

# GENERAL RULES GOVERNING BACHELOR'S DEGREE PROGRAMMES

(Approved by the Rector on 14 May 2019)

## A. ADMISSION

1. Admission is governed by the University Admission Rules (*Admission Rules Governing Bachelor's Degree Programmes; Admission Rules Governing Master's Degrees & Postgraduate Certificates / Diploma Programmes; Admission Rules Governing PhD Programmes*). Applicants must satisfy the University admission requirements, and any additional requirements imposed by the academic unit they intend to enter.
2. Students should not enrol/register in any other universities upon registration at UM.
3. 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 programmes of study leading to the degrees of Bachelor of Arts (BA), Bachelor of Business Administration (BBA), Bachelor of Education (BEEd), Bachelor of Law (LLB), Bachelor of Science (BSc), Bachelor of Social Sciences (BSocSc) or such other degrees as approved by the University authority.
2. Students will be awarded the appropriate bachelor's degree provided that they have:
  - a. undertaken a programme of study for a period normally of not less than four years for bachelor programmes; and
  - b. completed the prescribed courses; and
  - c. passed the prescribed examinations; and
  - d. paid the prescribed fees; and
  - e. fulfilled the requirements of the rules of the University.
3. Students must register in a programme of study on the specified dates in any one academic year, with compulsory attendance at classes.
4. The maximum duration of studies will be 175% of the normal duration of the programme.

## C. ACADEMIC YEAR

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

## D. REGISTRATION

1. New students are normally admitted as "first-year students" and will be considered registered students upon proper completion and submission of all registration materials to the Registry with tuition fees settled, while returning students will be considered registered students upon settlement of tuition fees.
2. Students are normally categorised as first, second, third, fourth or fifth year based on the number of credits gained. In special cases, such as transferring from one programme to another, or falling behind in studies because of failure in many courses, categorisation will be based on the advice of the academic unit.

3. A student must register in the name which appears in his/her personal identification documents.
4. Student Cards
  - a. All students will be issued with student cards (UM Campus Card).
  - b. A student card cannot be used by anybody other than the holder.
  - 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 Registry. A card replacement fee will be charged to the student.
  - d. Students may refer to the "Rules Governing the Use of UM Campus Card" for further details.

#### **E. CREDIT AND COURSE LOAD**

1. The number of teaching hours of a credit is at least 15. Teaching hours include all kinds of face-to-face contact hours, such as lecture hours, laboratory hours, tutorial hours and legal practice, etc.
2. The number of study hours of a credit is 45. Study hours include the time required for any forms of teaching modes. Besides the ones mentioned in the above point, they also include internship, project, field work or practical training, laboratory or experimental work, participation in seminars, conference or assessment, etc.
3. Course Load for Students
  - a. In addition to the Community and Peer Education courses, a student is normally allowed to take a maximum of 21 credits in a semester (an academic unit may allow less as the maximum).
  - b. A student may take up to 24 credits in a semester if he/she achieves a cumulative GPA of 2.0 or better. Student who wishes to increase the course load should submit a written application with strong justification to his/her home academic unit. Endorsement from the head of the department or programme coordinator and approval from the Dean of student's home academic unit must be sought.

#### **F. COURSE ENROLMENT**

1. Course Enrolment includes two processes, pre-enrolment and course add/drop. Students may refer to the Course Enrolment Handbook for further details.
2. Except under very special circumstances as approved by the Dean 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.
3. 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.
4. A student shall not be allowed to take courses where lecture-time schedules conflict.
5. Students will not be entitled to proceed to pre-enrolment or course add/drop if there is any outstanding tuition fee.
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

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- not be considered.
- b. Adding a new course depends on the availability of section quota.
  - c. A student who drops a course without going through the prescribed procedures 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 three credits 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 Registry by the end of the 11<sup>th</sup> week of a semester. For Summer Term, students who wish to withdraw from a course should submit an application form to the Registry office at least five working days before the last class of the course concerned. 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**  
Courses specified in the undergraduate programmes are designated as Compulsory Major course (CM), Required Elective (RE), Community and Peer Education course (CPE), Languages and Skills course (L&S), General Education course (GE), Free Elective (FE) or Minor course (MI).
- a. Compulsory Major courses must be taken in the semester indicated. A student who fails a Compulsory Major course is required to retake that course.
  - b. 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.
  - c. Community and Peer Education courses focus on experiential learning and are run jointly by the Faculties and the Residential Colleges. A student who fails a Community and Peer Education course will be required to retake that course.
  - d. Languages and Skills courses include English language courses, Chinese language course, Portuguese language course and Information Technology course. A student who fails an English language course or Information Technology course will be required to retake that course. A student who fails a Chinese or Portuguese language course will be required to either retake the same course or take the other course.
  - e. General Education courses are courses listed in the General Education Programme. A student who fails a General Education course will be required to either retake the same course or take another course within the same area. Within individual major programmes, some restrictions on the selection of General Education courses may be prescribed.
  - f. 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 be required to either retake the same course or take another course to fulfil graduation requirements. Within individual programmes, some courses may not be considered Free Electives.
  - g. Minor courses are courses designated by the Minor Programme.
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## G. UNDERGRADUATE CURRICULUM MODEL

The following undergraduate curriculum model is implemented in academic year 2020/2021 onwards:

Course Types		No. of Credits
1.	Major (CM + RE)	40 – 66
2.	Community and Peer Education (CPE)	3
3.	Languages and Skills <sup>^</sup> (L&S)	3 – 15
4.	General Education (GE)	24 – 27
5.	Free Elective (FE)	9 – 50
<b>Minimum Credit Requirement</b>		<b>120</b>

<sup>^</sup> Students who test out of the Languages and Skills course(s) are required to make up the credits by taking additional Free Elective(s).

## H. COURSE RETAKE

1. A student can retake a course only if the course result is below Grade C (2.0).
2. There is no limit to the number of times a student retakes a course. The results of all attempts will be recorded and shown on the transcript. Only the highest grade among all attempts will be considered in GPA calculation: if this grade is Grade C (2.0) or below, it will be counted towards the GPA; if this grade is above Grade C, only Grade C (2.0) will be counted towards the GPA.

## I. 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 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%

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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.

### **J. 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.

### **K. ATTENDANCE AND ABSENCE**

1. Attendance
  - a. Participation in the work of a course is a precondition for a student's achievement of credits in that course.
  - b. A student whose studies are discontinued will not be permitted to attend classes during the period of suspension.
2. Absence
  - a. A student who cannot attend classes because of illness must inform the teacher

concerned in writing at the earliest opportunity. When longer absence is necessary (over three days) or when absence from examinations is in question, a student must submit in writing an application for leave of absence to the Dean or Director of the course offering unit concerned, together with a certificate signed by a registered medical practitioner.

- b. A student who, during his studies, desires leave of absence for more than two full consecutive days for non-medical reasons must apply to the Dean or Director of the course offering unit concerned in writing at the earliest opportunity, stating the reasons for which the leave of absence is sought. Permission for such leave will only be granted in exceptional circumstances and on a case-by-case basis.
- c. 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.
- d. If the expected period of leave is of a significant duration, students should apply for deferment of studies.

**L. EXAMINATION AND ASSESSMENT**

- 1. A student will take course examinations, where each course will be examined or otherwise assessed at the end of the semester in which it is offered.
- 2. 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 Dean or Director of the course offering unit for leave of absence.
- 3. A student who is absent from any examination without permission will be given a failing grade for that examination.
- 4. In some courses, assessment may be made otherwise than by examination when the programme of study so specifies.
- 5. 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.

**M. 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. This grade must be converted to a regular grade by the commencement of the following semester; otherwise it will be converted to "F".
NP	Fail	Given to a course where the results are not counted towards the GPA.
P	Pass	
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.

#### N. 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:

Total weighted points of all courses taken in the semester concerned

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Total number of credits enrolled in the semester concerned

- b. Weighted points:

Grade points x 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:

Total weighted points of all courses taken in all semesters

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Total number of credits enrolled in all semesters

3. The presentation of GPA is truncated, not rounded, to two decimal places.

#### O. SCALE AVERAGE (SA)

1. Semester SA – This is a figure ranging from 0 to 20 used to indicate the average performance of a student in the semester concerned.

- a. Semester SA:

Total weighted points of all courses taken in the semester concerned

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Total number of credits enrolled in the semester concerned

- b. Weighted points:  

$$20\text{-point scale} \times \text{the number of credits of the course concerned}$$
2. Cumulative SA – This is a figure ranging from 0 to 20 used to indicate the overall performance of a student in all the semesters of the specified years of studies.
- Cumulative SA:  

$$\frac{\text{Total weighted points of all courses taken in all semesters}}{\text{Total number of credits enrolled in all semesters}}$$
3. The presentation of SA is truncated, not rounded, to two decimal places.

## P. ACADEMIC HONOURS

### Dean's and Rector's Honour Lists

Students in bachelor's degree programmes will be placed on the Dean's and Rector's Honour List at the end of the first or second semester if they meet the following criteria:

■ **For Dean's Honour List:**

An eligible student should be a registered student in the relevant semester who completes at least 15 credits or the number of credits required by the designated study plan of the semester at the University and achieves a semester GPA of 3.3 / semester SA of 14 or better in that semester.

■ **For Rector's Honour List:**

The Rector's Honour List is compiled on the Dean's recommendation. Only the best registered student in each academic unit will be selected, and the candidates must complete at least 15 credits or the number of credits required by the designated study plan of the semester at the University and achieve a semester GPA of 3.5 / semester SA of 16 or better in both semesters of that academic year.

Students going out for study, research, exchange, or other relevant academic activities or on leave for one semester or one academic year would not be included in the Dean's or Rector's Honour Lists in that semester or academic year.

## Q. GRADUATION

1. Students are required to fulfil the following requirements in order to graduate:
- GPA Requirement  
 For programmes using GPA system, students are required to achieve a cumulative GPA of 2.0 or above.
  - Residential College (RC) Requirement  
 Mandatory residence of two semesters is normally required for the 1<sup>st</sup> year students. All students are required to fulfil the requirements specified by the RC system and the affiliated RC.

The University will **NOT** issue any certificates to those students who pass all the required courses but do not fulfil both the minimum GPA requirement and the RC requirement for graduation. However, transcripts will be issued to the students.

2. Graduation and Issue of Graduation Certificates  
 Upon successful completion of studies, fulfillment of both the GPA requirement and the RC requirement at the University, and with the approval of the University's Senate, academic awards are conferred on students at a congregation.

Students eligible for academic awards for that particular year, including those graduating



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after semester 1 and semester 2, 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.

## **R. ACADEMIC WARNING, PROBATION AND DISCONTINUATION OF STUDIES**

### **1. Academic Warning**

A student shall be placed on Academic Warning if he/she has obtained a semester GPA or cumulative GPA below 1.70 in any registered semester.

A student on Academic Warning will receive a written warning about his/her unsatisfactory academic performance and the required academic advising from the concerned academic unit.

### **2. Academic Probation**

A student shall be placed on Academic Probation for one semester if he/she has obtained a semester GPA or cumulative GPA below 1.70 in any two consecutive registered semesters.

A student on Academic Probation will receive a written warning about his/her unsatisfactory academic performance. The study load of the student shall be restricted to a maximum of 12 credits. Such student shall be required to seek academic advice from his/her home academic unit on a regular basis (usually at least once a month) during the probation semester. His/Her performance shall be reviewed at the end of the probation semester:

- a. If a student obtains both semester GPA and cumulative GPA of 1.70 or above in the probation semester, his/her Academic Probation will be lifted.
- b. If a student obtains either a semester GPA or cumulative GPA below 1.70 in the probation semester, his/her Academic Probation will be extended for one more semester.
- c. If a student obtains both semester GPA and cumulative GPA below 1.70 in the probation semester, he/she will be required to discontinue his/her studies.

The Registry will send the list of students to be discontinued of studies to the concerned academic units for confirmation. For special cases, the Dean of the academic unit concerned may extend the probation period for one more semester with strong justifications. In any case, a student shall be placed on Academic Probation for not more than three registered semesters.

### **3. Students whose studies have been discontinued due to unsatisfactory academic performance or exceeding the maximum study duration cannot be re-admitted to the *same programme* in the following periods, unless special approval has been granted by the Vice Rector (Academic Affairs):**

- a. within the following year (two semesters) after discontinuation; or
- b. three years (six semesters) after discontinuation.

Discontinued students who wish to be re-admitted to the same programme other than the periods mentioned above should apply for re-admission, and such application shall be considered and approved by the Dean of the academic unit concerned (See the item Y –

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Resumption/Re-admission of Study for details).

### **S. TRANSFER OF PROGRAMME**

1. Students may apply for transfer of programme within the scheduled period in each semester and may apply to a maximum of two programme choices according to the order of preferences. Students are not eligible to apply for transfer of programme in their first registered semester at UM.
2. All applications must be approved by the Dean of the academic unit of the programme transferred to.
3. The approved applications for transfer of programme will be effective in the following semester.
4. Any student can have only one approved transfer of programme during his/her undergraduate study at UM.
5. For students transferring between programmes not offered by the Faculty of Law, the results of courses taken previously will all be included in the GPA calculation for graduation.
6. For students transferring between the programmes offered by the Faculty of Law and other programmes, the results of courses taken previously will not be counted towards the final results for graduation, but the credits gained will all be counted.

### **T. PURSUING MINOR PROGRAMMES**

1. A minor programme requires 30-35 credits of courses.
2. A student who wishes to apply for enrolling in a minor programme should achieve a cumulative GPA of 2.0 or above (Grade C or better).
3. Students may apply for minor programme within the scheduled period in each semester and can pursue a maximum of two minor programmes but they are not eligible to apply for it in their first registered semester at UM. Students having prior approval for pursuing minor programme will be given priority in course enrolment. However, students without prior approval may also apply for qualification of a minor programme in the 2<sup>nd</sup> semester of the final year of study if they have successfully enrolled in all the courses required by the minor programme.
4. Changing minor programme is subject to approval of the academic unit of the minor programme changed to. Any student can have only one approved change of minor programme during his/her undergraduate study at UM.
5. In order to graduate with a minor qualification, a student must complete all requirements of the enrolled minor programme, as well as all the requirements of the major programme of study. The courses taken for minor programme cannot be counted towards students' major programme and vice versa. The results achieved from the minor courses will not be calculated towards the GPA calculation for graduation.
6. Students who graduate with a minor qualification will have a certificate awarded together with a separate transcript indicating all the courses taken for the minor programme.
7. A student who wishes not to continue their enrolled minor programme should apply for withdrawal from minor programme by submitting an [application form](#) to the Registry. The courses taken previously for the withdrawn minor programme will all be counted towards

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students' major programme and included in the GPA calculation for graduation.

#### **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 Registry and securing the required signatures from the Dean of home academic unit 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 two semesters at one time. If students wish to prolong their deferment period, they should submit another application before the first day 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 six semesters.
4. New students can apply for deferment of study for not more than one academic year. Application for such deferment should be made before the first day of the semester. 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, students are not permitted to transfer to another programme when they apply for resumption of study.
6. If students neither apply for resumption of study nor submit another deferment application before the first day 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 from studies by submitting an application form to the Registry.
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. It is with lower priority than resumption of study during application consideration and is subject to quota

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availability (See the item Y - Resumption/Re-admission of Study for details).

#### **W. CHECK-OUT**

1. All withdrawn, discontinued students and those applying for deferment of study are required to complete and submit the check-out forms to the Registry before leaving the University. Students are required to clear all outstanding matters with the department concerned.
2. 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 who fail to enrol in at least three credits of course(s) or do not fully settle their tuition fees in any semester will be considered inactive students.
2. Students are required to settle their tuition fees before the payment deadline. When students fail to settle their tuition fees by the due date, they may settle their overdue payment with an overdue administrative charges within 10 calendar days after the payment deadline (Please refer to Fees and Other Charges for details). Any requests for late payment after 10 calendar days of the payment deadline will not be considered and any students who do not have their tuition fees fully settled by the said time 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 apply for re-admission of study. Re-admission of study is not granted automatically. It is with lower priority than resumption of study during application consideration and is 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. Re-admission is with lower priority than resumption of study during application consideration and is 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. In this case, all academic records will be expired and students have to apply for admission if they wish to study at the University afterwards.
  4. **Procedures for Resumption of Study**  
When students apply for resumption of study, they should submit written applications to the
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Registry before the first day of a certain semester for the approval from the Dean of student's home academic unit. Any applications submitted on/after the first day of classes will be directly rejected by the Registry. 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 Registry 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, discontinued and inactive students apply for re-admission of study, they should submit written requests to the Registry for the approval from the Dean of student's home academic unit. 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 of student's home academic unit 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). All re-admission application should be submitted to the Registry before the first day of a certain semester and any applications submitted on/after the first day of classes will be directly rejected by the Registry. 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 Registry 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 (<https://myum.um.edu.mo>).
3. For changes of other personal particulars not mentioned above, students must submit an application form to the Registry 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 e-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 form to the Registry. 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 Registry can process the requests.
  - 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 Registry. Please refer to "Fees and Other Charges" for the relevant charges.

### **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. Regarding the types and handling procedures of academic dishonesty, please refer to the Rules on Handling Student Academic Dishonesty.