

GENERAL RULES GOVERNING MASTER'S DEGREE & POSTGRADUATE CERTIFICATE/DIPLOMA PROGRAMMES

(Approved by the Rector on 5 June 2020)

Items marked with an asterisk * are applicable to master's degree programmes only.

A. ADMISSION

1. Admission is governed by the University Admission Rules (GRS.09-4/201602/000). Applicants must satisfy the University admission requirements, and any additional requirements imposed by the academic unit they intend to enter.
2. Students are normally admitted as 'first-year students'.
3. Students should not enrol/register in any other universities upon registration at UM.
4. A student of the University is required to observe the General Rules, and those rules and procedures which govern admission requirements, examinations, fees and charges.

B. GENERAL

1. The University offers full-time programmes of study leading to the degrees of Master of Arts (MA), Master of Business Administration (MBA), Master of Education (MEd), Master of Law (LLM), Master of Science (MSc), Master of Engineering (MEng), Master of Social Sciences (MSocSc) or such other degrees as are approved by the University authority.
2. Students will be awarded the appropriate master's degree provided that they have:
 - a. undertaken a programme of study for a period normally within the normative period of study;
 - b. completed the total credit units of courses as stated in the regulations and rules for that degree;
 - c. passed the prescribed examinations;
 - d. passed the required courses and one of the following options:
 - (1) to write an academic thesis and to pass a public oral defence;
 - (2) to write a project report;
 - (3) to attend approved professional internship and to submit a report;
 - e. paid the prescribed fees;
 - f. fulfilled the requirements of the regulations and rules of the University.
3. Each individual academic unit may issue special rules applying to specific master's degree and/or postgraduate certificate/diploma programmes, within the general framework of present General Rules. However, any standard for qualification requirements, performance of candidates and/or else, as provided for in present General Rules, may not be set to a lower or less strict level by the special rules issued for any programme by the relevant academic unit.
4. Students must register in a programme of study on the specified dates in any one academic year, with compulsory attendance at classes.
5. The maximum period of studies will be 150% of the normative period of the programme. For working students, it will be two times the normative period of studies. Less than 1 academic year will be counted towards 1 academic year. Students who cannot complete the programme within the periods above will be required to discontinue their studies.

6. Auditing students may study courses at any level subject to acceptance by the appropriate academic authority. An auditing student can attend a course and participate in activities up to and including writing the final examination, but will receive a 'T' grade. These courses may not lead to a degree but may be submitted to the academic unit concerned for consideration if the student wishes to convert to a degree-awarding programme.

C. ACADEMIC YEAR

An academic year covers the period from August to July. Each year consists of two semesters. Each semester consists of approximately seventeen weeks of scheduled classes, including examinations.

D. REGISTRATION

1. New students will be considered registered students upon proper completion and submission of all registration materials to the Graduate School with tuition fees settled, while returning students will be considered registered students upon settlement of tuition fees.
2. A student must register in the name which appears in his/her personal identification documents.
3. Student Cards
 - a. All students will be issued with student cards (UM Campus Card).
 - b. The student card is a student's personal identification document. It is not transferable.
 - c. In case of loss or damage of a student card, a student should apply for a replacement by submitting an application form to the Graduate School. A card replacement fee will be charged to the student.
 - d. Students may refer to the "Rules & Guidelines Governing the Use of UM Campus Card" for further details.
4. Late Registration
 - a. Students may apply for late registration if they cannot complete the process within the scheduled period. Application form for late registration should be submitted to the Graduate School at least three working days before the scheduled registration period.
 - b. Late registration fees will be charged to students who do not apply for late registration three working days before the scheduled registration period. Students who have applied for late registration but failed to complete the process within the approved period will also be charged a late registration fee.
 - c. Late registration can be considered once only.
 - d. Apart from medical reason, registration can only be delayed for at most five calendar days after commencement of classes. If late registration is anticipated for medical reasons, a medical certificate should be attached to the student's application for late registration. Applications for registration later than the above period will not be accepted except for medical reasons and other extraordinary circumstances. In such case, late registration application requires the approval of the Dean/Director of the academic unit concerned.
 - e. In any case, students must also make sure that they will still be able to enrol in either course work or thesis in the semester that they register. Otherwise, they will not be considered as an active student and will have to defer their studies.
 - f. The admission offer for students who fail to complete the required registration procedures by the designated deadline will be invalidated.
 - g. Students will not be entitled to register if the non-refundable deposit has not been settled.

E. CREDIT AND COURSE LOAD

The minimum number of credits for Master's degree programmes is 30. A credit unit is equal to one lecture hour per week for one semester. One session (2 to 3 hours) per week of laboratory or practice work for one semester can also be counted as one credit unit.

F. COURSE RETAKE

Students may apply for retaking a course. The student should obtain the consent of the Dean/Director of the academic unit concerned by securing required signatures. All applications must be approved and the courses to be retaken must be enrolled before the deadline of the add/drop period. The fees for retaking any courses are calculated based on the number of credits of the retake course. For non-credit bearing course, the retake fees shall be one credit.

If a student retakes a course, only the course grade for the latest attempt will appear on the student's transcript and will be included in the calculation of the GPA.

G. COURSE ENROLMENT

1. Except under very special circumstances as approved by the Dean/Director of the academic unit concerned, students are advised to follow the study plan specified by the programme in which they have enrolled. The number of credits/courses taken is restricted to the requirements of the academic unit for the semester. It should be noted that no substitutions are allowed under any circumstances for compulsory courses.
2. The courses offered by any academic unit are normally open to students enrolled in that unit and to students enrolled in other academic units either as electives permitted by, or as requirements set by, those academic units.
3. A student shall not be allowed to take courses whose lecture-time schedules conflict.
4. Students will not be entitled to proceed to enrolment or course add/drop if there is any outstanding tuition fee.
5. On-line Enrolment
During the enrolment period, students of specified programmes of studies will enrol course on-line. Students who are not able to enrol on-line during the specified period may complete the process manually.
6. Course Add/Drop
 - a. Students may make changes to their enrolment records during the course add/drop period. Requests for adding or dropping courses other than the add/drop period will not be accepted.
 - b. Adding a new course depends on the availability of section quota.
 - c. A student who drops a course without going through the prescribed procedure will be given a failing grade, "F" or "NP" for that course.
7. Withdrawal from Individual Courses
Students may withdraw from an individual course after the course add/drop period on condition that he/she still has at least one course (including thesis) enrolled after the course is withdrawn. When students wish to withdraw from a course after the add/drop period, they should complete and submit an application form to the Graduate School at least 5 working days before the final examination. A 'W' grade will be given to the withdrawn course and the tuition fee for the withdrawn course will not be refunded. Any application submitted after the aforementioned deadline will not be considered.
8. Students should always look carefully at their enrolment records. If they are not sure if their

enrolment records are correct, they may seek advice from the academic unit concerned. Students are responsible for following up any updates, errors or omissions.

9. Study Plan

A study plan is a guide to what students have to accomplish in order to complete their programme of studies. Students are advised to consult their study plans during selection of courses for enrolment. They should keep their study plans and any subsequent adjustments for future reference during course enrolment and for graduation purposes.

10. Course Designations

- a. Courses specified in the postgraduate programmes are designated as Compulsory Major course, Required Elective or Free Elective.
- b. Compulsory Major courses must be taken in the semester indicated. A student who fails a compulsory Major course is required to retake that course.
- c. Required Electives are courses chosen by the student but within a group of courses designed for this purpose by the programme. Required Electives may be taken at other times. A student who fails a required elective will be required to either retake the same course or take another course within the same group.
- d. Free Electives are selected by the student in areas inside or outside the major as designated in the curriculum, subject to the academic unit's approval. A student who fails a free elective will not be required to retake the course. Such students may take another course to fulfil graduation requirements. Within individual programmes, some courses may not be considered Free Electives.

*H. THESIS REGISTRATION

A student who chooses the thesis option must submit a thesis proposal endorsed by his/her thesis supervisor with the approval of the Dean/Director of the academic unit concerned. The supervisor(s) must evaluate the progress report of the student required by the Rules on the Progress Report of the Postgraduates of the University of Macau.

I. TUITION FEE

All students shall pay the tuition fees according to the tuition scheme of the admitted/resuming academic year and settle their tuition fees before the deadline set by the University.

J. COURSE EXEMPTION

1. Students who have completed equivalent or convertible courses in any tertiary education institutions may apply for course exemption to the academic unit concerned on or before the last day of course add/drop period. 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 respective 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. Students may apply for course exemption for any courses.
3. 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/Director of the academic unit concerned.
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. Any exceptional cases are subject to the endorsement of the Dean/Director of the academic unit concerned and the approval of the Vice Rector (Academic Affairs) via the Graduate School.

K. COURSE WAIVER

1. Students who have not completed equivalent courses in other 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 last day of course add/drop period. 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 the respective 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.
3. Course waivers are considered valid only after they are endorsed by the head of department or programme coordinator and approved by the Dean/Director of the academic unit concerned.
4. All exceptional cases are subject to the endorsement of the Dean/Director of the academic unit concerned and the approval of the Vice Rector (Academic Affairs) via the Graduate School.

L. ATTENDANCE REQUIREMENTS

1. According to Article 27.2 of the Higher Education Law (Law no. 10/2017), all the course instructors are required to take class attendance.
2. A student who cannot attend classes can apply for leave of absence to the course instructor. Permission for the leave of absence cannot be more than 50% of its scheduled teaching periods in the aggregate.
3. A student who is absent without applying for leave of absence from a course for more than 20% of its scheduled teaching periods in the aggregate will not be allowed to take the final examination and will receive a failing grade for that course.

M. EXAMINATION AND ASSESSMENT

1. Coursework
 - a. A student will take course examinations, where each course will be examined or otherwise assessed, at the end of the semester/quarter in which it is offered.
 - b. For medical or other compelling reasons, a student who is unable to sit for any course examination must apply in writing with a certificate signed by a registered medical practitioner at the earliest possible moment (but not later than seven calendar days after the examination concerned) to the academic unit for leave of absence.
 - c. A student who is absent from any examination without permission will be given a failing grade for that examination.
 - d. In some courses, assessment may be made otherwise than by examination when the programme of study so specifies.

- e. A student will be examined or assessed for every course he/she has registered for on the basis of his/her performance in that course. Criteria for examination or assessment may include one or any combination of the following: attendance, class-work, written assignments, laboratory work, field work, research papers, tests or examinations.

* 2. Thesis Writing

All courses should be completed before the oral defence. A student shall be examined by examiners at an oral defence on the subject of the thesis and/or approved course of study and research.

***N. EXAMINATION COMMITTEE**

For student who chooses the project report / internship and report option:

1. The examination committee shall be composed of:
 - a. The supervisor;
 - b. One academic staff.
2. The approval of the formation of the examination committee for project report / internship and report shall be obtained from the Dean/Director of the academic unit concerned or his/her delegate.

For student who chooses the thesis option:

1. After the candidate has submitted the thesis to the academic unit concerned, the Academic Council of the academic unit shall decide whether to submit a proposal for the examination committee to the Rector for approval.
2. The candidate shall be informed of the official composition of the examination committee.
3. The examination committee shall be composed of:
 - a. Two suitably qualified members of academic staff from the specific area of the master's degree programme;
 - b. The thesis supervisor.
4. Within 30 days after notifying the candidate of the composition of the examination committee, the examination committee shall declare in writing to accept the thesis or recommend its revision to the candidate with supporting reasons.
5. In the case of thesis revision, the candidate shall revise the thesis or declare to maintain it unchanged as presented within 90 days.
6. If the candidate does not submit the revised thesis within the said period nor declare waiving the revision, he/she shall be considered to have given up the candidacy. A failing grade shall be given.
7. A candidate must submit properly bound copies of the final version of the thesis approved by the examination committee upon successful completion of the oral defence examination. The exact number of copies of thesis and the submission deadline will be specified by the academic unit concerned. In addition, a candidate must also submit a soft copy of the said thesis to the academic unit concerned for onward transmission to the University Library, in ways and format as determined by the University Library.

***O. ORAL DEFENCE EXAMINATION**

1. The oral defence examination shall take place within 60 days after:
 - a. The day on which the thesis is officially accepted; or
 - b. The day on which the thesis revision or the declaration waiving the revision is submitted.

2. The oral defence examination shall be held with the presence of at least three members of the examination committee, one of whom must be the thesis supervisor.
3. The oral defence examination shall not exceed 90 minutes, during which the examination committee members can join in discussion.
4. When the oral defence examination is completed, the examination committee members shall meet to assess the examination and set out a deliberation on the candidate's final classification by open ballot, with supporting reasons. No abstention is permitted.
5. The chairperson of the examination committee has the deciding vote.
6. The final resolution shall be delivered in the form of pass "P" or fail "NP".
7. The proposal for the award of degrees shall be submitted to the Senate for approval. The minutes of the oral defence examination shall be submitted together with the proposal and shall record the voting results and comments on the oral defence.

P. GRADING SYSTEM

1. The below grading system is applicable to all academic units except the Faculty of Law:

Letter Grades	Grade Points	Percentage
A	4.0	93-100
A-	3.7	88-92
B+	3.3	83-87
B	3.0	78-82
B-	2.7	73-77
C+	2.3	68-72
C	2.0	63-67
C-	1.7	58-62
D+	1.3	53-57
D	1.0	50-52
F	0	Below 50

Letter grades are official grades. Grade points are used for the purpose of calculating the GPA. Grades other than F are passing grades.

2. For the Faculty of Law, 20-point scales are official grades. Scales at 10 or above are passing grades.
3. Other Grades

Grades	Definition	Remark
CW	Course Waiver	Assigned to a course that has been waived.
DX	Deferred Result	A temporary grade assigned to the students who ask for a supplementary examination with justifiable reasons.
I	Incomplete	Used when work is necessarily delayed through no fault of the student, such as a medical problem.

Grades	Definition	Remark
NP	Fail	Given to a course where the results are not counted towards the GPA.
P	Pass	
T	Audit	Assigned when an auditing student has completed, to the satisfaction of the instructor, the conditions established at registration as an auditing student.
W	Withdrawal	Assigned when a student has withdrawn from a course. The result will not be counted towards the GPA.
X	Course Exempted	Assigned in the case of a course exemption.

Q. GRADE POINT AVERAGE (GPA)

1. Semester GPA - This is a figure ranging from 0 to 4.0 (A=4.0) used to indicate the average performance of a student in the semester concerned.

a. Semester GPA:

$$\frac{\text{Total weighted points of all courses taken in the semester concerned}}{\text{Total number of credits enrolled in the semester concerned}}$$

b. Weighted points:

$$\text{Grade points} \times \text{the number of credits of the course concerned}$$

2. Cumulative GPA – This is a figure ranging from 0 to 4.0 (A=4.0) used to indicate the overall performance of a student in all the semesters of the specified years of studies.

Cumulative GPA:

$$\frac{\text{Total weighted points for all courses taken}}{\text{Total number of credits enrolled in all semesters}}$$

R. GRADUATION HONOURS

1. For Master’s degree programmes, honours upon graduation are awarded as follows:

- Excellent
- Very Good
- Good

2. For postgraduate certificate/diploma programmes, a graduation certificate will be awarded upon graduation, with no classification of honours.

3. Graduation and Issue of Graduation Certificates

a. Master’s Degree Programmes

Upon successful completion of coursework studies, students will be issued a coursework diploma. Upon the fulfilment of all graduation requirements and with the approval of the University Senate, academic awards will be conferred on students at a congregation.

b. Postgraduate Certificate/Diploma Programmes

*A student must complete all the required course work and obtain a minimum overall result of Grade B- (GPA 2.7) or 14 in 20-point scale for FLL and fulfil any other requirements as specified by the academic unit concerned as the graduation requirement.

Upon successful completion of studies at the University and with the approval of the University Senate, academic awards are conferred on students at a congregation.

Students eligible for academic awards for that particular year will be notified in writing of the details regarding the congregation, the collection of academic dress, and the award certificate.

The graduation certificate will be issued once only, as there will be no second printing. **Students are therefore strongly advised to ensure the safe-keeping of this important document.**

The University reserves the right to withhold conferment of an award on a student who has outstanding fees owed to the University, or who has otherwise failed to discharge all obligations towards the University.

S. DISCONTINUATION OF STUDIES

1. A student shall be required to discontinue studies under the following circumstances:
 - a. A student who has failed a Compulsory Major course more than once.
 - b. A student who has enrolled in more than 1 course and has failed two-thirds of the credit units for courses taken in one semester.
 - c. A student who cannot or is not in a position to complete his/her course of study within the prescribed period stated in B.5.
2. Students whose studies have been discontinued due to unsatisfactory academic performance or who have exceeded their maximum study period cannot register as a student of the University within the subsequent year.

Discontinued students returning after one year

For students who have been discontinued from their studies due to unsatisfactory academic performance, they should apply for re-admission and such application must be approved by the Vice Rector (Academic Affairs) with the recommendation from the Dean/Director of the academic unit concerned.

For students who have been discontinued from their studies by exceeding the maximum study duration, they should apply for regular admission as new students following all the procedures and rules for new students.

T. CHANGE OF MAJORS

Students cannot apply for change of major. However, any special request may be considered by the Dean/Director of the academic unit concerned on a case-by-case basis.

U. DEFERMENT OF STUDY

1. Application for deferment of study from a withdrawn or inactive student will not be considered. For definitions of withdrawn and inactive students, please refer to item V and X respectively.
2. Students who wish to postpone their studies should apply for deferment of study by submitting an application form to the Graduate School and securing the required signatures from the Dean/Director of the academic unit concerned before leaving the University. The University does not guarantee such students that the degree programme/courses will remain constant after they return to the University.
3. Students can apply for deferment of study for not more than 2 semesters at one time. If students wish to prolong their deferment period, they should submit another application before class commencement of the next semester after they have reached the previously approved deferment period. The total approved period of deferment of study cannot accumulate to more than 6 semesters. Any exceptional cases are subject to the endorsement of the Dean/Director of the academic unit concerned and the approval of the Vice Rector (Academic Affairs) via the Graduate School.

4. New students can apply for deferment of study for not more than one academic year. Application for such deferment should be made before class commencement. New students must fulfil all the conditions stated in their offer letters and submit the required amount of non-refundable deposit before they become eligible to apply for deferment of study. Such applications will only be permitted for medical reasons and exceptional cases with sound justification. For medical reasons, students are required to submit medical certificates issued by hospitals at the time of application. For exceptional cases with sound justification, students are required to specify the reason and submit written certification at the time of application.
5. Students who have deferred their studies and wish to return to the University should apply for resumption of study. Resumption is not granted automatically (See the item Y - Resumption/Re-admission of Study for details). Besides, new students are not permitted to transfer to another programme when they apply for resumption of study.
6. If students neither resume nor defer the studies before class commencement of the next semester after they have reached the previously approved deferment period, they will be considered having withdrawn from the University, and they have to apply for re-admission of study later if they wish to return to the University (See the item Y - Resumption/Re-admission of Study for details).

V. WITHDRAWAL FROM THE UNIVERSITY

1. Students who wish to terminate their studies at the University prior to graduation should apply for withdrawal of study by submitting an application form to the Graduate School.
2. Withdrawal grades will be recorded for each course at the time the student receives permission to withdraw. The grades are either "W", meaning that the student withdraws from the University before the examination period, or "F", meaning that the student does not take the examinations but withdraws during or after the examination period. However, if a student withdraws from the University after completing all the courses and examinations of a semester, all academic credits/grades are given for the courses taken in that semester.
3. Students who withdraw from the University and later wish to return must apply for re-admission of study. Re-admission of study is not granted automatically and is with lower priority than resumption of study during application consideration subject to quota availability. (See the item Y - Resumption/Re-admission of Study for details.)

W. CHECK-OUT

1. All withdrawn, suspended or discontinued students and those applying for deferment of study are required to complete and submit the check-out forms to the Graduate School before leaving the University. Students are required to clear all outstanding matters with the department concerned.
2. All graduates are not required to come in person to the University to complete the check-out procedures. However, students who have any outstanding records must clear their records with the department concerned. Otherwise, certificates of graduation and other official documents will not be issued.
3. A student may authorise another person to process the check-out procedures by filling in Graduate School's official authorisation letter. I.D. copies of both parties must be submitted.
4. Students who withdraw voluntarily from the University sever their connection with the University.

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5. If students leave the University in the course of study without going through the check-out procedures, no official document (such as testimonial, transcript or graduation certificate) will be issued.

X. INACTIVE STUDENTS

1. Students admitted or resuming in academic year 2013/2014 or before who do not settle their tuition fees (including continuation fee) ten calendar days after the commencement of classes in any semester will be considered inactive students.
2. Students admitted or resuming in academic year 2014/2015 onwards who do not enrol in any courses or do not settle their tuition fees ten calendar days after the payment deadline in any semester will be considered inactive students.
3. Inactive students will be prohibited from attending classes, using any services or facilities of the University, and applying for any official documents. For students who become inactive from academic year 2015/2016 onwards, the maximum inactive duration is two semesters cumulatively. If inactive students wish to return to the University within the inactive duration, they must make up the check-out procedures and apply for re-admission of study. An administration fee will be charged for the late check-out procedures, and a re-admission fee based on the number of inactive semesters will be charged upon approval of re-admission. Please refer to "Fees and Other Charges" for the relevant fees. Re-admission of study is not granted automatically and is with lower priority than resumption of study during application consideration subject to quota availability. Also, inactive students are with lower priority than withdrawn students for re-admission (See the item Y - Resumption/Re-admission of Study for details).

Y. RESUMPTION/RE-ADMISSION OF STUDY

1. Students who have deferred their studies and wish to return to the University should apply for resumption of study, while withdrawn, discontinued or inactive students should apply for re-admission of study.
2. Students returning to the University either through resumption or re-admission can continue their study with all the previous academic records. However, the procedures for resumption and re-admission are different from each other and re-admission is with lower priority than resumption of study during application consideration subject to quota availability. Also, discontinued and inactive students are with lower priority than withdrawn students for re-admission.
3. It should be noted that the total duration for deferment of study, withdrawal of study, and inactive period should not exceed six semesters altogether, and the inactive period should not exceed two semesters independently. No resumption or re-admission of study will be considered if students cannot fulfil this duration requirement. Any exceptional cases are subject to the endorsement of the Dean/Director of the academic unit concerned and the approval of the Vice Rector (Academic Affairs) via the Graduate School.

Students who cannot return to the University through resumption or re-admission have to apply for regular admission if they wish to study at the University afterwards and all the previous academic records will be expired.

4. **Procedures for Resumption of Study**
When students apply for resumption of study, they should submit written applications to the Graduate School before class commencement of a certain semester for the approval from the Dean/Director of the academic unit concerned. Any applications submitted on/after the first day of classes will be directly rejected by the Graduate School. The applicants must

meet all the admission requirements prevailing at the time of resumption and successful applications will be effective in the specific semester required by the students.

In addition, all resuming students who have deferred their studies due to health issues are required to submit a Medical Examination Report to the Graduate School during the resumption process. This report is to prove that the student has recovered from the health issues and is capable of pursuing his/her studies at the University. If a student has already had a medical check-up within three months prior to resumption, he/she may submit a certified true copy of that medical report.

5. **Procedures for Re-admission of Study**

When withdrawn and inactive students apply for re-admission of study, they should submit written requests to the Graduate School for the approval from the Dean/Director of the academic unit concerned. For inactive students, they must make up the check-out procedures before applying for re-admission; however, they are not required to obtain approval from the Dean/Director of the academic unit concerned for the check-out. Also, an administration fee will be charged for the late check-out procedures, and a re-admission fee based on the number of inactive semesters will be charged upon approval of re-admission (Please refer to "Fees and Other Charges" for the relevant fees).

When discontinued students apply for re-admission of study, they should submit written requests to the Graduate School for the approval of the Vice Rector (Academic Affairs) with the recommendation from the Dean/Director of the academic unit concerned. All re-admission application should be submitted to the Graduate School before class commencement of a certain semester and any applications submitted on/after the first day of classes will be directly rejected by the Graduate School. The applicants must meet all the admission requirements prevailing at the time of re-admission and successful applications will be effective in the following semester.

6. All resuming and re-admitted students should pay their tuition fees according to the tuition schemes of the resuming/re-admitted year and are required to check the study plan with the general office of the academic unit concerned.

Z. CHANGE OF PERSONAL INFORMATION

1. Students should inform the Graduate School immediately of any change of personal particulars entered in the students' registration records.
2. For changes of address (such as home address, postal address and email address) and contact numbers, requests may be sent through email. All current students can also directly change their addresses and contact numbers through the myUM (<http://myum.um.edu.mo>).
3. For changes of other personal particulars not mentioned above, students must submit an application form to the Graduate School in person with personal identification documents presented. Such application will not be accepted after graduation or withdrawal from the University.

AA. CERTIFICATION

1. Academic Transcripts and Testimonials
 - a. An academic transcript is a certification of a student's record of academic performance at the University and it shows the student's grades obtained in a programme up to the latest final examination taken. Students can apply for transcripts after the academic reports have been released. A testimonial is a certification of the student's present registration status with regard to his/her studies at the University.
 - b. Students can apply for academic transcript or testimonial by submitting an application

from to the Graduate School. The charge per copy may be found in “Fees and Other Charges”. If students submit their applications by post in Macao, a cheque or cashier’s order for the amount due should be enclosed. For overseas applicants, payment must be paid by either cashier’s order or bank draft; an additional handling fee will be charged. Please refer to “Fees and Other Charges” for further details.

- c. To avoid delay, please remember that requests for transcripts by other parties must bear the student’s authorisation before the Graduate School can process the requests. During examination and assessment periods, the issuing of transcripts may be suspended or delayed.
- d. The University reserves the right to withhold an academic transcript or a testimonial from a student who has outstanding fees owing to the University, or who has otherwise failed to discharge all obligations towards to the University.

2. Certified True Copy of Academic Documents

Students may apply for certified true copies of academic documents issued by the University, such as graduation certificates and academic transcripts, by submitting an application form to the Graduate School. Please refer to “Fees and Other Charges” for the relevant charges. However, the Graduate School will provide a free service to students who apply for admission to the programmes offered by the University.

AB. ACADEMIC HONESTY

Students should uphold the principle of academic integrity and pursue their studies with passion and honesty. They should avoid committing any act of academic dishonesty, including but not limited to cheating, fabrication, collusion and plagiarism. Plagiarism is a serious academic offence and the University shall penalize the student who is proved to have incorporated others’ works as his/her own work according to the “Student Disciplinary Regulations of the University of Macau” (SAO.03/201406/100). Regarding the types and handling procedures of academic dishonesty, please refer to the “Rules on Handling Student Academic Dishonesty” (AAO-REG.04/201112/068).

Annex

FEES AND CHARGES

For details about fees and charges, please refer to the “Fees and Charges” section of the UM Academic Calendar or the homepage of the Treasury Section of the Finance Office (<http://fo.um.edu.mo/>).

IMPORTANT ANNOUNCEMENTS

Notices such as important announcements, examination schedules or university activities will be posted on notice boards. There are also electronic bulletin boards, which display messages campus-wide and can be easily accessed through the campus computer network. In addition, the University sends important notices to students through SMS (short message service) or emails (university’s accounts only). Students should check the campus notice-boards, electronic bulletin boards and university’s email accounts to learn about University news and events.