



APPLICATION FORM

COURSE EXEMPTION/WAIVER (For Bachelor's Degree Programmes)

Name: _____

Student No.: ---

Academic Unit: ☐FAH ☐FBA ☐FED ☐FHS ☐FLL ☐FSS ☐FST

Major: _____

Course Exemption/Waiver applied for				Course Completed		
Seq.	Offered by	Course Code and Title	Credits	Course Code and Title	Credits	Lecture Hours
1.						
2.						
3.						
4.						
5.						

Note: Please submit supporting documents, e.g. the copy of the official transcript(s), course contents, proofs of the lecture hours, etc. Please refer to the back page for more details regarding the *General Rules Governing Bachelor's Degree Programmes – Course Exemption and Course Waiver*.

I declare that the information provided in this application form is correct and I have acknowledged and understood the following <Personal Data Collection Statement of the Registry of the University of Macau> stated below:

The University of Macau, in accord to the purpose of providing the related administrative services requested by applicants, requires applicants to fill in this application form and submit to the Registry. The personal data collected in the form will only be used for the mentioned purpose and may also be transferred within the University and to entities that are in accordance with legal provision or with your prior consent, for the purpose of carrying out the related procedures. The transmission of personal information over the Internet may lack protection and security. There is a risk that your information may be accessed or used by an unauthorized third party.

The application will not be proceeded if applicants fail to fill in any of the mandatory fields as required in the application form in accord to the personal-identification and education-related information.

To make correction of your personal data held by the University or to apply for related testimonials, undergraduate students can submit the request to the Registry while postgraduate students should contact the Graduate School.

Applicant's Signature: _____ Date: _____

FOR USE OF STUDENT'S HOME ACADEMIC UNIT ONLY

The application together with all supporting documents has to be checked endorsed from the Head of Department or Programme Coordinator of the course offering unit and approval from the Dean of student's home academic unit.

For any incomparable course being transferred to free elective as EXCHxxx, please specify the approved course level, such as 1st year course, 2nd year course, etc. Please refer to point 6 at the back page for more details.

Endorsement from Course Offering Unit Obtained				Approval from the Dean of Student's Home Academic Unit		
Seq.	Agree	Disagree with Justifications	Signature and Date	Agree	Disagree with Justifications	Signature and Date
1.	Exemption ☐ (Course year level _____) / Waiver ☐ (Substituted course _____)	☐	Date: _____	☐	☐	Date: _____
2.	Exemption ☐ (Course year level _____) / Waiver ☐ (Substituted course _____)	☐		☐	☐	
3.	Exemption ☐ (Course year level _____) / Waiver ☐ (Substituted course _____)	☐		☐	☐	
4.	Exemption ☐ (Course year level _____) / Waiver ☐ (Substituted course _____)	☐		☐	☐	
5.	Exemption ☐ (Course year level _____) / Waiver ☐ (Substituted course _____)	☐		☐	☐	

Checked and handled by Registry: _____ Date: _____

GENERAL RULES GOVERNING BACHELOR'S DEGREE PROGRAMMES

COURSE EXEMPTION and COURSE WAIVER

Course Exemption

1. Students who have completed equivalent courses in any tertiary education institutions may apply for course exemption to the academic unit concerned before the first day of the semester. In the case of course exemption, credits will be granted to replace the original UM course. Exempted courses will be assigned a grade "X" and will be shown in the transcript of academic record, but will not be counted towards the GPA.

Applications should be submitted to the student's home academic unit and be accompanied by supporting documents, e.g. course outlines, official course descriptions, lecture hours, study plans, course grades etc, showing that the students have passed equivalent courses elsewhere.

2. Course exemptions are considered valid only after they are endorsed by the head of department or programme coordinator of the course offering units and approved by the Dean of student's home academic unit.
3. A course can be exempted only if it meets the following three requirements:
 - a. The course applied for course exemption must be deemed at degree level.
 - b. Course Content
The course applied for course exemption must have at least 80% content similarity. The head of department or programme coordinator/head of GE Programme/GE course area coordinator can judge the course content.
 - c. Lecture Hour
The lecture hours of the course applied for course exemption must have at least 80% as the course offered by UM. One UM credit is equal to one lecture hour per week for one semester and the total number of teaching weeks of a semester is at least 15.
Study Hour
For courses completed under the European Credit Transfer System (ECTS) without having 80% lecture hours as the UM-offered course, the study hours of the course applied for course exemption must have at least 80% as the course offered by UM. One UM credit is equal to 45 study hours for one semester.
4. The normal limit on the number of credits that can be transferred to a programme is one-third of the total credits required.
5. For courses completed in UM-initiated outbound programmes without comparable courses offered by UM, students can still transfer them to UM as free electives with a maximum of six credits. Endorsement from the head of department or programme coordinator and approval from the Dean of student's home academic unit are required.
6. All exceptional cases are subject to the recommendation of the Dean of student's home academic unit and the approval of Vice Rector (Academic Affairs) via the Registry.

Course Waiver

1. Students who have not completed equivalent courses in any tertiary education institutions but have attained the knowledge and skills of specific UM courses may apply for a course waiver to the academic unit concerned before the first day of the semester. In the case of course waiver, no credits will be granted, and students will be required to take a related course approved by the head of department or programme coordinator to fulfil the credit requirement. Waived courses will be assigned a grade "CW" and will be shown in the transcript of academic record, but will not be counted towards the GPA.

Applications must be submitted to student's home academic unit and be accompanied by an explanation for the waiver request and supporting documents (if any). Proof of the acquired competence is required.

2. Students may apply for course waiver for any courses. For the course in Community and Peer Education "Residential College Experiential Learning", students may apply for course waiver on the condition that they have possessed a degree from a comparable tertiary educational institution.
3. Course waivers are considered valid only after they are endorsed by the head of department or programme coordinator of the course offering units and approved by the Dean of student's home academic unit.
4. All exceptional cases are subject to the recommendation of the Dean of the student's home academic unit and the approval of Vice Rector (Academic Affairs) via the Registry.