



澳門大學  
UNIVERSIDADE DE MACAU  
UNIVERSITY OF MACAU

## Notice Teaching Arrangement for the 1<sup>st</sup> Semester of Academic Year 2020/2021

**This notice is very important for all undergraduate students.  
Please read it immediately and carefully!**

Dear Undergraduate Students,

Welcome to the new academic year! In view of the current situation of the pandemic, we would like to inform you about the following teaching arrangements for the 1<sup>st</sup> semester of academic year 2020/2021:

### 1. University Almanac and Important Dates

The classes for the coming academic year will begin on **7 September** and you may refer to the Registry's webpage for the 2020/2021 University Almanac and Important Dates for the details:

- 2020/2021 University Almanac → <https://reg.um.edu.mo/university-almanac/>
- Important Dates → <https://reg.um.edu.mo/current-students/enrolment-and-examinations/important-dates/>

### 2. Teaching Mode

All teaching activities will resume as normal in the new academic year and classes will mainly be arranged on a face-to-face teaching basis. Students should pay close attention to the Announcement of the Special Webpage against Epidemics of the Health Bureau of the Macao SAR (<https://www.ssm.gov.mo/apps1/PreventCOVID-19/en.aspx#clg17610>). If students are not permitted to enter Macao, the University will arrange online classes for these students.

<b>Classroom Teaching (face-to-face teaching)</b>	<b>Online Classes</b>
<ul style="list-style-type: none"><li>• Macao, Mainland China, Hong Kong and Taiwan students <sup>NOTE</sup>;</li><li>• International students who are currently in Macao.</li></ul>	<ul style="list-style-type: none"><li>• International students who are currently not in Macao.</li></ul>

**NOTE:** For students who cannot return to the campus before 7 September due to quarantine measures such as 14-day centralized isolation and medical observation, the University will arrange online classes for them during the medical observation period. After that, students are expected to attend regular classes on face-to-face mode.



澳門大學

UNIVERSIDADE DE MACAU  
UNIVERSITY OF MACAU

### 3. Preparation for Classes

<b>Classroom Teaching (face-to-face teaching)</b>	<b>Online Classes</b>
<ul style="list-style-type: none"> <li>• <b>Pay attention to health condition</b> You are advised to take body temperature every day. If developing fever or other discomfort, please seek medical attention promptly.</li> <li>• <b>Observe personal and environmental hygiene</b> You should wear a mask properly, observe hand hygiene, and maintain good environmental hygiene when attending classes. Kindly note that you are required to wear a mask when using public transport or inside the University.</li> <li>• <b>Maintain social distancing at all times</b> Please keep at least 1m distancing from others wherever possible.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Pay attention to health condition</b> You are advised to take body temperature every day. If developing fever or other discomfort, please seek medical attention promptly.</li> <li>• <b>Prepare for online classes</b> Teachers will offer live transmission and recording of their classes using Zoom (or any other meeting software) for the students who are eligible to take online classes. The class schedule will follow the timetable released to the students based on Macao time. Please contact the teachers for specific details of your online class arrangement.</li> </ul>

### 4. Class Arrangement

In order to enforce social distancing in classes, classes will be divided into different groups (A, B, C and D) and the class attendance requirement vary accordingly. Please also refer to the attachment for the detailed arrangement:

<b>Class Size</b>	<b>Teaching Mode</b>	<b>Class Group</b>	<b>Remarks</b>
Below 100	Classroom teaching	Group A	Unless students belong to the online class group under point 2, all students enrolling in these sections are required to attend the classes on-campus for the whole semester.



澳門大學  
UNIVERSIDADE DE MACAU  
UNIVERSITY OF MACAU

Class Size	Teaching Mode	Class Group	Remarks
100 - 200	Classroom teaching and online classes in alternate weeks	Group B and Group C	Students enrolling in these sections will be divided into two groups in accordance with your student IDs (odd number vs even number). These two groups of students will take turn to attend a class either in the classroom or online; say odd-number students will attend the class in the classroom and even-number students will attend the class online at the same time in weeks 1, 3, 5 ... 15, and the format of attendance will reverse between the two groups of students in weeks 2, 4, 6, ... 14. <b>Please refer to attachment for detailed arrangement.</b>
Larger than 200	Online classes	Group D	Students enrolling in these sections will be arranged for online classes for the whole semester.

## 5. Teaching Materials

All teaching materials, e.g. teaching videos, PPT, etc. are owned by the University and the teachers. Students are **NOT** allowed to share or upload any of them on social media, such as YouTube, WeChat, etc., and other electronic platforms.

## 6. Academic Regulations and Rules

As mentioned in point 2, all teaching activities will resume normal in the coming semester and so as the rules and regulations. You may refer to the Registry's webpage for the General Rules Governing Bachelor's Degree Programme:

- <https://reg.um.edu.mo/um-calendar/current-year/> → Academic Regulations and Rules → General Rules Governing Bachelor's Degree Programmes



澳門大學  
UNIVERSIDADE DE MACAU  
UNIVERSITY OF MACAU

Please specially note the following items:

### 6.1. Attendance and Absence

The requirement of 80% class attendance will be applied as stipulated in the General Rules based on face-to-face classes.

- For sections of class size below 100, the 80% class attendance will be applied as normal.
- For sections of class size between 100-200, the 80% class attendance will be determined on the classroom participation weeks (approximately 40% attendance of the whole semester). Odd-number students will be required to meet the 80% class attendance in weeks 1, 3, 5 ... 15 while even-number students will be required to meet the 80% class attendance in weeks 2, 4, 6 ... 14.
- For sections of class size larger than 200, class attendance will not be considered but students will still be required to meet the participation requirements advised by the teachers concerned.
- For international students who are currently not in Macao and the students who fail to return to the University for classes due to immigration procedures, their class attendance will not be considered but they will still be required to meet the participation requirements advised by the teachers concerned.

### 6.2. Withdrawal from Individual Courses

Regular course withdrawal procedures and rules will resume in this semester. That is when students wish to withdraw from a course after the add/drop period, they are required to complete and submit their applications to the Registry by the end of the 11<sup>th</sup> week. You may refer to the Registry's webpage for the application procedures and deadline (<https://reg.um.edu.mo/current-students/student-applications/withdrawal-from-individual-courses/>). Kindly note that under the University's rules, a "W" grade will be given to the withdrawn course and the tuition fee for the withdrawn course will not be refunded. Further, any application submitted after the deadline will not be considered.

### 6.3. P/NP (Pass/Fail) Grading Option

P/NP grading option will no longer be offered. Letter grades are official grades for most of the undergraduate programmes except for the programmes offered by the Faculty of Law (20-point scales are official grades for the programmes offered by the Faculty of Law).



澳門大學  
UNIVERSIDADE DE MACAU  
UNIVERSITY OF MACAU

## 7. Project-based, Internship, Laboratory, Physical Education and Activity Courses

It is understood that some students cannot attend face-to-face classroom learning due to immigration procedures, including our international students. With the experience and comments we collected from teachers and students in the previous semester, the University have made some improvements on both hardware and software to enhance the online teaching for the coming semesters. We are confident that you will have a satisfactory and better experience from online learning in the coming semester.

However, some courses such as project-based, internship, laboratory, physical education, etc. require students' participation and it will be difficult to take these courses online. Therefore, when this happens and if this is not your final year of study, we advise you to take these courses in the next semester or after until you can return to the campus for classroom learning. If this is your final year of study, you are advised to consult the department heads and program coordinators of your faculty concerned for detailed arrangement of these courses.

Students must pay attention to the physical and mental health of yourselves and others. Please be reminded to wear a mask, wash hands frequently, keep a distance and avoid crowd gathering. The University is closely monitoring the situation of the pandemic and will make necessary adjustments to the teaching arrangement in accordance with the announcements and prevention guidelines of the Macao SAR government. Please pay close attention to the University notice and emails about any updates.

Should you have any further queries, please feel free to contact us at email: [registry@um.edu.mo](mailto:registry@um.edu.mo) or tel.: 8822 4007 during office hours.



Registry  
27 August 2020

Attachment: Class Arrangement for the 1st Semester of Academic Year 2020/2021



澳門大學

UNIVERSIDADE DE MACAU  
UNIVERSITY OF MACAU

## Class Arrangement for the 1<sup>st</sup> Semester of Academic Year 2020/2021 (Applicable for All Undergraduate Courses)

All undergraduate sections are divided into the following class groups in accordance with the class size and students IDs:

- **Group A:** For sections of class size below 100. All students enrolling in these sections are required to attend the classes on-campus for the whole semester.
- **Group B and C:** For sections of class size between 100-200. Students enrolling in these sections will be divided into two groups in accordance with your student IDs. Students who have an odd number on the last digit of your student IDs, e.g. AC012345 will be assigned to Group B while even number, e.g. AC012346 will be assigned to Group C.
- **Group D:** For sections of class size larger than 200. Students enrolling in these sections will be arranged for online classes for the whole semester.

	Attend the classes ON-CAMPUS	Attend ONLINE classes
<b>Group A</b>	Whole semester	--
<b>Group B</b>	* Week 1, 3, 5, 7, 9, 11, 13, 15	* Week 2, 4, 6, 8, 10, 12, 14
<b>Group C</b>	* Week 2, 4, 6, 8, 10, 12, 14	* Week 1, 3, 5, 7, 9, 11, 13, 15
<b>Group D</b>	--	Whole semester

* Teaching Week	Period
Week 1	7-12 September
Week 2	13-19 September
Week 3	20-26 September
Week 4	27 September - 3 October
Week 5	4-10 October
Week 6	11-17 October
Week 7	18-24 October
Week 8	25-31 October
Week 9	1-7 November
Week 10	8-14 November
Week 11	15-21 November
Week 12	22-28 November
Week 13	29 November - 5 December
Week 14	6-12 December
Week 15	13-19 December (19 December for Monday make-up classes only)