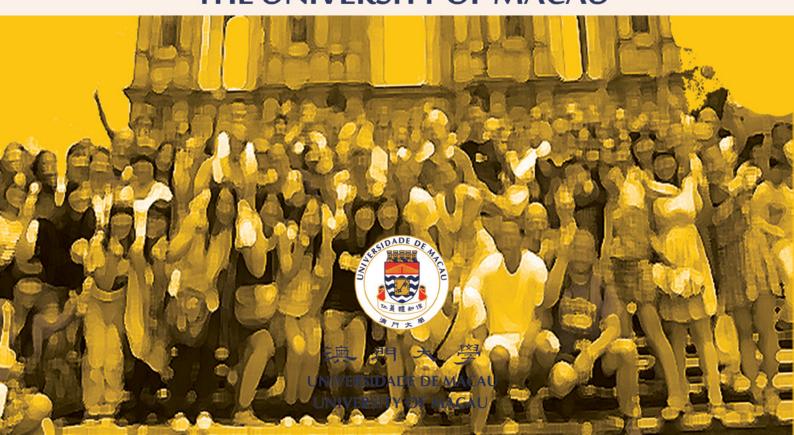


International Exchange Student Handbook

THE UNIVERSITY OF MACAU





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INTRODUCTION

I. Application

■ TIME OF ADMISSION

Applicants must currently be enrolled at universities with which the University of Macau (UM) has an exchange agreement.

Exchange Period	Application Deadline
Full year (mid-August to mid-May)	30 March
1st semester (mid-August to mid-December)	30 March
2nd semester (January to mid-May)	30 September

■ EXCHANGE STUDENT STATUS AT UM

Exchange students will enjoy the same rights and privileges as regular local students at UM. They will be entitled to receive a report of their academic results at UM, which will be sent to their home universities only if they have settled all outstanding payment and finished the check-out procedure at the UM before their departure of Macau.

■ APPLICATION DOCUMENTS TO BE SUBMITTED

BEFORE ARRIVAL

- 1. Application Form Chinese address is required for Mainland Exchange Students
- 2. Accommodation Form
- 3. Course Selection Form
- 4. Copy of ID Card (for Mainland Exchange Students only)
- 5. Copy of Passport (for International Exchange Students only)
 - Expiry date: at least 1 month after the end of exchange period
- 6. 6 Colored Passport-sized Photos (with white background)
- 7. Transcripts academic report / course grades issued by home university
- 8. Testimonial letter of selection issued by home university with exchange period
- 9. Copy of Medical Insurance covers the period of stay in Macau

UPON ARRIVAL (except Mainland China Exchange Students)

- 1. Original Medical Examination Form
 - To be done within 3 months before coming to Macau (except Mainland China Exchange Students)
 - Medical check-up done at home country must be signed by home doctor for validation
- 2. English Report / Film of the X-Ray Test on Lungs
- 3. Copy of Tetanus Vaccination Record

II. Academic Calendar

University of Macau's academic year consists of two semesters of 14 weeks each. Classes start by the mid of August for the 1st semester and in January for the 2nd semester. Exchange students can choose to enroll for either one semester or one full academic year. Below are the important dates of UM and some activity schedules:

DATE OF TERM

First Semester	
Arrival Date	16 Aug 2014 – 17 Aug 2014
Registration	18 Aug 2014
Orientation Week	18 Aug 2014– 22 Aug 2014
UM Convocation	23 Aug 2014
Course Enrollment	18 Aug 2014 PM (tentatively)
Classes	25 Aug 2014 – 29 Nov 2014
Recess/Revision	30 Nov 2014 - 5 Dec 2014
Examination	6 Dec 2014 - 19 Dec 2014

Second Semester (tentative)			
Arrival Date	27 Dec 2014 - 28 Dec 2014		
Registration	29 Dec 2014		
Orientation	29 - 30 Dec 2014, 2 - 3 Jan 2015		
Course Enrollment	29 Dec 2014 PM (tentative)		
Classes	5 Jan 2015 - 2 May 2015		
Lunar New Year	14 Feb 2014- 1 Mar 2014		
Recess			
Easter	3 Mar 2015 - 7 Mar 2015		
Revision	26 April 2015 - 3 May 2015		
Examination	4 May 2015 – 15 May 2015		

UNIVERSITY AND SOCIAL ACTIVITIES

August	Orientation Week, Macau Sight-seeing Tour	
September	Cultural Exchange Activities Barbecue	
October	UM International Week	
November	Macau Grand Prix, Farewell Dinner	
January	Orientation Week, Macau Sight-seeing Tour	
February	Cultural Exchange Activities	
March	Cultural Exchange Activities, UM International Week	
April	Barbecue, Farewell Dinner	

■ FESTIVALS

Date	Day of week	Event / Festival
Aug 2014	TBC	FIVB volleyball World Grand Prix™ Macau 2014
8, 13, 20, 27 Sep & 1 Oct 2014		26th Macau International Fireworks Display Contest
8 Sep 2014	Mon	Mid-Autumn Festival
1 Oct 2014	Wed	National Day of the People's Republic of China
2 Oct 2014	Thu	Festival of Ancestors (Chung Yeung Festival)
23 - 26 Oct 2014	Thu - Sun	19th Macau International Trade and Investment
24 - 26 Oct 2014	Fri - Sun	17th Lusofonia Festival
Oct 2014	TBC	28th Macau International Music Festival
Oct 2014	TBC	12th Macau A-Ma Cultural & Tourism Festival
Oct 2014	TBC	Macau International Kart Grand Prix
2 Nov 2014	Sun	All Souls Day
7 - 23 Nov 2014		14th Macau Food Festival
8 - 23 Nov 2014		14th Macau City Fringe Festival
13 - 16 Nov 2014	Thu - Sun	61st Macau Grand Prix
7 Dec 2014	Sun	Macau International Marathon
8 Dec 2014	Mon	Feast of Immaculate Conception
20.0 - 2014	C-1	2014 Parade through Macau, Latin City & Macau
20 Dec 2014	Sat	Special Administrative Region Establishment Day
24 - 25 Dec 2014	Wed - Thu	Christmas Holidays
19 - 21 Feb 2015	Thu - Sat	Lunar New Year
3 - 5 Apr 2015	Fri - Sun	Easter
TBA	TBA	Macau Arts Festival
18 May 2015	Mon	International Museum Day

■ PUBLIC HOLIDAYS

Date	Day of	Event / Festival
	week	
9 Sep 2014	Tue	The Day Following Mid-Autumn Festival
1 Oct 2014	Wed	National Day of the People's Republic of China
2 Oct 2014	Thu	The Day Following National Day of the PRC
3 Oct 2014	Fri	Special grant for exempt from work by the Chief Executive
2 Nov 2014	Sun	All Souls Day
3 Nov 2014	Mon	Special grant for exempt from work by the Chief Executive
8 Dec 2014	Mon	Feast of Immaculate Conception
20 Dec 2014	Sat	Macau Special Administrative Region Establishment Day
22 Dec 2014	Mon	Winter Solstice
23 Dec 2014	Tue	Special grant for exempt from work by the Chief Executive
24-25 Dec 2014	Wed - Thu	Christmas Holidays
1 Jan 2015	Thu	New Year's Day
19 - 21 Feb 2015	Thu - Sat	Lunar New Year
23 Feb 2015	Mon	Special grant for exempt from work by the Chief Executive
3 - 5 Apr 2015	Fri - Sun	Easter
6 - 7 Apr 2015	Mon - Tue	Special grant for exempt from work by the Chief Executive
1 May 2015	Fri	Labor Day
25 May 2015	Mon	The Buddha's Birthday (Feast of Buddha)

III. Orientation Week

Before the semester starts, we will organize an orientation week for exchange students in which you will learn the Chinese culture and festivals, Cantonese speaking and writings, etc... We also include a Macau sight-seeing tour where we visit the museums and famous places of Macau. The typical Chinese food will sure be unforgettable.

■ ORIENTATION WEEK SCHEDULE (FIRST SEMESTESR)

	09:15	Gather at the entrance of UM Postgraudate House
	09:30 – 11:30	Registration &* Course Enrolment Briefing
10 Λιισ	11:30 – 13:00	UM Campus Tour & Library Tour
18 Aug	13:00 – 14:00	Lunch - Restaurant on campus
	14:00 – 17:30	Course Enrolment
	18:00 – 20:00	Dinner - Portuguese Food (Taipa) (€14)
	14:30 - 16:00	Introduction Course (I)
19 Aug	16:00 – 17:30	Postgraduate House Introduction
	18:00 – 19:00	Dinner - Korean BBQ (Taipa) (€12)
	14:15	Gather at the entrance of UM Postgraduate House
20 Aug	14:30 – 18:00	Macau Sight-seeing Tour (I)
	18:30 – 20:00	Dinner - Indian Buffet (Taipa) (€13)
	14:30 – 16:00	Introduction Course (II)
21 Aug	16:00 – 17:30	Guest Lecture – Macau Gaming History & Development
	18:00 – 20:00	Dinner – Hot Pot (Taipa) (EURO \$14)
	09:30 - 18:00	Macau Sight-seeing Tour (II)
22 Aug	18:00 – 19:30	Dinner - Typical Chinese Food (Macau) (€ 14)
	19:30 – 20:30	Night Walk in old town

■ SIGHT-SEEING TOUR SCHEDULE (TENTATIVE)

Sight-seeing Tour I

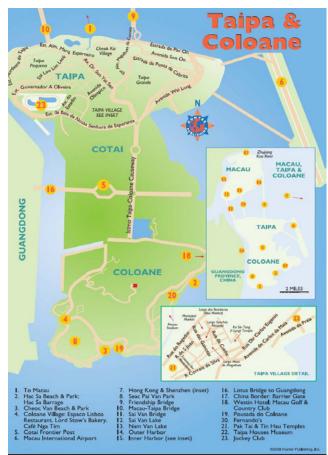
14:30	Hac Sa Beach
	Taipa House Museum
15:15	Pass-by: Kart Racing, Industrial Zone, Macao Dome, CoTai Strip, Venetian, Olympic
	Aquatic Centre, Macau Stadium
16:00	Kun lam Temple
	Pass-by: Macau Airport, Chinese Grave yard, Friendship Bridge
16:30	Grand Prix Museum, Wine Museum, Lotus Square
17:15	Macau Tower
18:30	Dinner - Indian Buffet (Taipa) (€ 11)

Sight-seeing Tour II

Sight-seeing Tour II will be arranged and led by your Buddy, which is a member of our Buddy Programme. The suggested routes of travelling around Macau are as followed:

Route A	Route A		
Time	Destination		
09:30-10:30	A-Ma Temple		
10:30-11:00	Maritime Museum (Mop 10)		
11:00-12:00	Moorish Barracks, Mandarin's House, Lilau Square		
12:00-13:00	Dom Pedro V Theatre, St. Augustine's Church, Sir Robert Ho Tung Library		
13:00-14:30	LUNCH BREAK		
14:30-15:30	Leal Senado Square, Igreja da Sé, St Dominic's Church		
15:30-16:30	The Ruins of St. Paul's, Na Tcha Temple		
16:30-18:00	Fortress of Our Lady of the Mount of St. Paul, Macau Museum (Mop 15)		
Route B			
Time	Destination		
09:30-10:30	The Ruins of St. Paul's, Na Tcha Temple		
10:30-12:00	Fortress of Our Lady of the Mount of St. Paul, Macau Museum (Mop 15)		
12:00-13:00	Leal Senado Square, Igreja da Sé, St Dominic's Church		
13:00-14:30	LUNCH BREAK		
14:30-15:30	Dom Pedro V Theatre, St. Augustine's Church, Sir Robert Ho Tung Library		
15:30-16:30	Lilau Square, Mandarin's House, Moorish Barracks		
16:30-17:00	Maritime Museum (Mop 10)		
17:00-18:00	A-Ma Temple		
17:00-18:00	Dom Pedro V Theatre, St. Augustine's Church, Sir Robert Ho Tung Library		





■ INTERNATIONAL WEEK (OCTOBER 2014 & MARCH 2015)

Organized every semester, in which the exchange students are responsible to promote their home countries and universities to Macau students. This includes an opening ceremony, country performance competition, international food festival, home countries and universities exhibition.

Therefore, it is advised to bring along with some information about your university and home country for these activities.





Student Life



STUDENT LIFE

I. About the University of Macau (UM)

Founded in 1981, UM was formerly a private institution known as the University of East Asia. It was acquired by the local government in 1988 and renamed University of Macau in 1991, becoming the only public university in Macao. It currently offers approximately 130 degree programmes, including bachelor's programmes, master's programmes, PhD programmes, and other programmes. English is the main medium of instruction. UM has an outstanding faculty team comprised of internationally recruited scholars with rich teaching experience and impressive academic backgrounds, many of whom graduated from well-known universities.

The new campus covers approximately one square kilometre, with a building area of approximately 800,000 square metres. It has more than 60 buildings, and is 20 times the size of the current campus. The new campus can accommodate more than 10,000 students. The new campus has a profound impact on the long-term development of higher education in Macao in that it brings new programmes, new facilities, a new campus culture, and a new mode of management for UM, the most representative higher education institution in Macao.

For further information on new campus please refer to: http://www.umac.mo/new_campus_project/



Effective on 25 June 2014 REV007

■ UM Emblem and Motto

The emblem of UM features a five-towered crest encircled by golden rings and the name of the university in Chinese and Portuguese.

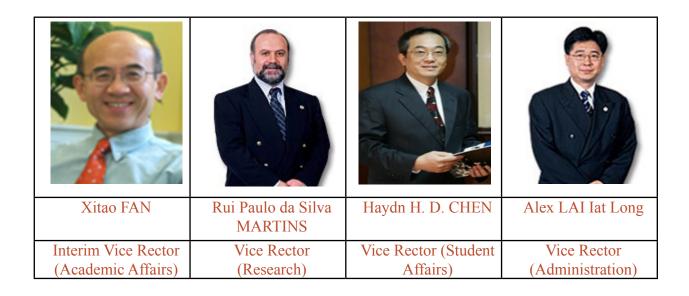
- The key on the book is the key to knowledge.
- The waves represent the university's inland setting in the South China Sea.
- The bridge links together eastern and western cultures.
- On the ribbon is a Chinese motto listing the five virtues of an ideal scholar: humanity, integrity, propriety, wisdom and sincerity.
- The colours are red for hope, blue for the joy of well-being, and gold for the advancement of humanity.



■ Rector and Vice Rectors



Wei ZHAO Rector



II. Academic Regulations

Here are the excerpts of some regulations which are especially important to students. We strongly suggest you to refer to the complete regulation available on the Registry website: http://www.umac.mo/reg/cstudents acad cal reg.php

ARRANGEMENT OF CLASSES AND EXAMINATIONS DURING TYPHOONS AND RAINSTORMS

There will be specific arrangement for classes and examinations during typhoons and rainstorms. For details, please refer to http://www.umac.mo/reg/bad weather arrangements.php

ABSENCE

- 1. A student who cannot attend classes because of illness must inform the Dean of the faculty or the head of the independent academic unit 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 of the faculty or the head of the independent academic unit concerned, together with a certificate signed by a registered medical practitioner.
- 2. 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 of the faculty or the head of the independent academic 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.
- 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. If the course in question is a compulsory course, a student must retake it.
- 4. If the expected period of leave is of a significant duration covering an entire semester or a year, students should apply instead for deferment/suspension of studies.

EXAMINATION

- 1. A student who for medical or other compelling reasons is unable to sit for any course examination must apply in writing with documentary evidence at the earliest possible moment (but not later than seven working days after the examination concerned) to the academic unit for leave of absence.
- 2. A student who is absent from any examination without permission will be given a failing grade for that examination.

■ STUDENT CLEARANCE

If you leave the University in the middle of your studies, you must complete the Student Clearance Procedure at Registry. Otherwise, you will not be issued any official documents (including testimonial, transcript, etc.).

Effective on 25 June 2014 REV007

III. Courses and Enrollment

COURSES

The main medium of instruction of the courses in UM is English while some programmes are taught in Chinese or Portuguese. 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 is also counted as one credit unit. A student is normally allowed to take a maximum of 21 credit units in a semester (an academic unit may allow less as the maximum).

ACADEMIC UNITS

There are 7 faculties, 3 teaching centers and 2 institutes in the UM. Besides, we also run the Honours College and Residential College system. For their information, you may refer to their corresponding homepage:

Faculty of Arts and Humanities (FAH) Faculty of Business Administration (FBA)

Faculty of Education (FED)
Faculty of Health Sciences (FHS)

Faculty of Law (FLL)

Faculty of Social Science (FSS)

Faculty of Science and Technology (FST) Centre for Continuing Education (CCE)

English Language Center (ELC) Center for Macau Studies (CMS)

Institute of Chinese Medicine Sciences (ICMS)

Institute for the Study of Commercial Gaming (ISCG)

Honours College (HC) Residential College (RC) http://www.umac.mo/fba http://www.umac.mo/fed https://fhs.umac.mo/ http://www.umac.mo/fll https://fss.umac.mo/ http://www.umac.mo/fst http://www.umac.mo/cce http://www.umac.mo/elc

https://fah.umac.mo/

http://www.umac.mo/cms http://www.umac.mo/icms http://www.umac.mo/iscg http://www.umac.mo/hc/

http://www.umac.mo/rc/

COURSES ENROLLMENT

The general office of each Academic Unit is responsible for the course enrollment and other academic matters. If you have any enquiry, please feel free to contact corresponding faculty directly:

Faculty of Arts and Humanities (FAH)
Faculty of Business Administration (FBA)
Faculty of Education (FED)
Faculty of Law (FLL)
Faculty of Social Science (FSS)

Faculty of Science and Technology (FST)

KaiLeong@umac.mo
DeniseC@umac.mo
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SWSaraSio@umac.mo

CLASS SCHEDULE

The duration of the courses varies in different faculties. You may refer to the following as a reference:

Faculty of Arts and Humanities, Faculty of Business Administration, Faculty of Education, Faculty of Social Science and Faculty of Science and Technology			
Lectures/Classes Time (Mon & Thurs, Tues & Fri, Wed & Sat)			
Section 1	08:30 - 10:00		
Section 2	10:00 - 11:30		
Section 3	11:30 - 13:00		
Section 4	13:00 - 14:30		
Section 5	14:30 - 16:00		
Section 6	16:00 - 17:30		
Section 7	17:30 - 19:00		

FLL Bachelor Degree of Law in Chinese Language (Day-time) Bachelor Degree of Law in Portuguese Language (Evening)			
Lectures/Classes Time	(Monday to Saturday)		
Section 1	08:00 - 08:50		
Section 2	09:00 - 09:50		
Section 3	10:00 - 10:50		
Section 4	11:00 - 11:50		
Section 5	12:00 - 12:50		
Section 6	14:30 - 15:20		
Section 7	15:30 - 16:20		
Section 8	16:30 - 17:20		
Section 9	18:00 - 18:50		
Section 10	19:10 - 20:00		
Section 11	20:10 - 21:00		
Section 12	21:00 - 22:00		
Grading system (Letter grade, Mark grade of 100%, ECTS credits)			
A 93 – 100 (19-20)	C+ 68 – 72 (14)		
A- 88 – 92 (18)	C 63 – 67 (13)		
B+ 83 – 87 (17)	C- 58 – 62 (12)		
B 78 – 82 (16)	D+ 53 – 57 (11)		
B- 73 – 77 (15)	D 50 – 52 (10)		
F below 50 (Fail)			

Remarks:

- 1. Students are required to attend all lectures. Absence for more than 20% of classes would not be allowed to take examinations and that course would have a "F" failing grade.
- 2. Students may check grades of the courses enrolled this semester or in previous semesters through the following link: <u>isw.umac.mo/siweb</u>



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IV. Medical Care and Insurance

There are 3 hospitals in Macao: Hospital Center S. Januário (public funded), Hospital Kiang Wu and the University Hospital (private funded). All hospitals provide in-patient and out-patient services. For 24-hour emergency services, please visit Hospital Center S. Januário and Hospital Kiang Wu. For non-emergency medical consultation, you may visit the Health Centres which are located all over Macao and the two islands. Apart from western medical treatment, Traditional Chinese Medical practitioners are also available in Macao. For more information, you may contact the medical service providers.

Medical Service Providers	Telephone Number
Hospital Kiang Wu	(Macao) 2837 1333; (Taipa) 8895 1001
Hospital Conde de São Januário (CHCSJ)	2831 3731
Centro Medico – Diagnostico Popular	2857 7790, 2852 4468
Grupo Medico Hope	2858 9000
Policlinica Chan's de Macau	2853 0556
Centro de Radiologia de Macau Lda.	2837 2283, 2852 6190
Medical Centre of University of Macau	8822 4123

■ INSURANCE

Off-campus students need to go for medical consultation at local clinics or hospitals on their own expense. ALL international students have to join our UM Medical Insurance Scheme (please see appendix for more details) at MOP120 (€ 12) per year (UM final confirmation should prevail). If you have already purchased your own medical insurance at home country, you may request for exemption from joining our UM Medical Insurance Scheme. Since UM medical coverage is very limited, we would suggest international students to have their own medical insurance during their study period in Macau. Mainland students are <u>required</u> to join this UM Medical Insurance Scheme.

■ REGULATIONS FOR MEDICAL INSURANCE SCHEME

- 1. The regulations are only applicable to students registered at University of Macau and have applied for the Medical Insurance Scheme.
- 2. Medical Service Centers: (Macau only)
 - a. Hospital Kiang Wu (鏡湖醫院)
 - b. Hospital Conde de São Januário (仁伯爵醫院)
 - c. Centro Medico Diagnostico Popular (便民醫療中心)
 - d. Grupo Medico Hope (協同醫務所)
 - e. Policlínica Chan's de Macau (澳門陳氏醫療中心)
 - f. Centro de Radiologia de Macau Lda. (澳門X光室有限公司)
 - g. Medical Centre of University of Macau (澳門大學醫療中心)

Note: No medical expenses will be reimbursed if medical services are not sought from the 2 hospitals and clinics mentioned above.

- 3. Medical Service includes:
 - a. Hospitalization
 - b. Out-patient:

For details, please refer to the Medical Insurance Benefits (as below) for details.

- 4. After medical treatment, student should fill in a Claim Form (provided by insurance company) at Student Resources and Services Section (Room 2006, 2nd Floor, Student Activity Centre (E31)), and submit original official receipt and medical report issued by the assigned hospitals or medical service centers.
- 5. Applications for claims should be raised within <u>70 days</u>. Otherwise applications for reimbursement will not be accepted. As the process of reimbursement takes time, the application should be handed in as soon as possible after each visit.

Benefit Limit up to

6. Student Resources and Services Section will send to insurance company after collecting all related documents from students. After the insurance company approves the application of medical reimbursement, the claims will be settled by account payee cheques. Students are required to bankin the cheques at local banks with currency of "Patacas".

- 7. Non-local students should pay the medical insurance premium every academic year, unless a proof of medical insurance which cover the study period in Macau is provided. Students who fail to provide proof of medical insurance will be automatically enrolled into the medical insurance scheme arranged by UM, and the cost will be included in the debit note after you register at UM.
- 8. Students should have a bank account in Macau as account payee cheques will be issued for all the claims. (UM has special arrangement with some bankers. Students can apply for an account by providing passport, proof of student in UM and proof of residential address in Macao).

MEDICAL INSURANCE BENEFIT

		Benefit Limit u	ριο
	Benefit Insured		Amount (MOP)
A. H	ospitalization Benefits (100% Reimbursement)		
1	. Daily Room & Board	Limit per day Max. Days per disability	200 30
2	. Hospital Special Services	Limit per disability	4,000
3	. Anesthetist's Fees – (up to 30% of the reimbursable Surgical Fees)	Limit per disability	3,000
4	. Operation Theatre Fees – (up to 30% of the reimbursable Surgical Fees)	Limit per disability	3,000
5	. Surgical Fees	Limit per disability	10,000
6	. In-hospital Physician's Visit	Limit per day Max. Day per disability	100 30
7	. In-hospital Specialist Consultation(*)	Limit per disability	1,000
B. C	Out-patient Benefits (100% Reimbursement)		
	. Out-patient Physician's Visit	Per visit ([1] + [2] : Max. 5 visits per academic	171/1/1
2	. Chinese Medicine/ Bonesetter	year) •Note: Max. 1 visit per day	200
3	. Physiotherapist's / Chiropractor's Visit(*)	Per visit ([3] + [4] : Max. 5 visits per academic year)	200
4	. Specialist's Consultation (*)	•Note: Max. 1 visit per day	
5	. Prescription Medicine(Outside Clinic) (*)	Max. limit per academic year	500
	. X-ray/Laboratory Test(*)	Max. limit per academic year	1,000
V 1 T 7		1 TP1 1 1 C 11 11	1

^{(*}Written referral from the attending physician is required. The relative referral letter and prescription for medicines should be submitted with claim document.)

V. Facilities and Services

■ UM Wu Yee Sun Library

The UM Wu Yee Sun Library is the largest and top-notch library in Macau which provides a full range of library services and resources to assist students in their studies and research. For more information please visit http://library.umac.mo/lib.html. Students are required to use the "student card" for borrowing books. Student card will be given to students after submitting all required documents for registration.

Opening hours	
Monday to Friday	8:00 to 24:00
Saturday to Sunday	9:00 to 24:00

Rules for borrowing books:

- a. All borrowers must show a valid University Identity Card.
- b. University students

Categories	Quotas	Period
Undergraduate students		
· General books	10	21 days
· Audio-Visual materials	10	10 days
Master's degree/Postgraduate certificate students		
· General books	20	90 days
· Audio-Visual materials	10	10 days
PhD students		
· General books	30	120 days
· Audio-Visual materials	10	10 days





SPORT COMPLEX

Large-scale sports facilities on campus, which includes a multi-purpose indoor sports complex, an indoor swimming venue, an outdoor Olympic stadium, and an outdoor multi-purpose court which provide places for gatherings, large-scale events and performances. Our University Sport Association has lots of clubs (e.g. Track & Field, Swimming, Badminton, Basketball, Football, Volley Ball, Dragon Boat, Table Tennis, Fencing, Squash, Rock Climbing, etc) for you to join. Please visit the website: http://www.umac.mo/osa/sc/





■ COMPUTER ROOM

ICTO computer rooms are located on the second and third floor of Central Teaching Building at room E6-2092, E6-2093, E6-2095, E6-3092, E6-3093 and E6-3094 respectively. The tentative opening hours are Monday to Sunday from 8:00 to 20:00. All computer rooms run unattended during non-office hours, Saturdays, Sundays and public holidays.

Students may access the computer rooms with the "student card". Any loss of the student card will charge for MOP 100 (€10). Students will be given an e-mail account at local university server (free of charge) after the registration. This is also the password for the wireless network within the campus area. There is limited free quota for printing at campus computer lab, but you may purchase additional quotas via the E-Purse service of the student card.

Further E-Purse service information please visit http://www.umac.mo/icto/intranet/campuscard/cpc e purse.html.

Net-Wireless Service

The University campus is equipped with a wireless network which is free for all registered students. Students may get access to this network with the username and password of the UM email account, which will be given after the registration.

Net-Resident Service

If you live in Postgraduate House, there is Broadband Internet access set up in your room. For more information, please visit the website: http://www.umac.mo/icto/.

If you live off-campus, you have to contact the telecommunication company on your own to apply for commercial broadband Internet services. For more information, please visit the website: http://www.ctm.net

MEDICAL CENTRE

The Medical Centre of University of Macau provides medical service including medical consultation, nursing service, as well as height, weight, blood pressure, body fat percentage measurement services. You have to bring your student card to schedule a consultation appointment.

For detail and service charge, please refer to:

http://www.umac.mo/hseo/health/campus_health_care_services.html

Opening hours	
Monday – Thursday	09:00 - 13:00, 14:30 - 17:45
Friday	09:00 - 13:00, 14:30 - 17:30
Saturday	09:00 - 13:00

Students may also go for medical consultation at local clinics or hospitals on their own expense. ALL international students have to join our UM Medical Insurance Scheme (please see the part about Medical insurance). If you have already purchased your own medical insurance at home country, you may request for exemption from joining our UM Medical Insurance Scheme. Since our UM medical coverage is very limited, we would suggest international students to have their own medical insurance during their exchange period in Macau.

VI. Accommodation

ON CAMPUS ACCOMMODATION -- POSTGRADUATE HOUSE

Under the circumstance with sufficient availability of bed space, UM will provide bed for each international student at the Postgraduate House (PGH), which was established in 2013. All the rooms in PGH are fully furnished, internet-connected, air-conditioned and with bathrooms.

Two students will be accommodated in one shared room and NO single room will be assigned to any students due to the limited availability of rooms. There is a pantry on each floor which consists of refrigerator and microwave, but no cooking (with fire) is allowed. There are also indoor sports venue, study room, television room, computer room and laundry. The check-in time is 24 hours daily. The residence fee for PGH will be **MOP6,000** per semester, which includes free internet, weekly cleaning, maintenance, MOP50 monthly water quota and MOP100 monthly electricity quota.

For more details, please visit: http://www.umac.mo/sao/srs/sh/intro/en/srs facility. php

There are different rules and guidelines for PGH residents to follow and pay attention to.

For more details, please visit: http://www.umac.mo/sao/srs/sh/intro/en/srs rules.php



UPON ARRIVAL

I. Transportation

ARRIVING AT MACAU AIRPORT

Students may choose to arrive directly at Macau International Airport which has several destinations in the region on direct flights or catch connecting flights to different ports of Asia, Europe or America. For detailed information on flight schedules, please visit http://www.macau-airport.com

■ ARRIVING AT HK INTERNATIONAL AIRPORT

If students arrive at HK Airport, you may use the "Cross Boundary Passenger Ferry Terminal" which provides ferry service linking Hong Kong International Airport to Macau. Here you may transit into Macau without going through HK Customs and Immigration formalities and also without the hassle of carrying your luggage. The trip to Macau Route is approximately 60 minutes. Ticket Prices range from HKD246 - 385.

For more information, please visit http://www.turbojet.com.hk/en/routing-sailing-schedule/hk-airport-macau/sailing-schedule-fares.aspx or http://cotaijet.com.mo/sailing-schedule/tapai/skpier

Sailing Schedule of Turbo Jet (HK Int'l Airport <-> Macau Outer Harbour Ferry Terminal)		
HK International Airport -> Macau	Macau -> HK International Airport	
10:15*	07:30	
12:00	09:30	
14:00	11:30	
15:15	13:30	
17:00	15:45	
19:50	16:30*	
22:00	18:30	
	20:15	

Sailing Schedule of Cotai Jet HK Int'l Airport <-> Macau Taipa Ferry Terminal		
HK International Airport –> Macau	Macau –> HK International Airport	
13:15(a)	10:30	
16:15	11:55	
	13:55	
	15:55	

Remarks:

- 1. * Berth at Macau Taipa Temporary Ferry Terminal
- 2. *(a) Sailing cancelled on every Saturday*





Students who arrive at HK Airport other than the above times may use the following public transportation from Hong Kong International Airport to Hong Kong-Macau Ferry Terminal (Shun Tak Centre):

(A) Public Bus No. A11 (air-conditioned)

Students should get off at the fourth stop after departing from the airport. Press the bell when "Hong Kong-Macau Ferry Terminal" is announced.

Fare: HKD40

Shift Interval: Every 20-25 minutes

Journey Time: 60 minutes

Operating Hours: 06:10AM - 00:30AM

(B) Airport Express

First, take the Airport Express to the Hong Kong Station,

Fare: HKD100 (Single Trip)

Shift Interval: Every 10 minutes (From 05:54 to 23:28)

Every 12 minutes (From 23:28 to 00:48)

Journey Time: 24 minutes

Operating Hours: 5:54AM -00:48AM

Then, transit to the MTR at Central Station, which is around 3-minute-

walking distance inside the MTR station.

Fare: HKD 5

Journey Time: 5 minutes

(C) Taxi

Fare: HKD350-400

Journey Time: 25-30 minutes

For more details about the transportation from the HK international

Airport, please refer to the following:

http://www.hongkongairport.com/eng/transport/to-from-airport/

bus from hkia.html

Children Co. 2015





The Journey will take one hour from Hong Kong to Macau which operates almost 24 hours. The ticket prices are around HKD160 in Economy class on weekdays for day-time-service to HKD196 Economy class for night-time-service. Economy class passenger is allowed to carry on board, free of charge, one piece of luggage not exceeding 20 kg in weight. Please note that the sum of length, width and height of the luggage may not exceed 158 cm (62 inches).

For more information, please visit

http://www.turbojet.com.hk/en/routing-sailing-schedule/hong-kong-macau/sailing-schedule-fares.asp or http://cotaijet.com.mo/sailing-schedule

■ ARRIVAL IN MACAU

After arriving at Macau Airport or Macau Ferry Terminal, you may take a taxi at the taxi station to the university residence - Postgraudate House. You might need to wait in the queue but don't take the illegal taxi as they charge much more. The registered taxi is either yellow or black color with the word "TAXI" written a light box on top of the car.

Remember to show the Chinese address of the Postgraduate House (PGH) (澳門大學新校區研究生宿舍) to the taxi driver as most of them don't speak English at all. It costs around MOP 70 - 80 (€ 7 - 8) to arrive our university residence. The check-in time for the PGH is 24 hours daily.

DAILY LIFE

I. Cost of Living

CURRENCY

The pataca (composed of 100 avos) is the official unit of currency in Macau. It is pegged by the Government to the Hong Kong dollars which is circulated freely in Macau, at the rate of **MOP 103** =**HKD 100**. Roughly ten PATACAS equal one EUR (**MOP10** = \in 1). There are banknotes and coins in the following denominations:

Coins: 10, 20 and 50 cents; 1, 2 and 5 Patacas Banknotes: 10, 20, 50, 100, 500 and 1,000 Patacas

Foreign currencies can be exchanged at banks or authorized money exchange at the Hong Kong Airport, Macau Airport and around the city. Hong Kong Dollar could also be used in Macau.

LIVING EXPENSE

Below is the information about the average daily expenses to live in Macau:

Item	Cost
Meals & others entertainment	MOP 3600-4500 (EURO \$120-150) per month
Transportation	MOP 300 (EURO \$30) per month
Books	MOP 300-350 (EURO \$30-35) each.

II. Local Transportation

BUS

Transportation in Macau includes buses and taxis. Buses are run by three bus operators- REOLIAN, TRANSMAC and TCM. 62 lines run through different routes in the city every day at different time intervals. Fare varies depending on different areas travelled, ranges from MOP3.20– MOP6.40. Bus companies contacts:

Bus Company	Telephone	Website
Sociedade de Transportes Colectivos de Macau, S.A.R.L. (TCM)	2855 0060	http://www.tcm.com.mo
Transmac-Transportes Urbanos de Macau, S.A.R.L. (TRANSMAC)	2827 1122	http://www.transmac.com.mo
Reolian Public Transport Co., LTD.	2877 7888	Temporarily unavailable



For Public Bus Information Station (routes, fares, time), please refer to: http://www.dsat.gov.mo/bus/en/bus forecast.aspx

MACAU PASS

This is a convenient payment card to pay for your bus fare, shopping at (some) supermarket and convenience stores. Non-local students can rent and reload it from any convenience store in Macau. MOP50 is the least amount when reloaded each time.

■ TAXI

There are two types of taxis in Macao, the black with a cream roof (Black Taxi) and the yellow ones (Yellow Taxi). The flag fall charge is MOP15.00 for the first 1600 meters. MOP1.50 will be added for every 230 meters afterwards. Waiting on passengers' request will be charged MOP1.50 for every 60 seconds. There is a MOP3.00 surcharge for each piece of luggage carried in the trunk, MOP2.00 surcharge for journey from Taipa to Coloane, MOP5.00 surcharge for journey from Macao to Coloane and boarding at the Macao International Airport. There is no surcharge for journey from Macao to Taipa or from the two islands back to Macao.

Call Centre	Telephone
Yellow taxi:	2851 9519
Black taxi:	2893 9939; 8500 0000; 2828 3283

III. Banks

Banks could be found at the University Mall (S8) in the New Campus of the UM. All the students are advised to open a current account at local banks upon arrival at Macau. With a bank account, you can receive remittance from your home country; apply for an ATM card for convenient withdrawal of money, and exchange traveler's checks or foreign currencies. There are ATMs located at different spots in the campus.

Upon arrival, students may either

- A. Exchange USD traveler check into HK dollars, but a maximum of USD \$300 traveler check could be exchanged per day and a fee of MOP 50 / EUR 5 will be charged for each transaction.
- B. Use the visa card to get the cash directly from the bank (please check with your Bank for the upper limit of cash that you can withdraw per day)
- C. Bring a certain amount of cash in EURO or US dollars and exchange in banks without costing any service charges and in unlimited amount

Here is some information about opening a bank account in Macau:

SAVINGS ACCOUNT

Categories:	 MOP savings account,
	HKD savings account,
	RMB savings account, or
	 Foreign currency account.

■ ACCOUNT OPENING FOR STUDYING IN MACAU

Requirement	 Applicants should be 16 years old and above; Applicants should have obtained admission letters (or acceptance letters) issued by universities and colleges in Macau. 	
Required	ID card or other identity document	
Documents	 Telephone/CEM/SAAM bill which states your address in Macao (If 	
	the receiver of the bill is not the person who open the account, the	
	receiver have to sign an authority document for the person who	
	open the bank account.)	
	 At least MOP100 for setting up a new account 	
	Remark: If the savings in an account is less than MOP/HKD1, 000 and	
	there is no transaction for 1 year, bank charges will be imposed.	

Process:

Applicants should submit and fill in the following documents to apply for a bank account in Macau:

- Original identity documents, including valid passport and ID cards;
- Admission letters issued by universities of Macau;
- Filling in the "Customer Information Form" and "Account Application Form (Comprehensive)" provided by the bank

Your application documents will be first verified by the bank and are subject to the approval of the bank.

Remark: You are advised to check with the bank for the most updated information.

IV. Postal Service

Post Office is available at the University Mall (S8) in the New Campus of the UM, where students can send their local or international mails or fax. There are also post offices located in Macau Peninsula, Taipa island and Coloane island. You may refer to the map below for exact location. For incoming mails, you may write your residence room number and SRS will help to receive and inform you for collection upon its arrival.

For more information, you may refer to: http://www.macaupost.gov.mo/



General Post Office at Macau Peninsula





Post Office at Taipa Island



V. Dinning

Apart from canteens and restaurants found on campus, international cuisine spots locate all over Taipa, Coloane and Macau Peninsula. As a former Portuguese colony, food culture is a fusion of that of both Chinese and Portuguese. Delicious traditional Portuguese food can be easily found around the city.

If you want to experience traditional Chinese cuisine, it is highly recommended to go to "yum cha" in one of those Chinese restaurants in Macau. Other alternatives such as Korean, Japanese, Thai, Vietnamese and other western food are also popular food cultures here in Macau.

LOCAL FLAVORS



VI. Shopping

Central district (including areas like Avenida de Almeida Ribeiro新馬路, Avenida do Conselheiro Ferreira de Almeida荷蘭園正街, Rua do Campo水坑尾街, Senado Square 議事亭前地) is the area where you can shop different kinds of clothes and shoes. It is so convenient that even daily commodities can be found here.

Other shopping centres such as Sun Star City, New Yaohan and Shoppes Grand Canal offer you products from other international brands.

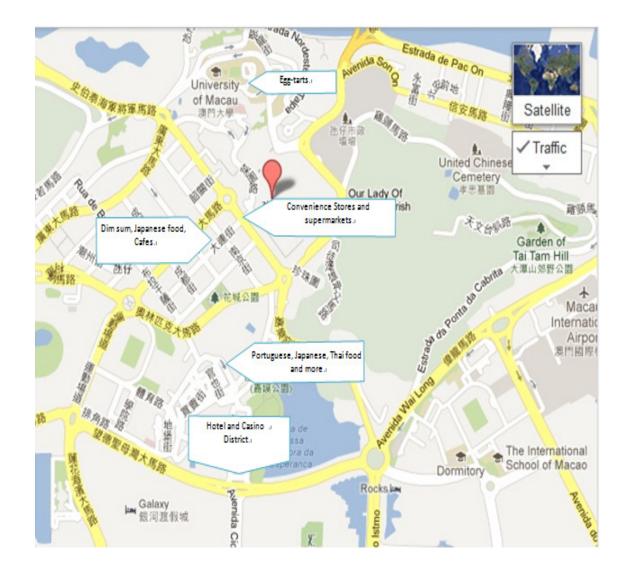






SUPERMARKET

Most chained supermarkets and convenience stores in Macau offer various kinds of goods like food, drinks, electronic products, stationeries that can fit your every daily needs.



Effective on 25 June 2014 REV007

VII. Telecommunications

The area code of Macau is + 853. Easy Call cards (pre-paid phone cards) allows you to make local and long distance calls at public phones. Mobile phones are popular in Macao and run on a GSM system. You may purchase pre-paid GSM cards or subscribe to service plans (deposits are required for non-Macao residents) at the telecommunication companies in Macao. These cards are available at Macao local stores, booths in front of supermarkets and convenient stores.

As stipulated by the Macau Government, customers must present their original ID card for registration upon purchasing the card. (All customers must be 18 years or above). The mobile number is randomly generated by the system. Customer cannot request to change the mobile number. If you lose your card, please report the loss by calling the service provider's hotline for immediate card cancellation. For more information, please visit the website:

Company	Telephone	Website
CTM	1000	http://www.ctm.net
Hutchison Telecom	1118	http://hutchisonmacau.com
SmarTone	1628	http://www.smartone.com.mo
China Telecom	1889	http://www.chinatelecom.com.mo/index1.jsp

VIII. Climate

Macao has a warm tropical climate with an annual average temperature of just over 20°C. The temperature can rise over 35°C in summer and drop below 10°C in winter. Humidity is high with an average values vary from 73% and 90%. The annual rainfall averages 1,888mm and it will be the heaviest in the summer months (June to September).

The best season is Autumn (October-December), when days are sunny and warm, the humidity is low and the temperature is around 16°C to 20°C. Winter (January-March) is cold but sunny and the temperature is around 10°C. In April, the Humidity starts going up and from May to September, the climate is hot and humid with rain and occasional tropical storms (typhoons). The highest temperature is around 30-34°C.

Climate data for Macau													
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year
Average high	17.7	17.7	20.7	24.5	28.1	30.3	31.5	31.2	30.0	27.4	23.4	19.6	25.2
°C (°F)	(63.9)	(63.9)	(69.3)	(76.1)	(82.6)	(86.5)	(88.7)	(88.2)	(86)	(81.3)	(74.1)	(67.3)	(77.4)
Average low °C	12.2	13.1	16.2	20.2	23.6	25.7	26.3	26.0	24.9	22.3	17.8	13.8	20.2
(°F)	(54)	(55.6)	(61.2)	(68.4)	(74.5)	(78.3)	(79.3)	(78.8)	(76.8)	(72.1)	(64)	(56.8)	(68.4)
Rainfall mm	32.4	58.8	82.5	217.4	361.9	339.7	289.8	351.6	194.1	116.9	42.6	35.2	2,122.9
(inches)	(1.276)	(2.315)	(3.248)	(8.559)	(14.248)	(13.374)	(11.409)	(13.843)	(7.642)	(4.602)	(1.677)	(1.386)	(83.579)
Avg. rainy days (≥ 0.1 mm)	6	10	12	12	15	17	16	16	13	7	5	4	133
% humidity	74.3	80.6	84.9	86.2	85.6	84.4	82.2	82.5	79.0	73.4	69.3	68.8	79.27
Mean monthly sunshine hours	132.4	81.8	75.9	87.8	138.4	168.2	226.2	194.7	182.2	195.0	177.6	167.6	1,827.8
						Source: S.	MG						

Procedures



LEGAL Ref.: S-013/G/SRS PROCEDURES

I. Visa

NO study visa (stay permit) at Macao is needed before your arrival as the Student Resources and Services Section (SRS) will arrange the study visa (stay permit) application for all international students as a group after your arrival at Macao. However you might need an "Entry Visa".

You are required to enter Hong Kong or Macao with an Entry Visa (Tourist Visa). You might be requested to show your "UM Letter of Acceptance" to the officers at Hong Kong or Macao Immigration Border. This Letter will be sent to you after your application has been accepted by the corresponding faculty.

After your arrival, if you would like to apply for the Study Visa on your own but not following the arrangement of the Student Resources and Service Section, you have to prepare the following documents and go to the Macau Immigration for the application:

- 1. Testimonial issued by the Registry of the University of Macau.
- 2. 1 passport photos (white background, 1.5 inch)
- 3. Photocopies of passport (bio data page)
- 4. Photocopy of the "Slip of Authorization to Stay".
- * Unless otherwise noted, the original should be exhibited for authentication if a copy is submitted; the copy should be authenticated if the original cannot be exhibited.

■ ENTRY VISA (TOURIST VISA)

Here are the excerpts of some regulations which are especially important to students. We strongly suggest you to refer to the complete regulation available on the Macao Immigration website:

http://www.fsm.gov.mo/psp/cht/psp_org_map_sm.html http://www.fsm.gov.mo/psp/eng/SANS Issue.html

General Regulation

- **I.** The maximum limit of stay in the Macao SAR is restricted to 30 days before the expiry date of the passport or travel document and the entry or re-entry permit.
- II. The above regulation is not applicable to mainland residents who possess permits issued by the authorities of the People's Republic of China, and exceptionally not applicable to individuals who intend to stay temporarily in Macao for proceeding to another destination and guarantee to have been admissible or re-admissible to any country or region.

Limit of Stay

- I. Individuals who are not exempted from a "Visa" or "Entry Permit" will be granted Authorization to Stay for a maximum of 30 days upon arrival with a "Visa", "Entry Permit" or "Authorization to Enter and Stay". They can enjoy multiple entries within the 30 days without applying for another "Visa", "Entry Permit" or "Authorization to Enter and Stay".
- II. Individual exempted from a "Visa" or "Entry Permit":

Types of People	Limit of Stay		
1. Holders of a valid passport or travel document	A maximum of 30 days		
 (a). Holders of a passport issued by a European Union or Schengen Agreement member state (Austria, Belgium, Bulgaria, Czech, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland) (b). Holders of a passport issued by Albania, Andorra, Bosnia and Herzegovina, Brazil, Cape Verde, Croatia, Dominica, Egypt, Grenada, Japan, Republic of Macedonia, Mali, Mauritius, Mexico, Mongolia, Montenegro, Republic of Serbia, South Korea, Tanzania. 	A maximum of 90 days		
3. Holders of passport issued by Brunei.	A maximum of 14 days		
4. Holders of a passport issued by Cyprus, Israel, Lebanon.	A maximum of 3 months or 90 days		
5. British citizens holding a British passport	A maximum of 6 months		
6. Holders of a Hong Kong Permanent Identity Card or a Re-entry Permit	A maximum of 1 year		
7. Holders of a diplomatic passport, "Laissez Passer" issued by the United Nations, "diplomatic or consular identity card" issued by the Macao Special Administrative Region	No limit		
8. Holders of a "Two-way Exit Permit" issued by the authorities of the People's Republic of China with a valid "Exit Endorsement to Macao". *	The period indicated in the endorsement, but not more than 90 days		

^{*} Holders of an endorsement with a comparatively longer limit of stay in Macao for work or study purpose should go to the Immigration Department in person and apply for an extension of stay before their endorsement expires if they intend to stay for more than 90 days. They will be regarded as overstayers if they do not apply for an extension while the "Authorization to Stay" granted upon arrival expires. In addition, if they renew their endorsement and are granted a new endorsement during their legal stay in Macao and before the expiry date of their current endorsement, they are required to go to the Immigration Department to extend their "Authorization to Stay" accordingly. Otherwise, they will also be regarded as overstayers.

Application for an "Entry Permit" (Visa-upon-arrival)

I. Individuals who intend to enter the Macao Special Administrative Region but have not applied in advance to any Chinese embassy, consulate or diplomatic mission for a "visa" or the Macao Immigration Department for "Authorization to Enter and Stay" can apply for an "Entry Permit" (*aka "Visa-upon-arrival"*) at the "Visa Room" of the border checkpoint when arriving at Macao. They will be granted "Authorization to Stay" for a maximum of 30 days once the application is approved.

II. Fee:

Туре	Fee
Individual	MOP100
Family Passport	MOP200
Children under the age of 12	MOP50
Groups comprised of at least 10 people organized by a single travel manager and presenting a collective travel document	MOP50 per head

I. Individuals who have paid the fee for an "Entry Permit" can enjoy multiple entries within the limit of stay granted (a maximum of 30 days) without making further payments.

For further information, please visit the website of Macao Immigration Services of Public Security Police Force at http://www.fsm.gov.mo/psp/cht/psp_org_map_sm.html (sminfo@fsm.gov.mo) or Hong Kong Immigration Services http://www.immd.gov.hk

■ MAINLAND CHINA TOURIST VISA

After your arrival at Macau, if you want to travel to Mainland China, visa may be obtained at any of the China Travel Service (CTS) offices counters at Macau, Office of the Commissioner of the Ministry of Foreign Affairs of the People's Republic of China in Macao SAR, or at the Gongbei Immigration and Customs (at the China Border Gate). A one-time or multiple entries visa (6 months) is available which requires at least 3 working days.

Documents required for the China visa application are:

- 1.1 photos (2 inches)
- 2. Application form
- 3. Passport (valid for at least 6 months)
- 4. Copy of Letter of Acceptance issued by the University of Macau
- 5. Copy of student card.
- 6. Application fee, by credit card (varies depend on the passport issue place)

For detail, you may refer to the official web site of the Office of the Commissioner of the Ministry of Foreign Affairs of the People's Republic of China in Macau SAR:

http://www.fmcoprc.gov.mo/eng/

Foreigners Subdivision of the Immigration Department

Address: Immigration Department Office Building, Travessa Um do Cais de Pac On,

Taipa, Macao

Tel: (853) 2872 5488



Effective on 25 June 2014 REV007

USEFUL CONTACT & ADDRESS

■ CONTACTS

Unit/Service	Telephone		
Emergency	999 / 993		
Police	2857 3333		
Fire Station	2857 2222		
Hospital Centre S. Januário	2831 3731		
Hospital Kinng M/u	(Macao)2837 1333		
Hospital Kiang Wu	(Taipa) 8895 1017		
MUST Hospital	2882 1838		
Weather Report	1311 / 1312		
Directory Enquires	181		
Water Supply Problem Report	2822 0088		
Electricity Problem Report	2833 9922		
Telecommunications Problem Report	1000		

Gary NG / Sharon KUOK

Office: Room 2006, 2nd Floor, Student Activity Centre (E31)

E-mail: GaryNg@umac.mo / SharonKuok@umac.mo

Tel: +853 - 8822 4844 / 8822 9906

Mailing Address:

Student Resources and Services Section, Room 2006, Student Activity Centre (E31) University of Macau Avenida da Universidade, Taipa Macau, China

■ IMPORTANT CHINESE ADDRESS

Upon your arrival in Macau, students may need these following addresses:

- From HK Airport to HK/Macau Terminal(Macau): HK/Macau Terminal (Macau) 港澳碼頭
- From HK Airport to HK/Macau Terminal(Taipa): HK/Macau Terminal (Taipa) 氹仔北安碼頭

If you are going to stay <u>on-campus</u>, please show this residence address to the taxi driver: **Postgraduate House Address --** 澳門大學新校區研究生宿舍