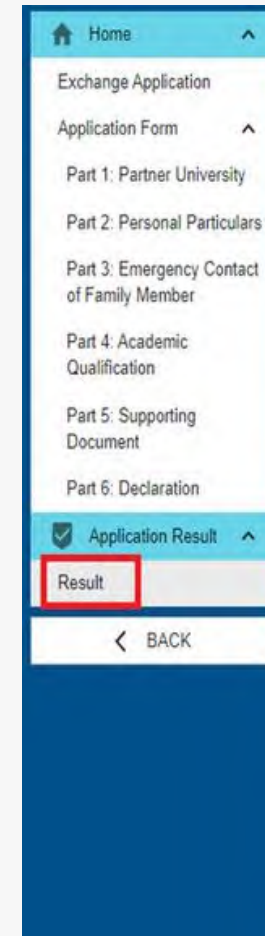
In case all the back-up nominees reject the exchange offer, quota(s) will be distributed to applicants who put the concerned programme as 2nd priority and students in this pool will be considered according to their final grade.

Components of a Good CV

- a) Personal Details
- b) Education and Qualification
- c) Experience
- d) Awards and Certificate
- e) Achievement

Application Result

- Application result of university-level and unit-level programmes will be announced separately via the online Portal.
- Students who receive nomination offer --> "Accept" or "Decline" the offer via the online Portal within the acceptance period.
- 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.
- 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.



Application Result

Application Number EXAPP00018

Exchange Period (AY) 2020/2021

Exchange Period (Semester) 2

Partner University

Priority	UM Nomination	Student Acceptance	Partner University	Country/Region	Host Unit	Exchange Duration	Application Start Date	Application end Date	Acceptance Start Date	Acceptance End Date
1	Yes	None Accept	Peking University	CHINA	GAO	1 Semester	2022/08/01	2022/08/31	2022/07/31	2022/07/31
2	Yes	Decline	University of Lisbon	PORTUGAL	FAH	1 Semester	2022/08/01	2022/08/31	2022/07/31	2022/07/31
3	No	—	Susquehanna University	U.S.A.	FAH	1 Semester	2022/08/01	2022/08/31	2022/07/31	2022/07/31



NO CHANGES are allowed after confirmation. Student can only accept one nomination offer. Once a nomination offer is accepted, student will be considered to decline all other programmes.

Nomination offers not accepted within the acceptance period will be rescinded and given to the next deserving candidate on the waiting list.

Host office cannot guarantee the admission to Exchange University, Students declined by Exchange University will not be provided for another exchange offer.

Application to Exchange University

After student accepted Host Unit's nomination, a new record will be created in the page of "All Exchanges" under "Outbound Exchange".

Actions	Exchange Period (AY)	Exchange Period (Semester)	Status	Partner University	Country/Region	Application No.
	2020/2021	2	Active	Peking University	CHINA	EXAPP00018

GAO will liaise with students on the submission of exchange applications to Exchange University, students are responsible for preparing and completing the application by the deadline as required.

Required documents should be uploaded in this format

File name:

Exchange University_Name_Application

e.g. Waseda University_Chan Man_Application

Exchange Related Documents

Before Exchange

Login and upload all the exchange-related documents onto the Outgoing Exchange and Scholarship System (<https://isw.um.edu.mo/seas>)

After the student accepts the nomination, a new record will be created on the page “All Exchanges” under “Outbound Exchange”. [Outbound Exchange -> All Exchanges -> Outgoing Semester]

All the documents should be visible in the scan

The screenshot displays the 'Exchange Document' page. The sidebar on the left has 'All Exchanges' highlighted with a red box. The main content area contains a table with the following rows:

Actions	Description	Attachment
	Application documents of the partner university <i>Whole set of application documents that you submit to the Exchange University</i>	
	Acceptance letter of the partner university* <i>Acceptance letter issued by the Exchange University</i>	
	Learning Agreement <i>Learning Agreement approved by your academic advisor</i>	
	Transcript* <i>Official Transcript with grading system issued by your Exchange University</i>	

A purple arrow labeled 'BEFORE DEPARTURE' points to the first three rows. A red arrow labeled 'AFTER EXCHANGE' points to the last row.

Exchange Related Documents

1. Application documents of the Exchange University 交換大學申請文件

[File name: Exchange_University_Student Name_Application]

This is the (online/paper) application form and all the supporting documents that the student submitted to the Exchange University.

Print-screened online form / hard copy form should be combined with all supporting documents in one PDF file.

2. Official Acceptance Letter of the Exchange University 交換大學錄取信

[File name: Exchange_University_Student Name_Acceptance]

The acceptance letter is issued by the Exchange University to inform the applicant that he/she is officially accepted as an Exchange Student at the Exchange University.

3. Learning Agreement 學習協議

[File name: Exchange_University_Name_LearningAgreement]

The learning agreement should be endorsed by your Academic Advisor.

Course Selection Form (Learning Agreement)

Student No.		Student Name		Contact
Cumulative GPA		Year of Study		Major
Exchange University		Country		E-mail

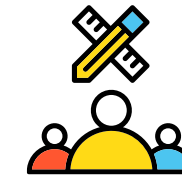
(First or/and Second Semester or Summer Exchange) in Academic Year						
Overseas University				UM		
"Selected" Overseas Course Information				"To-be-replaced" UM Course Information		Pre-requisite
Code	Course Title	ECTS / Credit	Code	Title	Code	Grade
1						
2						

Documents should be uploaded with the correct File Name.
[File name: Waseda_University_Chan Man_Application]

Timeline of Exchange Programme and Scholarship



to students who upload all the required documents and submit the exchange report before the deadline.



Follow up

- Submit Exchange Report and Evaluation Form
- Submit transcript
- Apply for credit transfer/ course waiver



Prepare for Departure

- Receive Acceptance Letter from Host University
- Check Scholarship Result
- Finalize Learning Agreement
- Attend Pre-Departure Briefing



Apply to Host

Prepare application documents required by Host University



Apply Exchange

Submit application via SEAS before deadline

Jan of the following year

Sep

May

Mar

Jan/ Feb

Jan

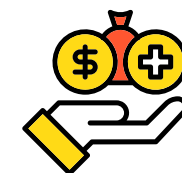
Depart



- Depart for Exchange
- Report your arrival
- Register at Host University

Apply Scholarship

Apply scholarship via SEAS



Internal Evaluation

- Attend interview, if any
- Check and accept nomination offer via SEAS



Details about Scholarship application will be announced later



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**UNIVERSITY LEVEL INTERNATIONAL PROGRAMMES
& SCHOLARSHIP**

(853) 8822 4630 / 8822 4304



GAO.UM.EDU.MO



EXCHANGE

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SCHOLARSHIP

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GLOBAL AFFAIRS OFFICE, ROOM G018,
N6, UNIVERSITY OF MACAU

Exchange Scholarship

- About OES and Rules
- Eligibility and Quotas
- Amount of Scholarship and Disbursement
- Selection Criteria and Process
- Procedures and Timeline
- Obligations and Revoke of Scholarships

OM

FLIGHT

THIS BAGGAGE IS CHECKED TO:
MUMBAI, INDIA

GT 71-33-09

AMSTERDAM
THE HAGGEN
DENMARK

NO. 23-45-67

DATE

DESTINATION

HAVANA, CUBA

HAI

CUBAN

NEW

Outgoing Exchange Scholarship (OES)



About OES

- Administered by GAO
- Supervised by the Vice Rector (Global Affairs)
- To encourage students to participate in semester exchange programmes

Students should make sure to reserve sufficient budget to cover all the necessary expenses during the exchange and should not consider scholarship as the main financial source.



Enquiry

Email:
oes.enquiry@um.edu.mo

Website

<https://gao.um.edu.mo/mobility/scholarships/for-outgoing-students/>



Rules

Students should read through the "Rules for OES"



Eligibility and Quotas



Eligible

Undergraduates Students who apply and are nominated for UM credit-bearing semester exchange programmes (both University-level and Faculty-level) ***to be conducted in the semester following the application period.***

Applicants must achieve a **CGPA 3.0/4.0 (14/20 for students from Faculty of Law)** or above.



Not Eligible

- Participating in self-initiated exchange programme or third-party's programme
- Not enrolling in any credit-bearing courses at host university
- Previous awardee of OES
- Receiving any other scholarship or fellowship from UM/ outside entities for the same exchange exercise



Quotas

The quotas will be allocated proportionally according to the number of applications from each unit (applicants' home unit) and the acceptance rate [AR] of the current applications;

- *Acceptance Rate [AR] = Total Quotas [NQ] / Total Number of Applications [NA]*
- *Quotas for each academic unit [QU] = Number of applications from each academic unit x [AR]*

Amount of Scholarship and Disbursement



Amount of Scholarship

The amount of OES depends on the countries / regions of the host university as listed below.

Countries / Regions of the host university	Amount of Scholarship (MOP)
Zone 1: Foreign Countries outside Asia	\$15,000
Zone 2: Foreign Asia Countries	\$10,000
Zone 3: China (Mainland China, Hong Kong SAR and Taiwan region)	\$5,000

It is a one-off payment for the whole exchange period of one semester or one academic year.



Disbursement

The OES will be transferred into the awardee's bank account **after Exchange**.

To receive the OES, Awardees should:

- Submit the offer letters and official transcripts within the submission period
- Update the information of "Receiving Bank Account" on the ISW

Reminder

UM reserves the right not to release the OES in any of the following cases:

- Failure to submit the documents within the submission period;
- Failure to receive the OES due to incorrect Bank Account No. or delay in submitting the Account No.

Selection Criteria & Process



Evaluation

The OES will be awarded to eligible candidates with the highest CGPA within the allocated quotas of his/her affiliated unit (subject to the candidates' past exchange record(s) and student profiles)

In the case of equal CGPA, Scholarship will be awarded in sequence to the below criteria:

- Latest GPA;
- Applicants' seniority;
- Academic Awards and participation in academic activities.

Student who had any withdrawal record from the exchange programmes without reasonable justification will be lastly considered for the OES.

The selection result will be endorsed by the Ad-hoc Committee of Global Affairs, and then approved by the Scholarship Committee as final.

APPROVED

Procedures and Timeline



Application Deadline

21 - 30 October 2024

The calls and applications of OES corresponds to the students' exchange in the following semester.



Announcement

Calls for applications will be released via UM bulletin, GAO website and/or GAO social media channels.



Application

Online Application

<https://isw.um.edu.mo/seas>

SCAN ME



Before making the application, students must confirm the exchange nomination on the application system by the acceptance deadline.

Supporting documents (certificates and/or awards) can be provided for evaluation, if any.

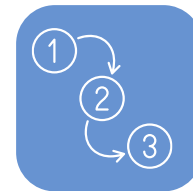


REMINDER

- *Hard copy or e-mail submissions will not be accepted.*
- *Late applications will not be considered.*
- *Any technical problems occurred during submission of scholarship application should be reported to GAO immediately.*

Procedures and Timeline

SCHEDULE	For Exchange in 2nd Semester
Call for Applications	Oct/ Nov
Announcement of application result	Dec
Scholarship Disbursement	Sep - Oct (of the following year)



Release of Result

*Application result will be released in the online application system.
Applicants will be notified of the release of results by email.*



*Awardees have to login the application system and **accept/ refuse** the OES within the acceptance period.*



If the scholarship offer is not accepted within the acceptance period, the scholarship will be given to the next deserving candidate.

Obligations and Revoke of Scholarship



Obligations

Awardees shall accept UM's invitation to take part in promotional activities after exchange.

Note: Non-fulfillment of the obligations will be recorded down in the student file, which will be taken into consideration in his/her on-campus activities or scholarship applications.



Revoke of Scholarships

- *an awardee does not fulfill the minimum enrolment requirement;*
- *passes less than half of the enrolled credits at host university;*
- *doesn't participate in the exchange programme in-person (e.g. online participating!);*
- *is determined to have made a false statement on his/her application;*
- *withdraws/ terminates/ drops out the exchange programme due to personal reasons;*
- *the conducts are detrimental to the reputation of UM, violates the regulations or guidelines of exchange;*
- *the exchange programme is cancelled by UM;*
- *received other scholarship for the same exchange exercise.*

Awardee is liable to refund the full Scholarship and applicaitons in next 4 years will be rejected.