

University of Macau
Rules for Semester-based Outgoing Exchange Programmes

Document code:	GAO.04/202011/400.r01
Approval date:	13 April 2021
Effective date:	14 April 2021
Supersedes	GAO.04/202011/400.r00

Page 1 of 5

Associate responsible units: Faculties

Keywords: exchange, outgoing, exchange programme, semester exchange

Remarks: Approved by Rector (GAO/RTO/cm0025/2021).

Article 1 Objective

1. The University of Macau (hereinafter referred to as “UM”) encourages its students to develop a global perspective by exposing them to different cultures. For this purpose, UM offers a variety of exchange programmes to both undergraduate and postgraduate students.
2. These Rules set out the principles in relation to the UM semester-based outgoing exchange programmes (hereinafter referred to as “Exchange Programmes” and individually as “Exchange Programme”) including University-level Exchange Programmes and Faculty-level Exchange Programmes.

Article 2 Administration

1. Exchange Programmes are coordinated by the Global Affairs Office (hereinafter referred to as “GAO”) and supervised by Vice Rector (Global Affairs).
2. University-level Exchange Programmes are hosted and administered by GAO. Faculty-level Exchange Programmes are hosted and administered by the Faculties/Institutes concerned. The unit that hosts and administers the Exchange Programmes is referred to as “Hosting Unit”.
3. The Hosting Unit is responsible for:
 - a) posting application information on official channels, including but not limited to website, UM e-bulletin and other channels deemed appropriate;
 - b) handling the exchange applications;
 - c) advising Exchange Students on the preparation of exchange applications;
 - d) confirming with the nominated students to make sure they are not accepting multiple offers from different Hosting Units;
 - e) communicating with exchange partner institutions to ensure all the applications are properly handled;
 - f) collecting exchange reports, transcript copies issued by the host universities, and the approved Course Exemption Forms from the Exchange Students for

University of Macau
Rules for Semester-based Outgoing Exchange Programmes

Document code:	GAO.04/202011/400.r01
Approval date:	13 April 2021
Effective date:	14 April 2021
Supersedes	GAO.04/202011/400.r00

Page 2 of 5

-
- internal record;
- g) summarizing the execution and effectiveness of the Exchange Programmes.
4. GAO, as the unit that coordinates the Exchange Programmes, is responsible for:
- a) organizing events and briefings to promote exchange opportunities and provide related information;
 - b) overseeing the implementation of both University-level and Faculty-level Exchange Programmes;
 - c) coordinating the application date and release date of nomination offer of both University-level and Faculty-level Exchange Programmes;
 - d) coordinating the emergency procedures taken for the UM students participating in Exchange Programmes (hereinafter referred to as “Exchange Students”).
5. Hosting Unit should work jointly with GAO on the promotion and application of Exchange Programmes.

Article 3 Eligibility

- 1. All UM undergraduate and postgraduate students are eligible to apply for Exchange Programmes, while subject to the requirements of each Exchange Programme.
- 2. University-level Exchange Programmes are generally open to all UM students.
- 3. Faculty-level Exchange Programmes are generally open to students in particular Faculty/Institute.

Article 4 Evaluation

- 1. All exchange applications will be evaluated in a fair and objective manner based on the selection criteria below, and subject to the applicants’ past records of Exchange Programme and student profiles:
 - a) Admission Requirement of host university; and/or
 - b) Academic Performance; and/or
 - c) Language Proficiency; and/or
 - d) Interview Performance and Personal Attitude; and/or
 - e) Involvement of extra-curricular activities.

University of Macau
Rules for Semester-based Outgoing Exchange Programmes

Document code:	GAO.04/202011/400.r01
Approval date:	13 April 2021
Effective date:	14 April 2021
Supersedes	GAO.04/202011/400.r00

Page 3 of 5

Under the same conditions, priority will be given to local students.

2. Notwithstanding the above provision, students apply for exchange to universities outside their home countries will be prioritized.
3. The applications of Exchange Programmes will be evaluated by committees organized by the Hosting Unit concerned.
4. In order to avoid conflict of interest in the evaluation process, staff members who participate in the evaluation shall sign a declaration regarding conflict of interest.

Article 5 Financial Arrangement

1. During exchange, Exchange Students shall pay tuition fees to UM while the tuition fees at the host university will be waived, unless otherwise specified.
2. Exchange Students are responsible for their own financial support for the exchange, including but not limited to accommodation, transportation, insurance and visa, unless otherwise supported.
3. In case of 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.

Article 6 Obligation of Exchange Students

1. Exchange Students must observe the following obligations:
 - a) obtain comprehensive insurance, which covers the entire exchange period including the round-trip departure and arrival dates to Macau or the home country of the Exchange Student. Such insurance should cover health and medical consultations (including epidemics and/or pandemics), accident, personal property and trip interruptions and emergencies, and meet the minimum requirement of the host university;
 - b) sign a declaration of participation in the Exchange Programmes before departure;
 - c) observe all regulations, rules and procedures of the host universities, and respect the customs and cultural habits of the host countries during the exchange; and
 - d) settle all check-out procedures and payments before leaving the host university.

In the event that an Exchange Student fails to meet the abovementioned obligations,

University of Macau
Rules for Semester-based Outgoing Exchange Programmes

Document code:	GAO.04/202011/400.r01
Approval date:	13 April 2021
Effective date:	14 April 2021
Supersedes	GAO.04/202011/400.r00

Page 4 of 5

it will be recorded in his/her student profile, which will be taken into consideration in his/her on-campus activities, funding or scholarship applications.

2. Each undergraduate Exchange Student must enrol at least 9 UM equivalent credits (i.e. the enrolled courses shall include at least 108 teaching hours in total) at the host university per semester. In the event that an undergraduate Exchange Student fails to meet the said minimum enrolment requirement, he/she will be disqualified from applying for Exchange Programmes in the future.
3. Exchange Students should contact and consult the Hosting Unit in case of any matters or difficulties in regard to the Exchange Programme.

Article 7 Emergency

1. In the event of emergency which may affect the exchange activity or the safety of the students (such as earthquake, terrorist attack or riot etc.) (hereinafter referred to as “Emergency”), UM will cancel or terminate the Exchange Programmes at its own discretion, and GAO will
 - a) coordinates with the Hosting Units to contact the Exchange Students and the exchange partner institutions concerned to confirm their status;
 - b) works with other relevant units, such as Student Affairs Office, Registry, Graduate School etc., for the necessary follow up arrangements;
 - c) contacts the parents or guardians of the Exchange Students if needed.
2. In the event of Emergency or special circumstances, UM may request Exchange Students concerned to return to UM or their home countries. The relevant Exchange Students should comply with UM’s request.

Article 8 Other Conditions

1. In general, Exchange Student should return to UM or his/her home country immediately after the end of the semester of the host university. Nevertheless, an Exchange Student can stay behind for a maximum of 10 days at his/her own discretion, and the Exchange Student is solely responsible for all expenses and risks during the stay behind period (namely, after the end of the semester of the host university).
2. In the event that an Exchange Student’s conducts are detrimental to the reputation of UM or violates the regulations, rules or guidelines in regard to his/her exchange,

University of Macau
Rules for Semester-based Outgoing Exchange Programmes

Document code:	GAO.04/202011/400.r01
Approval date:	13 April 2021
Effective date:	14 April 2021
Supersedes	GAO.04/202011/400.r00

Page 5 of 5

such case may be passed to the student disciplinary authorities for handling.

3. Appeal against the nomination result must be raised to the Hosting Unit together with ample justifications within 3 working days after the result is released. The appeal case will be analyzed by the committee concerned and its resolution will be considered as final.
4. Exceptional cases will be considered by the Vice Rector (Global Affairs) or his/her delegate on a case-by-case basis.

Article 9 Entry into Force and Revisions

1. These Rules shall enter into force on 14 April 2021, and apply to the Exchange Programmes in or after academic year 2021/2022 Spring semester.
2. UM has the right to add, delete and/or amend these Rules at any time without prior notice.
3. Changes to these Rules shall take effect upon their publication on the official website of UM.