

University of Macau

Guidelines for Exchange Ambassador Scheme

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Associate responsible units: *Faculties, FO-ACC, FO-TRE*

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Remarks: *Approved by Rector (GAO/RTO/pl0037/2025).*

Article 1 Objective

1. University of Macau (hereinafter refer to as “UM” or “the University”) has launched the Exchange Ambassador Scheme (hereinafter refer to as “Scheme”) to encourage UM students to contribute to the University’s internationalization, diversity, and global visibility during their Mobility Period.
2. These Guidelines set out the terms and conditions governing the Scheme.
3. These Guidelines are applicable to all participants under the Scheme.

Article 2 Eligibility

1. Students nominated for UM Mobility Programmes, including semester exchange programmes and study abroad programmes, are eligible for the Scheme.
2. The Mobility Programmes referred to in the aforesaid paragraph are credit-based programme at either University or Unit level, lasting for at least one semester.
3. Students are not eligible for the Scheme in any of the following cases:
 - a) Participating in a self-initiated mobility programme or third-party’s programme;
 - b) Failure to enroll in any credit-bearing courses at the host university.

Article 3 Administration and Registration

1. The Scheme is administered by Global Affairs Office (hereinafter referred to as “GAO”) and supervised by the Vice Rector (Global Affairs).
2. GAO will provide promotional resources and general information on promoting UM to participants before their Mobility Programmes, which may be distributed during a briefing or through other means.
3. Students interested in participating in the Scheme must register within the designated registration period.
4. Registration periods are generally in May (for Mobility Programmes taking place

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in the 1st Semester of the following academic year) and November/ December (for Mobility Programmes taking place in the 2nd Semester of the current academic year).

Article 4 Obligations

1. Participants are required to submit a written report summarizing their activities and achievements during the Mobility Period within a month of completing the Mobility Programme. Supporting documents demonstrating the achievement of promotional activities may be included for evaluation.
2. Participants are expected to fulfill the following responsibilities:
 - a) actively engage in the activities organized by the host university and showcase UM through meaningful participation;
 - b) promote UM as an attractive exchange destination to peers and the host university community;
 - c) document the abroad experience through photos and videos, sharing them on personal social media platforms;
 - d) share the insights and experience gained during the exchange with future prospective exchange students.

Article 5 Recognition

1. Participants who fulfill the stipulated obligations and meet the minimum requirements during the Mobility Period will be recognized as Exchange Ambassadors (hereinafter referred to as “Ambassadors”), and will receive a Certificate of Recognition (hereinafter referred to as “Certificate”).
2. Participants who demonstrate exceptional efforts in promoting awareness of UM Programmes among students from diverse backgrounds at the host university will be recognized as Exchange Ambassadors with distinguished performance (hereinafter referred to as “Distinguished Ambassadors”), and will receive an Honorary Certificate and a monetary award ranging from MOP5,000 to MOP8,000 (hereinafter referred to as “Distinguished Award”). The Distinguished Award is granted on a competitive basis, and not all eligible participants will receive a Distinguished Award.
3. Each participant will only be eligible to receive either the Ambassador or

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Distinguished Ambassador designation for the Mobility Period of one semester or one academic year.

Article 6 Quotas

1. There is no upper limit on the number of Ambassadors.
2. Quotas for the Distinguished Award will be defined annually, subject to funding availability and will be allocated based on the countries of the host university.

Article 7 Selection for Distinguished Ambassadors

1. Participants will be evaluated in a fair and objective manner. GAO reserves the right to contact a participant for additional supporting documents, if necessary.
2. The selection for the Distinguished Ambassador is based on the below evaluation on promotion taken throughout the Mobility Period:
 - a) quantity of activities participated in or organized;
 - b) quality, innovation and effectiveness of promotional approaches;
 - c) level of interaction and engagement with the target audience;
 - d) thorough and well-organized documentation of promotional activities, including photos, videos, and written report.
 - e) positive feedback or recognition from the host university or peers regarding the participant's promotional efforts and contributions
 - f) overall contribution and reach of promotional activities.
3. Distinguished Ambassadors will be selected within the allocated quotas of the host country, subject to the participants' past student record(s) and profiles. Participants with withdrawal records from Mobility Programmes without reasonable justification are considered last.
4. In case of equal grading, selection will be based on the achievements of the promotion activities that:
 - a) align with UM's strategy goals for internationalization;
 - b) reflect the diversity of UM Programmes and community.

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Article 8 Releasement of the Result

1. The selection results will be submitted to Vice Rector (Global Affairs) for approval. Ambassadors and Distinguished Ambassadors will be notified upon the results are released.
2. Result are generally announced in March (for Mobility Programmes taking place in the 1st semester of the current academic year) and October (for Mobility Programmes taking place in the 2nd semester of the previous academic year) and is subject to the evaluation process.
3. Appeal against the decision must be raised to the GAO together with ample justifications within 5 working days after the announcement of the result. The appeal case will be analyzed by a Committee, and its resolution will be considered as final.

Article 9 Releasement of the Award

1. Certificates and Distinguished Awards are released after the result announcement.
2. UM serves the right not to release the monetary value of the Distinguished Awards due to the incorrect or delay submission of Bank Account Number by Distinguished Ambassadors.

Article 10 Revocation of Recognition

The Certificate and/ or Distinguished Award (both title and award) will be revoked in any of the following circumstances and the student concerned is liable to return the Certificate and/ or refund the full monetary value of the Distinguished Award in case it has already been disbursed:

- a) a student does not participate in the Mobility Programme in-person (e.g. online participating);
- b) a student is found to have provided false information in his/her report;
- c) a student's conduct is deemed detrimental to UM's reputation;
- d) a student violates or fails to comply with the regulations, rules or guidelines in regard to his/her Mobility Programme.

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Article 11 Entry into Force and Revisions

1. These Guidelines shall enter into force on 16 April 2025 and apply to the Mobility Programmes in or after the 1st Semester (Fall Semester) of academic year 2025/2026.
2. UM has the right to add, delete and/or amend these Guidelines at any time without prior notice.
3. Changes to these Guidelines shall take effect upon their publication on the official website of UM.