

Semester Exchange Programmes AY2025/2026 Sem 1



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU



全球事務部
Gabinete De Assuntos Globais
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1. Important Notes on Semester Exchange Programmes

1.1. General Information

There are 2 different levels of exchange programmes:

- **University-level programmes** are hosted by Global Affairs Office (GAO) and open to all Year 2 or above UG students.
- **Unit-level programmes** are hosted by faculties or units and the programmes are open to their affiliated students only.

1.2. Eligibility

1.2.1. For University-level Programmes

- a. Year 2 or above Undergraduates at the time of application (students who are applying exchange for their last semester of current bachelor programmes are not eligible);
- b. Academic Standing with a minimum CGPA of 2.8 or above; and
- c. Language proficiency required by the chosen Exchange University, if any
- d. Other specific eligibilities required by Exchange University

1.2.2. For Unit-level Programmes, please contact your own faculty/department to check the eligibility.

1.3. Internal Application at UM

1.3.1. Before application, students should:

- a. Obtain parental consent in advance;
- b. Read through the “Rules for Semester-based Outgoing Exchange Programmes”.
- c. Conduct research online and find out suitable exchange programmes.

Rules for Semester-based
Outgoing Exchange Programmes



1.3.2. Students who are interested in applying for Semester Exchange Programmes should make applications via the online Portal “Outbound Exchange and Scholarship Application System” (“SEAS”). Applicants can only create and submit **one (1) application form** in each application call, with a maximum of 6 Exchange Programmes, i.e. 3 University-level Programmes and 3 Unit-level Programmes.

Outbound Exchange and Scholarship Application System: <https://isw.um.edu.mo/seas/index.html>

1.3.3. Students should make sure whether they are applying for an Exchange Programme or a Study Abroad Programme. Exchange Application should be created under “Outbound Exchange” while study abroad application should be created under “Outbound Study Abroad” in the Online Portal.

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

1.3.5. Submitted application forms cannot be removed or edited. Students should check carefully all the information before submission [including the priority of your exchange preference].

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

1.4. Internal Evaluation at UM

- 1.4.1. Evaluation of university-level and unit-level exchange programmes are performed separately according to the host office's selection criteria, applicants of both programmes may be asked for separate interviews organized by GAO and faculties/ units.
- 1.4.2. Interview for University-level Programmes:
- a. 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). Normally, interview invitations will be sent via email one week after the application is closed. Eligible applicants with no interview invitation should approach GAO.
 - b. Exchange interviews will be conducted in English or Chinese according to the student's priority programmes. Applicants who do not show up for the interview will not be considered.
- 1.4.3. Evaluation of university level programmes will be performed according to the below criteria. Students will be selected according to their final grade, and the one with the highest score will get the nomination offer.
- a. Eligibility: students who do not fulfill the application and language requirements at the time of application will not be considered.
 - b. Priority
 - students who put the concerned programme as 1st priority will be prioritized
 - students who never joined semester exchange programmes organized by UM will be prioritized
 - students who meet the specific eligibilities required by the exchange university will be prioritized
 - c. 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
 - d. Additional advantage
 - Outgoing and eager to meet new challenges
 - Ready to be an ambassador of UM
 - Willing to share exchange experiences after Exchange
- 1.4.4. Students who put the concerned programme as 1st priority will be prioritized, in case there is remaining quota(s), students who put the concerned programme as 2nd priority will be considered, and so on.
- 1.4.5. 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.
- 1.4.6. 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.

- 1.4.7. 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.

1.5. Application Result

- 1.5.1. Application results of university-level and unit-level exchange programmes will be announced separately via the SEAS. Students who receive offer should indicate on the system whether they "Accept" or "Decline" the nomination offer. In case the acceptance deadline for university level programme is earlier than the result releasement of unit level programmes, students have to decide whether to confirm or decline the nomination offer and wait for the selection results of unit level programmes.
- 1.5.2. Before accepting the nomination offer, nominees should:
- seek for parents' consent; and
 - consult programme coordinators about the study plan at Exchange University
- 1.5.3. Nomination Offers not accepted within the acceptance period will be rescinded and given to the next deserving candidate on the waiting list.
- 1.5.4. Once the nomination offer is confirmed, **no changes are allowed** and all other applied programmes (including the programmes that the application results are not yet released) will be changed to "withdraw" or "decline".
- 1.5.5. Students who have accepted the nomination offer **are not allowed** to withdraw without ample reason. All withdrawals will be recorded in the online system and this record will be considered in the evaluation of other activities and scholarships at UM. Unable to find courses for credit transfer is not an ample reason.

1.6. Application to Exchange University

- 1.6.1. After confirmation of the nomination offer, 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.
- 1.6.2. The Host office cannot guarantee admission to Exchange University, the final decision on exchange admission will be at the discretion of the Exchange University. Exchange University reserves the right to cancel the programme and reject nominees based on their selection criteria and consideration. Students declined by Exchange University will not be provided with another exchange offer.
- 1.6.3. GAO reserves the right to suspend or cancel the exchange for any reason. In case an Exchange Programme is cancelled or terminated, Exchange Students are still responsible for the costs regarding the exchange and bear their economic losses, if any.

1.7. Responsibility of Exchange Students

Exchange students are fully responsible for all of the following.

- Seek advice and approval on the Learning Agreement (course mapping) from relevant academic advisors;
- Prepare the application documents to Exchange University;
- Check the visa requirements and apply for the visa;
- Attend Pre-departure Briefing (compulsory);

- e. Obtain comprehensive insurance and required vaccines prior to departure;
- f. Read through the “Rules for Semester-based Outgoing Exchange Programmes”;
- g. Enroll at least 9 UM equivalent credits at the host university per semester;
- h. To fully comply with the entry policy, if any;
- i. Submit the exchange report and activities photos (“not scenery photos”) within 1 month after the completion of the exchange (GAO may inform Registry to on hold the course exemption application of students whose Exchange Reports are found to be incomplete);
- j. Complete the online survey for exchange programmes (Link can be found on the SEAS);
- k. Apply for credit transfer after exchange;
- l. Join information sessions and share the exchange experience.

2. Work Flow of Exchange Programmes

Step 1	Check the application eligibility and available courses of the targeted Exchange University from the website.
Step 2	Students apply for University-level and/ or Unit-level exchange programmes via the SEAS.
Step 3	Eligible applicants will be invited for an interview as part of the application evaluation, if any.
Step 4	Applicants check the application result via the SEAS. Nominees should indicate on the system whether to “Accept” / “Decline” the nomination offer within the acceptance period. Students who do not take action by the acceptance deadline will be considered to “Decline” the nomination offer. *NO withdrawal after the acceptance of the exchange nomination.
Step 6	The Host office will liaise with nominees on the preparation and submission of application documents required by Exchange University. *Upload the application documents (the doc. submitted to Exchange University) onto the SEAS.
Step 7	Acceptance result to be announced by Exchange University *Upload the acceptance letter onto the SEAS.
Step 8	<ul style="list-style-type: none"> a) Upload the application documents, acceptance letter and learning agreement onto the SEAS. b) Attend Pre-departure Briefing c) Seek approval of the learning agreement from programme advisor
Step 9	Go for exchange!
Step 10	<ul style="list-style-type: none"> a) Submit the transcript, exchange report and activities photos via the SEAS b) Apply for credit transfer with an approved learning agreement and transcript issued by Exchange University

3. University-level Exchange Programmes Details (AY2025/2026 Sem 1)

Application Period 9 – 22 January 2025

Exchange Duration One (1) Semester [i.e. AY2025/2026 Sem 1 (Fall 2025)] or
One (1) Academic Year (i.e. Fall 2025 and Spring 2026)

- Eligibility**
- 1) Year 2 or above Undergraduates 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.

Exchange Programmes

Country/ Region	Exchange Universities	Quotas	Language Proficiency TOEFL Best score is not accepted
Exchange Duration: 1 Academic Year			
Japan	Kumamoto University	2	<u>Japanese Programme</u> JLPT N2 <u>English Programme</u> TOEFL iBT 61 or equivalent
Japan	Kwansei Gakuin University	1	<u>Japanese Programme</u> Japanese <u>English Programme</u> TOEFL iBT 71 or equivalent
Japan	The University of Kitakyushu	2	<u>Japanese Programme</u> JLPT N4 <u>English Programme</u> IELTS 5.0-5.5 / TOEFL 69 / TOEIC 650
Japan	Waseda University	1	<u>Japanese Programme</u> JLPT N1 <u>English Programme</u> IELTS 6.5 / TOEFL iBT 80
Exchange Duration: 1 Semester			
Brunei	University of Brunei Darussalam	2	IELTS 6.0 / TOEFL 550 / TOEFL iBT 79
Singapore	Nanyang Technological University	1	IELTS: 6 or equivalent TOEFL/TOEFL iBT: 570 (paper) or 90 (internet) 237 (computer)
Singapore	Singapore University of Technology and Design	1	IELTS 6.0 or equivalent
South Korea	Myongji University	1	<u>English Programme</u> TOEFL iBT 70 / IELTS 5.5 / TOEIC 750 <u>Korean Programme</u> TOPIK Level 3
Thailand	Chulalongkorn University	2	TOEFL iBT 79 / IELTS 6.5 or equivalent
Bahamas	University of The Bahamas	2	TOEFL iBT95 or equivalent
Brazil	Federal University of Rio de Janeiro	2	A2 Portuguese
Brazil	University of Brasilia	2	B1 Portuguese

Brazil	Pontifical Catholic University of Rio de Janeiro (PUC-Rio)	2	B1 English and Portuguese
Italy	D'Annunzio University	2	B1 Italian / B2 English
New Zealand	Auckland University of Technology	1	IELTS 6.0 or equivalent
Switzerland	University of Lucerne	1	IELTS 6.5 / TOEFL IBT 85 or equivalent
U.K.	University of Essex	1	IELTS 6.0 or equivalent
U.K.	Edge Hill University	1	IELTS 5.5 or equivalent

Enquiry

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