

Learning Agreement for UM Exchange Program

Instructions:

1. Applicant is required to complete the personal information in this form.
2. Applicant has to fill in the boxes with the up-to-date information of those selected courses (Course Code / Title / Credit Number) provided by the overseas host university.
3. Ensure all “to-be-replaced” UM courses information (Course Code / Title) is clear and up-to-date.
4. Fill in the pre-requisite course information (Course Code & the Grade you obtained) wherever applicable.
5. Applicant must seek the corresponding Head of Department or Program Coordinator’s approval for each course-transfer BEFORE submitting the form.
6. After completion of this form, it should be submitted to the General Office of Faculty.
7. Descriptions of the course(s) selected from the exchange university must be attached to this form.

Upon Arrival at Overseas University:

1. Upon arrival at the overseas host university, student is required to enroll only the courses that have been STATED in this form.
2. However, in case the courses stated in this form are **NOT AVAILABLE** from the Host University, the student, under the approval of the Program Coordinator, is allowed to process **ADD** new courses and **DROP** the unavailable courses (only courses which have been approved before being taken can be substituted).
3. If the final course selection is different from the earlier one, student **MUST** inform the General Office of Faculty about their new selection, **OR ELSE** risk not being able to transfer their credits back to UM.
4. When all courses are successfully enrolled in the overseas host university, student must send the E-copy of this form immediately to the Exchange Coordinator of the hosting office.

***** IMPORTANT!!!**

- **For Credit Transfer purpose, the COMPLETED original of this form and official transcript must be sent back to General Office of Faculty for further approval (after you have confirmed all courses with your Overseas Exchange University).**
- **If a student wants to ADD or DROP a course, he/she should indicate CLEARLY by putting an “X” in the correct box.**
Then, student must inform the General Office of Faculty immediately for the changes by sending an email together with the attachment of the revised learning agreement & course description of those new courses.
- No more than 24 (21 for new system) credits per semester or 48 (42 for new system) credits per year can be allowed for substitution of credits earned in the host university. No exemption/waivier will be given if the students fail the courses at the host university.
- This form is for reference only. The final approval for transferring credits must be sought from the Dean of Faculty.

Course Selection Form (Learning Agreement)

Student No.		Student Name		Contact Mobile No.	
Cumulative GPA		Year of Study		Major	
Exchange University		Country		E-mail	

(First or/and Second Semester or Summer Exchange) in Academic Year _____

	Overseas University			UM				Approved by Dept. Head or Coordinator *	Confirm Upon Arrival Put "X" in correct column		
	<i>"Selected"</i> Overseas Course Information			<i>"To-be-replaced"</i> UM Course Information		Pre-requisite			Confirmed	ADD	DROP
	Code	Course Title	ECTS / Credit	Code	Title	Code	Grade				
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											

Approved by (Dean / Programme Coordinator / Department Head) :

Date:

Course Selection Form (Learning Agreement)

(SAMPLE ONLY)

Student No.	B-B5-XXXX-X	Student Name	Chan Tai Man	Contact Mobile No.	66XXXXXX
Cumulative GPA	3.3	Year of Study	3	Major	Finance
Exchange University	Nanyang Technological University	Country	Singapore	E-mail	Bb5xxxx@umac.mo

(First or/and Second Semester or Summer Exchange) in Academic Year _____

Overseas University				UM				Approved by Dept. Head or Coordinator *	Confirm Upon Arrival Put "X" in correct column		
"Selected" Overseas Course Information				"To-be-replaced" UM Course Information		Pre-requisite			Confirmed	ADD	DROP
Code	Course Title	ECTS / Credit	Code	Title	Code	Grade					
1	CZ1007	Data Structures	3	CISB120	Algorithms and Data Structures I	3					
2	MT4104	Information Technology Management	3	EBIS112	Contemporary Information Systems for organizations	3					
3	BF3201	Corporate Finance and Strategy	4	FINC211	Advanced Financial Management	3					
4	BU9201	Investment	3	FINC344	Portfolio Management	3					
5	BF2207	International Finance	4	FINC431	International Finance and Global Issues	3					
6	BF3204	Financial Modeling	4	FINC432	Financial Modeling	3					
7	MH3500	Statistics	4	MATB222	Applied Statistics	3					
8	MH3700	Numerical Analysis I	3	MATB225	Numerical Analysis	3					
9	AB3601	Strategic Management	4	MGMT330	Strategic Management	3					
10	LS9001	Spanish I	3	SPAN100	Elementary Spanish I	3					

Approved by (Dean / Programme Coordinator / Department Head) :

Date: