

SEMESTER EXCHANGE AND SCHOLARSHIP BRIEFING

AY2024/2025 SEMESTER 2



全球事務部
Gabinete De Assuntos Globais
Global Affairs Office

Global Affairs Office

Aug 2024



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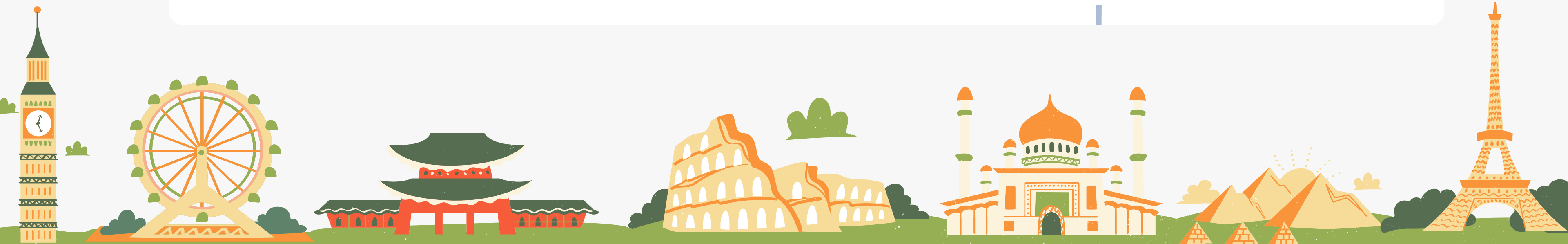
Eligibility, Amount, Quota, Selection, Procedures and Timeline, Disbursement, Revoke of Scholarships, Obligations

NAME

FLIGHT

GATE

SEAT





WHY EXCHANGE?

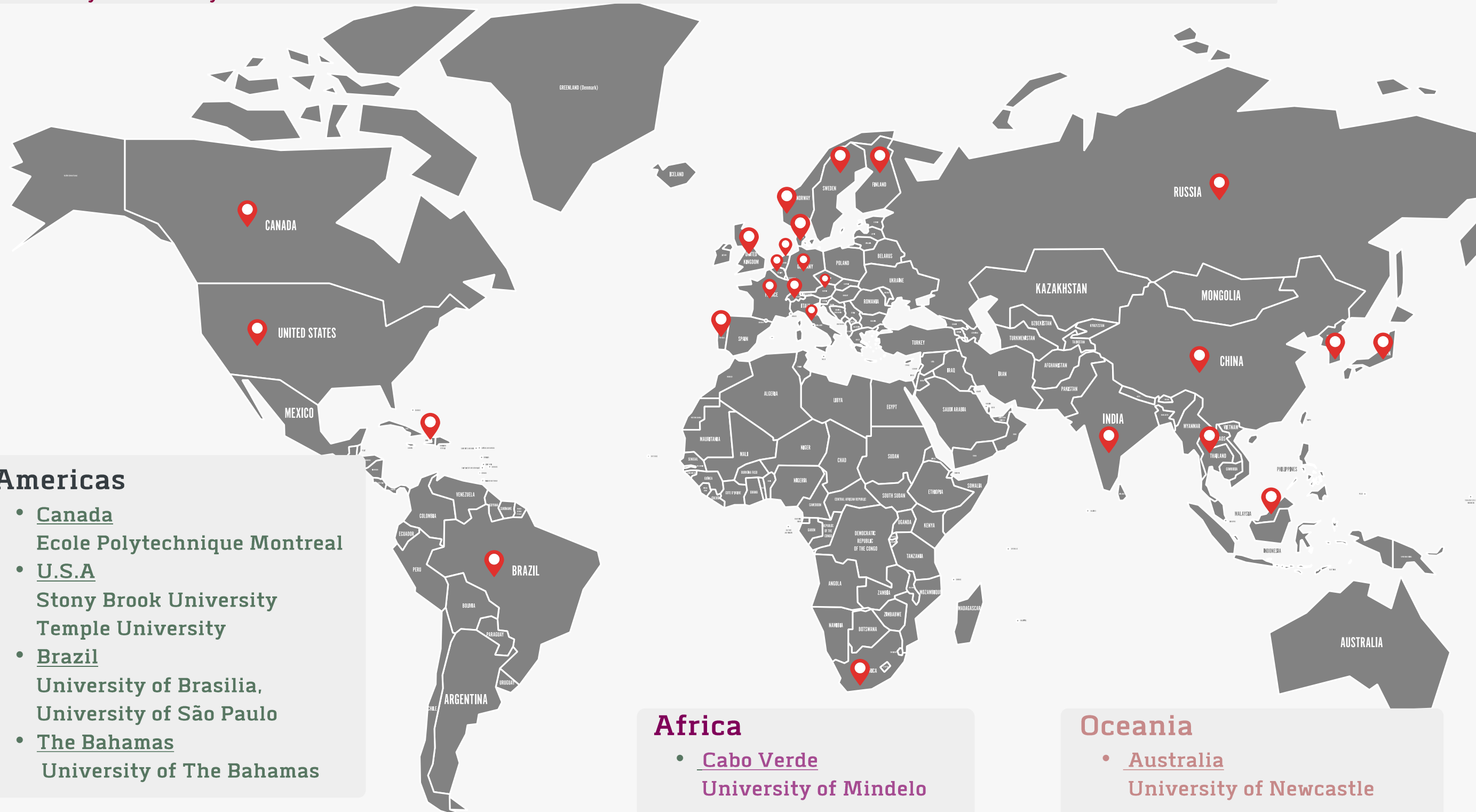
COUNTRIES & NATIONALITIES

Europe

- Austria: University of Vienna
- Belgium: University of Louvain, University of Mons
- Denmark: University of Southern Denmark
- Finland: University of Turku
- France: Lille Catholic University
- Germany: Constructor University Bremen gGmbH, Gottfried Wilhelm Leibniz Universität Hannover
- Italy: University of Palermo
- Norway: BI Norwegian Business School
- Poland: University of Warsaw
- Portugal: University of Lisbon, University of Porto
- Spain: University of Barcelona
- Sweden: Linköping University
- Switzerland: FHS St. Gallen, University of Applied Sciences
- The Netherlands: Leiden University
- U.K.: University of Surrey

Exchange Partners

UM has more than **180** exchange partners
(including University level and Faculty level) in
36 countries/regions



Americas

- Canada
Ecole Polytechnique Montreal
- U.S.A
Stony Brook University
Temple University
- Brazil
University of Brasilia,
University of São Paulo
- The Bahamas
University of The Bahamas

Africa

- Cabo Verde
University of Mindelo

Oceania

- Australia
University of Newcastle

Asia

- China
Tsinghua University
Peking University
- Brunei
University of Brunei Darussalam
- Japan
Waseda University
- Malaysia
University of Malaya
Taylor's University
- Russia
Saint Petersburg State University
- Singapore
Nanyang Technological University
- Thailand
Chulalongkorn University
- Korea
Hankuk University of Foreign Studies
University of Seoul

Benefit of going on exchange



Exchange is an opportunity to attend classes at renowned universities while earning credit towards your degree at UM.

01 Personal Development



Stepping out of your comfort zone is one of the most valuable exchange experience and you'll become more independent and confident,

02 Personal connection



Make friends from around the world which helps you to build personal and global connection

03 Experience a New Culture



Give you a chance to immerse yourself in the local culture and different style of education which will help to expand your world view

04 Improve Employability Prospects



Employers prefer to have students with international background

Plan your exchange !

- *Do you have any preferences for the exchange programmes?*
- *Are there any language requirement of your preferred Exchange University?*
- *Does the University offer the courses of your major?*
- *Any compulsory courses you need to take during Exchange?*
- *Is it able to transfer the credits back to your degree at UM?*
- *Do you have enough budget to support your living during Exchange?*

Exchange Programmes

- Types of Programmes
- How to apply
- GAO Exchange Programmes in AY2024/2025 Sem 2
- Selection
- Application Result
- Application to Exchange University



Types of Programmes

	University-level Exchange Programmes	Unit-level Exchange Programmes
Eligibility	UG students	Particularly for students from its faculty
Assessment	By GAO	By Faculty
Application	Apply via Online Application System	
Academic Advice	Contact program coordinator of applicant's faculty/ department office	
Credit Transfer	Apply to applicant's faculty and concerned offices	

Students should read through the '**Rules for Semester-based Outgoing Exchange Programmes**' and pay attention to the insurance and minimum enrollment requirement (UG students must enrol at least **9 UM equivalent credits** (i.e. at least 108 teaching hours in total) at the host university per semester) .



How to Apply ?

1. Application Period for University level hosted by GAO)

22 - 31 August, 2024

2. Online Application

Fill in the requested information via the "Outbound Exchange and Scholarship Application System" website: <https://isw.um.edu.mo/seas>

Application Documents:

- Curriculum Vitae (Photo, Experience, Awards, Personal Skills)
- Travel documents
- Language Proficiency, if any
- Other supporting documents, if any (e.g. certificate, awards, language proficiency)
- All supporting and additional documents required for applying unit level programmes should be combined in one pdf
- Documents should be named in this format: **[Name]_[Type of Docs]** (e.g. Chan Dai Man_CV; Chan Dai Man_Supporting Documents)



Look for this icon in the UM Portal

3. University level Exchange Programmes

VISIT OUR WEBSITE

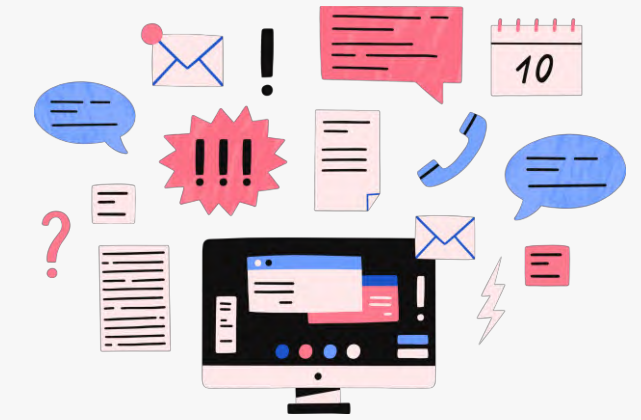
Visit GAO website / Bulletin to download the Programmes Fact Sheet

Applications of both University level and Unit level Programmes should be submitted via the online Portal.

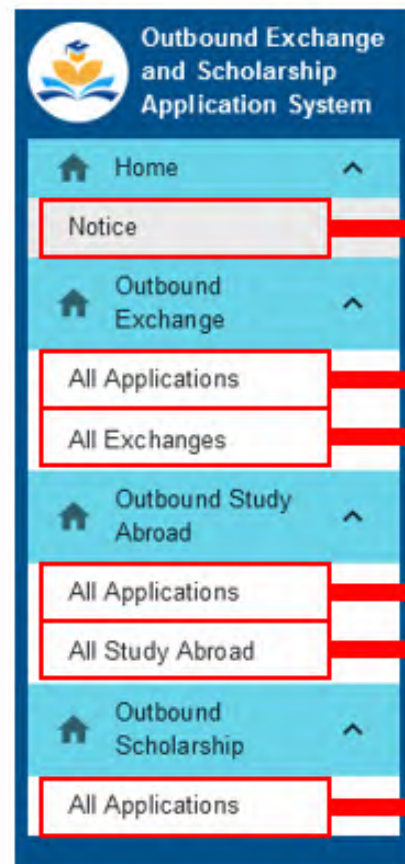
Each host unit has their own application requirement, please contact your own unit for application details.

Students should not contact Exchange Universities at this stage. Queries should be addressed to Host office at UM.

Online Application System



TOP RIGHT CORNER
OF THE WEBPAGE



Announcement to students

Semester exchange application forms and application results

Semester exchange record that stores the exchange documents, exchange reports and photos

Semester study abroad application forms

Study abroad record that stores the study abroad documents, study abroad reports and photos

Scholarship application forms and application results



DOWNLOAD
NOW

Students can download the **User Guide** from the Online Application System and follow the application procedures.

REMINDER

1

Students are only allowed to submit **one (1) application form** in this call

- with a maximum of 6 Exchange Programmes/ Study Abroad Programmes i.e. **3** University-level Programmes and 3 Unit-level Programmes

University-level programmes and unit-level programmes should be submitted together in one form.

2

Submitted application forms cannot be removed or edited. Students should check carefully all the information before submission. *(including the priority of your exchange preference!!)*

3

The application form can not be submitted if any of the selected Programmes are not within the Application Period.

4

Student should make sure which Programme you are applying. Exchange Application should be created under "Outbound Exchange" Study abroad application should be created under "Outbound Study Abroad"

GAO Programmes

Exchange Duration

One (1) Semester [*i.e.* AY2024/2025 Sem 2 (Spring 2025)]

Eligibility

1. Year 2 or above UG at the time of application (students who are applying exchange for their last semester of current bachelor programmes are not eligible); and
2. Academic Standing with a minimum CGPA of 2.8 or above; or
3. Valid Language proficiency / other restrictions set by Exchange University.

Restrictions for Exchange Programmes in Mainland China

- 3.1. Local Macau/ Hong Kong students will be prioritized; and
- 3.2. Exchange Universities in List B require applicants to hold a “Home Return Permit 回鄉證”

It's important to do research and map your courses before application!!

List A - Exchange Programmes in foreign countries

(Please refer to the Prog. Info Sheet for details.)

Country	Exchange Universities	Quotas	Language Proficiency
Malaysia	University of Malaya	1	IELTS 6.0 / TOEFL iBT 80
Malaysia	Taylor's University	2	IELTS 5.5 / TOEFL iBT 76
Malaysia	Universiti Sains Malaysia	2	IELTS 5.0 / TOEFL iBT 79
Brunei	University of Brunei Darussalam	2	IELTS 6.0 / TOEFL 550
South Korea	Hanyang University	1	English: IELTS 5.5 / TOEFL iBT 72; Korean: TOPIK Level 3
South Korea	Ewha Womans University	1	English / Korean
South Korea	Kyung Hee University	1	English: IELTS 6.5 / TOEFL iBT 82 ; Korean: TOPIK Level 3
Australia	University of Newcastle	1	IELTS 6/ TOEFL iBT64-78
Bahamas	University of The Bahamas	1	TOEFL iBT95
Belgium	University of Mons	1	English B1
Brazil	University of Brasília	2	English & Portuguese
Czech	Masaryk University	2	English B2
Germany	Constructor University Bremen gGmbH	2	IELTS 6.5 / TOEFL iBT80
Germany	Gottfried Wilhelm Leibniz Universität Hannover	2	English B2 / German B1
Poland	University of Warsaw	1	--
Turkey	Sabancı University	2	--
Russia	Saint Petersburg State University	2	--
Spain	University of Barcelona	2	Medicine & Health Sciences, Nursing
Spain	University of Granada	1	--
Sweden	Malmö University	1	--
U.K.	University of Leeds	1	Medicine, Dentistry, Nursing and Architecture

List B – Programmes in Mainland China that only accept applicants with 'Home Return Permit (回鄉證)

Exchange Universities (in English)	Exchange Universities (in Chinese)	Quotas
Beijing Institute of Technology	北京理工大學	2
Beijing Normal University	北京師範大學	3
China University of Political Science and Law	中國政法大學	2
Dalian University of Technology	大連理工大學	2
East China Normal University	華東師範大學	3
Fudan University	復旦大學	3
Harbin Engineering University	哈爾濱工程大學	3
Harbin Institute of Technology	哈爾濱工業大學	3
Jilin University	吉林大學	2
Nanjing University	南京大學	3
Nankai University	南開大學	2
Peking University	北京大學	3

Exchange Universities (in English)	Exchange Universities (in Chinese)	Quotas
Renmin University of China	中國人民大學	2
Shanghai Jiaotong University	上海交通大學	3
Sichuan University	四川大學	4
Tianjin University	天津大學	2
Tongji University	同濟大學	5
Tsinghua University	清華大學	2
University of Science and Technology of China	中國科學技術大學	3
Wuhan University	武漢大學	3
Xiamen University	廈門大學	2
Xi'an Jiaotong University	西安交通大學	4
Zhejiang University	浙江大學	3

List C – Exchange Programmes in Mainland China that accept applications from non-Home Return Permit holders, but students who hold Home Return Permit will be prioritized.

Exchange Universities (in English)	Exchange Universities (in Chinese)	Quotas
Beihang University	北京航空航天大學	3
Beijing Jiaotong University	北京交通大學	2
Central China Normal University	華中師範大學	3
Chongqing University	重慶大學	3
Guangdong University of Foreign Studies	廣東外語外貿大學	2
Huaqiao University	華僑大學	2
Huazhong University of Science and Technology	華中科技大學	2
Lanzhou University	蘭州大學	2
Minzu University of China	中央民族大學	1
Ningbo University	寧波大學	2
Northwestern Polytechnical University	西北工業大學	2

Exchange Universities (in English)	Exchange Universities (in Chinese)	Quotas
Shandong University	山東大學	1
Shanghai International Studies University	上海外國語大學	3
Shanghai University	上海大學	1
Shanghai University of Finance and Economics	上海財經大學	1
Shenzhen University	深圳大學	2
Soochow University	蘇州大學	2
South China University of Technology	華南理工大學	3
Southeast University	東南大學	2
Southern University of Science and Technology	南方科技大學	3
Sun Yat-sen University	中山大學	3
The University of Nottingham Ningbo, China	寧波諾丁漢大學	3

Selection

Evaluation of university-level and unit-level exchange programmes are performed separately.



- GAO will arrange interviews for all eligible applicants of university-level programmes according to their first priority (i.e., first university level programme out of the six programmes).
- Interview invitations will be sent via email (the week after application is closed).
- Applicants who do not show up for the interview will not be considered.

Criteria to be considered for U-level Exchange Programme

X Students who do not fulfill the application and language requirements **at the time of application** will not be considered.

If a student fails to fulfill the requirements of his/her 1st university-level programme, he/she will be considered disqualified in that candidate pool, and will be considered in his/her 2nd university-level programme candidate pool if there is remaining quota(s), and so on.

PRIORITY

- Students who put the concerned programme as 1st priority
- Students who never joined semester exchange programmes organized by UM
- Students who meet the specific eligibilities required by the exchange university

**FINAL
GRADE**

The following will be considered in calculating the **Final Grade**

- Academic and awards: academic standing, awards, extra-curricular activities and volunteer contributions, etc.
- Interview performance
- Personality and skills

If the selected nominees reject the nomination offered by GAO, back up nominees who put the concerned programme as 1st priority will be selected according to the final grade.

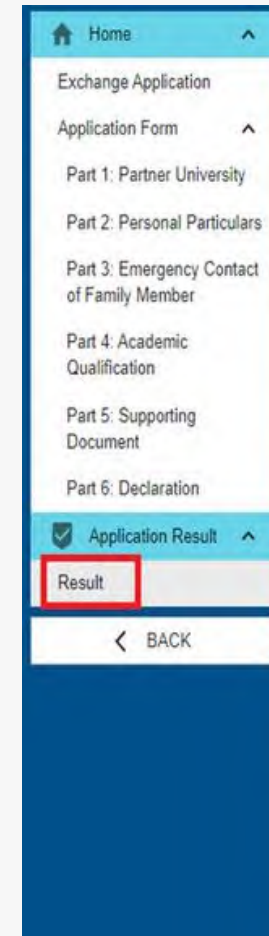
In case all the back-up nominees reject the exchange offer, quota(s) will be distributed to applicants who put the concerned programme as 2nd priority and students in this pool will be considered according to their final grade.

Components of a Good CV

- a) Personal Details
- b) Education and Qualification
- c) Experience
- d) Awards and Certificate
- e) Achievement

Application Result

- Application result of university-level and unit-level programmes will be announced separately via the online Portal.
- Students who receive nomination offer --> "Accept" or "Decline" the offer via the online Portal within the acceptance period.
- In case the acceptance deadline for university level programme is earlier than the result release of unit level programmes, students have to decide whether to confirm the nomination offer or wait for the selection results of unit level programmes.
- If an applicant is nominated for the 1st university-level programme and the nomination offer is declined, he/she will not be considered for other university-level programmes in the same call.



Application Result

Application Number EXAPP00018

Exchange Period (AY) 2020/2021

Exchange Period (Semester) 2

Partner University

Priority	UM Nomination	Student Acceptance	Partner University	Country/Region	Host Unit	Exchange Duration	Application Start Date	Application end Date	Acceptance Start Date	Acceptance End Date
1	Yes	None Accept	Peking University	CHINA	GAO	1 Semester	2022/08/01	2022/08/31	2022/07/31	2022/07/31
2	Yes	Decline	University of Lisbon	PORTUGAL	FAH	1 Semester	2022/08/01	2022/08/31	2022/07/31	2022/07/31
3	No	—	Susquehanna University	U.S.A.	FAH	1 Semester	2022/08/01	2022/08/31	2022/07/31	2022/07/31



NO CHANGES are allowed after confirmation. Student can only accept one nomination offer. Once a nomination offer is accepted, student will be considered to decline all other programmes.

Nomination offers not accepted within the acceptance period will be rescinded and given to the next deserving candidate on the waiting list.

Host office cannot guarantee the admission to Exchange University. Students declined by Exchange University will not be provided for another exchange offer.

Application to Exchange University

After student accepted Host Unit's nomination, a new record will be created in the page of "All Exchanges" under "Outbound Exchange".

GAO will liaise with students on the submission of exchange applications to Exchange University, students are responsible for preparing and completing the application by the deadline as required.

Actions	Exchange Period (AY)	Exchange Period (Semester)	Status	Partner University	Country/Region	Application No.
	2020/2021	2	Active	Peking University	CHINA	EXAPP00018

Exchange Document

Please submit the following documents as requested by the UM host unit of your exchange programme.

Actions	Description	Attachment	Upload Date	Remarks
	Application documents of the partner university Whole set of application documents that you submit to Exchange University.	APPLICATION FORM.PDF	2022/07/31	
	Acceptance letter of the partner university* Acceptance letter issued by Exchange University	ACCEPTANCE LETTER.PDF	2022/07/31	
	Course Exemption/ Waiver Form Application of Course Exemption at UM/ Letter of Undertaking	COURSE.PDF	2022/07/31	
	Transcript* Official transcript issued by Exchange University	TRANSCRIPT.PDF	2022/07/31	

BEFORE DEPARTURE

AFTER EXCHANGE

Required documents should be uploaded in this format

File name:
Exchange University_Name_Application
e.g. Waseda University_Chan Man_Application

Course Selection Form (Learning Agreement)

		Student Name	Contact
		Year of Study	Major
		Country	E-mail
(First or/and Second Semester or Summer Exchange) in Academic Year			
Overseas University		UM	
"Selected" Overseas Course Information		"To-be-replaced" UM Course Information	
Course Title	ECTS / Credit	Code	Title
		Code	Grade
2			
3			
4			

Exchange Scholarship

- About OES and Rules
- Eligibility and Quotas
- Amount of Scholarship and Disbursement
- Selection Criteria and Process
- Procedures and Timeline
- Obligations and Revoke of Scholarships

OM

FLIGHT

THIS BAGGAGE IS CHECKED TO:
MUMBAI, INDIA

GT 71-33-09

AMSTERDAM
THE HAGGEN
DENMARK
DATE

NO. 23-45-67

DESTINATION

HAVANA, CUBA

HAI

CUBAN

NEW

Outgoing Exchange Scholarship (OES)



About OES

- Administered by GAO
- Supervised by the Vice Rector (Global Affairs)
- To encourage students to participate in semester exchange programmes

Students should make sure to reserve sufficient budget to cover all the necessary expenses during the exchange and should not consider scholarship as the main financial source.



Enquiry

Email:
oes.enquiry@um.edu.mo

Website

<https://gao.um.edu.mo/mobility/scholarships/for-outgoing-students/>



Rules

Students should read through the "Rules for OES"



Eligibility and Quotas



Eligible

Undergraduates Students who apply and are nominated for UM credit-bearing semester exchange programmes (both University-level and Faculty-level) ***to be conducted in the semester following the application period.***

Applicants must achieve a **CGPA 3.0/4.0 (14/20 for students from Faculty of Law)** or above.



Not Eligible

- Participating in self-initiated exchange programme or third-party's programme
- Not enrolling in any credit-bearing courses at host university
- Previous awardee of OES
- Receiving any other scholarship or fellowship from UM/ outside entities for the same exchange exercise



Quotas

The quotas will be allocated proportionally according to the number of applications from each unit (applicants' home unit) and the acceptance rate [AR] of the current applications;

- *Acceptance Rate [AR] = Total Quotas [NQ] / Total Number of Applications [NA]*
- *Quotas for each academic unit [QU] = Number of applications from each academic unit x [AR]*

Amount of Scholarship and Disbursement



Amount of Scholarship

The amount of OES depends on the countries / regions of the host university as listed below.

Countries / Regions of the host university	Amount of Scholarship (MOP)
Zone 1: Foreign Countries outside Asia	\$15,000
Zone 2: Foreign Asia Countries	\$10,000
Zone 3: China (Mainland China, Hong Kong SAR and Taiwan region)	\$5,000

It is a one-off payment for the whole exchange period of one semester or one academic year.



Disbursement

The OES will be transferred into the awardee's bank account **after Exchange**.

To receive the OES, Awardees should:

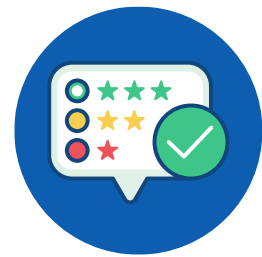
- Submit the offer letters and official transcripts within the submission period
- Update the information of "Receiving Bank Account" on the ISW

Reminder

UM reserves the right not to release the OES in any of the following cases:

- Failure to submit the documents within the submission period;
- Failure to receive the OES due to incorrect Bank Account No. or delay in submitting the Account No.

Selection Criteria & Process



Evaluation

The OES will be awarded to eligible candidates with the highest CGPA within the allocated quotas of his/her affiliated unit (subject to the candidates' past exchange record(s) and student profiles)

In the case of equal CGPA, Scholarship will be awarded in sequence to the below criteria:

- Latest GPA;
- Applicants' seniority;
- Academic Awards and participation in academic activities.

Student who had any withdrawal record from the exchange programmes without reasonable justification will be lastly considered for the OES.

The selection result will be endorsed by the Ad-hoc Committee of Global Affairs, and then approved by the Scholarship Committee as final.

APPROVED

Procedures and Timeline



Application Deadline

21 - 30 October 2024

The calls and applications of OES corresponds to the students' exchange in the following semester.



Announcement

Calls for applications will be released via UM bulletin, GAO website and/or GAO social media channels.



Application

SCAN ME



Online Application

<https://isw.um.edu.mo/seas>

Before making the application, students must confirm the exchange nomination on the application system by the acceptance deadline.

Supporting documents (certificates and/or awards) can be provided for evaluation, if any.

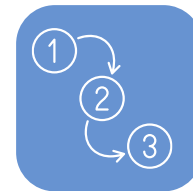


REMINDER

- *Hard copy or e-mail submissions will not be accepted.*
- *Late applications will not be considered.*
- *Any technical problems occurred during submission of scholarship application should be reported to GAO immediately.*

Procedures and Timeline

SCHEDULE	For Exchange in 2nd Semester
Call for Applications	Oct/ Nov
Announcement of application result	Dec
Scholarship Disbursement	Sep - Oct (of the following year)



Release of Result

*Application result will be released in the online application system.
Applicants will be notified of the release of results by email.*



*Awardees have to login the application system and **accept/ refuse** the OES within the acceptance period.*



If the scholarship offer is not accepted within the acceptance period, the scholarship will be given to the next deserving candidate.

Obligations and Revoke of Scholarship



Obligations

Awardees shall accept UM's invitation to take part in promotional activities after exchange.

Note: Non-fulfillment of the obligations will be recorded down in the student file, which will be taken into consideration in his/her on-campus activities or scholarship applications.



Revoke of Scholarships

- *an awardee does not fulfill the minimum enrolment requirement;*
- *passes less than half of the enrolled credits at host university;*
- *doesn't participate in the exchange programme in-person (e.g. online participating!);*
- *is determined to have made a false statement on his/her application;*
- *withdraws/ terminates/ drops out the exchange programme due to personal reasons;*
- *the conducts are detrimental to the reputation of UM, violates the regulations or guidelines of exchange;*
- *the exchange programme is cancelled by UM;*
- *received other scholarship for the same exchange exercise.*

Awardee is liable to refund the full Scholarship and applicaitons in next 4 years will be rejected.

Timeline of Exchange Programme and Scholarship



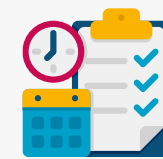
Apply Exchange

Submit application via SEAS before deadline



Apply to Host

- Prepare application documents required by Host University
- Upload a copy of your application doc. onto SEAS



Prepare for Departure

- Receive Acceptance Letter from Host
- Check Scholarship Result
- Finalize Learning Agreement (LA)
- Upload the endorsed LA onto the SEAS
- Attend Pre-Departure Briefing



Follow up

- Submit Exchange Report and Evaluation Form
- Submit transcript
- Apply for credit transfer/ course waiver

SEP

OCT

NOV

DEC

JAN

JUL



Internal Evaluation

- Attend interview, if any
- Check and accept nomination offer via SEAS

***NO withdrawal after the acceptance of the exchange nomination.**



Apply Scholarship

Apply scholarship via SEAS

***Save the date. No individual reminders!!**



Depart

- Depart for Exchange
- Report your arrival
- Register at Host University



全球事務部

Gabinete De Assuntos Globais
Global Affairs Office

Global Affairs Office



**UNIVERSITY LEVEL INTERNATIONAL PROGRAMMES
& SCHOLARSHIP**

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(853) 8822 4386



GAO.UM.EDU.MO



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