

The University of Macau

Admission Rules Governing Master's Degree & Postgraduate Certificate / Diploma Programmes

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Page 1 of 8

Keywords: admission, deferment, exemption, master's degree, postgraduate certificate, postgraduate diploma, programmes

Remarks: Revisions are made to the Admission Requirements, Master Assistantship, the Course Exemption and the Termination of Application or Study. The Thesis Supervision Fee and the Interpretation and Enforcement are removed.

1. ADMISSION REQUIREMENTS

1.1 Master's Degree Programmes

- 1.1.1 An applicant of a Master's degree programme must possess a Bachelor's degree or academic background recognized as equivalent by the University of Macau. An applicant may also be required to possess other knowledge or professional experience.
- 1.1.2 Applicants currently studying in the final year of Bachelor's degree programmes may also submit applications. Successful applicants will be provisionally offered and will only be formally admitted upon successful completion of their Bachelor's degree programmes with overall result satisfying the requirements set by the respective programme.
- 1.1.3 Applicants should have achieved the equivalent* of an overall result of Grade C+ or better in the Bachelor's degree studies. (Except for the Faculty of Law)
- 1.1.4 Applicants must fulfil the Language Proficiency requirement of the specific programme.

* The equivalent means 2.3 on the 4.0 GPA scale, 14 on the 20-point scale or 70 out of 100.

1.2 Postgraduate Certificate / Diploma Programmes

- 1.2.1 An applicant of a postgraduate certificate / diploma programme must possess a Bachelor's degree or academic background recognized as equivalent by the University of Macau. An applicant may also be required to possess other knowledge or professional experience.
- 1.2.2 Applicants currently studying in the final year of Bachelor's degree programmes may also submit applications. Successful applicants will be provisionally offered and will only be formally admitted upon successful completion of their Bachelor's degree programmes with overall result satisfying the requirements set by the respective programme.

The University of Macau
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Diploma Programmes

Document code:	GRS.09-4/201602/000.r04
Approval date:	25 October 2018
Effective date:	25 October 2018
Supersedes:	GRS.09-4/201602/000.r03

Page 2 of 8

1.2.3 Applicants must fulfil the Language Proficiency requirement of the specific programme.

1.3 Applicants who received their Bachelor/Master's degree from a university where the medium of instruction was not English are required to provide one of the following as proof of English proficiency :

- Obtained a Level 6 of the College English Test (CET) score of 430 or;
- Obtained a TOEFL* score of 550 (paper-based examination)/ 80 (Internet-based examination) or;
- An IELTS* overall score of 6.0 or above with no sub-score lower than 5.5 or;
- Passed the Level 4 or Level 8 of the Test for English Majors (TEM).

Some academic units may have different requirements for proof of English proficiency. Please visit the corresponding academic unit's website for more details.

*Note: TOEFL and IELTS scores are valid for two years from the test date.

1.4 Please refer to the programme information for individual programme's specific admission requirements.

2. APPLICATION PROCEDURES

Online application forms will be available during the application period. Applicants should submit their application via the Online Application System of the University at <http://grs.um.edu.mo/>.

2.1 Read carefully the important notes before you proceed with your application.

2.2 You must have an email address to register as a new user in order to submit an application. Applicants who have successfully registered will receive a reference number (e.g. 2XXXXXXXX) and password by email. You must keep such information to login to your account throughout the whole application procedure. (If you fail to receive the email within 2 days, please contact us by phone at 8822 4898 or by email at gradschool@um.edu.mo.)

2.3 Complete all relevant sections of the Online Application. It is recommended that you supply a local mobile number so that the University may notify applicants of any news by email and SMS.

2.4 Scan and upload all required documents to the Online Application System. All submitted documents must be in A4 size, PDF format and the total size for all attached documents should NOT be greater than 6MB.

The documents should include:

The University of Macau
Admission Rules Governing Master's Degree & Postgraduate Certificate /
Diploma Programmes

Document code:	GRS.09-4/201602/000.r04
Approval date:	25 October 2018
Effective date:	25 October 2018
Supersedes:	GRS.09-4/201602/000.r03

Page 3 of 8

- 2.4.1 Identification card copy.
- 2.4.2 Photo (passport size photo in JPG format with 300dpi, with no border and white background; this photo will be used for making the student identification card for all offered applicants.).
- 2.4.3 Certificate(s) and academic transcript(s) for the programme(s) taken and documents supporting information given in the application form.
- 2.4.4 Applicants currently studying in the final year of Bachelor's degree programmes should submit their most updated academic transcript (It must include at least 3 years' results, if the transcript has more than one page, you should scan all pages in ONE FILE and upload it at the appropriate area.), testimonial and documents supporting information given in the application form.
(Applicants currently studying in the final year of Bachelor's degree at the University of Macau do not need to submit the Bachelor's degree transcript and testimonial, other documents remain the same with other applicants.)
- 2.4.5 Applicants (in-service teachers) of Postgraduate Certificate in Education Programme (PGCE) must submit one Teacher's I.D. card copy.
- 2.4.6 Recommendation forms
- 2.4.6.1 Applying for the Postgraduate Certificate in Education Programme, in-service teachers must use the paper recommendation form provided by the Faculty of Education (this recommendation form can be downloaded at the Graduate School's website at <http://grs.um.edu.mo/>). Pre-service teachers must use the paper recommendation form provided by the Graduate School. Only one recommendation form is required, the form should be sealed in an envelope by your referee and forwarded/sent to the Graduate School directly.
- 2.4.6.2 No recommendation form is required from applicants of Introduction to Macau Law programme (LML) and Improvement of Legal Practice and Language programme (LPL).
- 2.4.6.3 Applicants of all the other programmes must use the recommendation forms provided by the Graduate School. Each application must submit two recommendation forms. One of the recommendation forms must be completed by university academics. If applying for admission to programmes taught in English, English recommendation forms should be used.

The University of Macau
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Diploma Programmes

Document code:	GRS.09-4/201602/000.r04
Approval date:	25 October 2018
Effective date:	25 October 2018
Supersedes:	GRS.09-4/201602/000.r03

Page 4 of 8

- 2.4.6.4 Further to 2.4.6.3, paper recommendation and online recommendation forms are both accepted. If you prefer to submit online recommendation forms, you must make sure your referees submit your recommendation forms to us before the application deadline. An automatic notification email will be sent to the applicant once we receive the recommendation forms. If applicants do not receive this email, that means your referee has not submitted the online recommendation form for you yet. You should contact your referee as soon as possible to make sure that it is submitted by the application deadline. If you choose to use paper recommendation forms, the forms should be sealed in an envelope by your referee and forwarded/sent to the Graduate School directly. Please write on the envelope your application number DP-CX-XXXX-X or reference number 2XXXXXXXXX before sending the recommendation form to us.
- 2.4.7 Proof of English proficiency (Please refer to Item 1.3 under Admission Requirements for details.)
- 2.4.8 Applicants who received their Bachelor/Master's degree from a university where the medium of instruction was English are required to provide a proof of English as the medium of instruction, if deemed necessary, issued by the applicants' university where their Bachelor/Master's degree was obtained (UM's current students and graduates are not required to provide such proof).
- 2.4.9 Students applying for admission to programmes taught in English must submit English version of certificate(s)/testimonial(s) and academic transcript(s).
- 2.4.10 Application without the above mentioned documents enclosed will not be processed.
- 2.4.11 Documents submitted to the University will not be returned to the applicant.
- 2.5 Verify all application data before submitting the application. Once the application is submitted, no data can be changed. Each applicant can submit only one application in the same academic year. If necessary, the applicant can indicate in his/her application a maximum choice of two programmes with priority given to each programme. Although the applicant can apply for two programmes, application fee will be charged once only.
- 2.6 Settle the application fee by the deadline of the application period (For more details, please refer to Point 5).
- 2.7 Once the application fee is settled, an acknowledgment email with an application number

The University of Macau
Admission Rules Governing Master’s Degree & Postgraduate Certificate /
Diploma Programmes

Document code:	GRS.09-4/201602/000.r04
Approval date:	25 October 2018
Effective date:	25 October 2018
Supersedes:	GRS.09-4/201602/000.r03

Page 5 of 8

(DP-CX-XXXX-X) will be sent to you by email. Applications without an application number will not be regarded as valid. If you do not receive any acknowledgment email, please contact us by email at gradschool@um.edu.mo.

2.8 If the academic documents provided are not in Chinese/English/Portuguese, applicants must submit an English version of certificate(s)/testimonial(s) and academic transcript(s) issued by the respective university/institution. Applicants can also submit translated English copies of the documents. Otherwise, the application will not be considered.

2.9 Late applications will be considered only under very special circumstances.

2.10 Applicants will be given conditional offer in the following circumstances.

2.10.1 Applicants currently studying in the final year of Bachelor’s degree programmes will be conditionally offered and will only be formally admitted upon successful completion of their Bachelor’s degree programmes with overall result satisfying the admission requirements.

2.10.2 In special cases, applicants are required to submit proof of English proficiency before formally admitted.

3. SELECTION

Should an interview be required for application to a certain programme, the academic unit concerned will inform candidate for further details of the interview.

4. MASTER ASSISTANTSHIP

Master assistantship is available to Master students of the University which serves as a source of stipend for students. Please refer to the *Guidelines for UM Master Assistantship* (GRS.10/201808/606) for further details.

5. APPLICATION FEE

The application fee for each application is MOP200.00. The application fee is non-refundable. The application fee payments must be made by the deadline of the application period:

5.1 By online credit card payment (please follow the payment instructions on the website);

5.2 By cheque, bank draft or cashier’s order drawn on a bank in Macao and made payable to the “University of Macau”. An additional handling charge of MOP50 is required for each foreign bank draft or cashier’s order. However, the exact amount of handling fees

The University of Macau
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Diploma Programmes

Document code:	GRS.09-4/201602/000.r04
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Effective date:	25 October 2018
Supersedes:	GRS.09-4/201602/000.r03

Page 6 of 8

depends on the amount charged by banks. Our University reserves the right to recover the difference.

(For 5.2, applicants must print the application fee payment slip after they have completed the application at the Online Application System and submit it to the Treasury Section at Room 1012, Administration Building for payment.)

6. TUITION FEES

- 6.1 Please refer to the Tuition Fees Scheme of postgraduate programmes (which is available at GRS webpage: <http://grs.um.edu.mo/>) for further details.
- 6.2 Tuition Fees are subject to revision annually.

7. NON-REFUNDABLE DEPOSIT

Applicants are required to pay the non-refundable deposit when they receive their admission offer. The non-refundable deposit is non-refundable and will be used to offset part of the tuition fee payable for that academic year when the applicant has completed the registration.

8. DEFERMENT OF STUDY FOR NEW STUDENTS

- 8.1 New students can apply for deferment of study for not more than one academic year. Application for such deferment should be made before class commencement. New students must fulfil all the conditions stated in their offer letters and submit the required amount of non-refundable deposit before they become eligible to apply for deferment of study. Such applications will only be permitted for medical reasons and exceptional cases with sound justification. For medical reasons, students are required to submit medical certificates issued by hospitals at the time of application. For exceptional cases with sound justification, students are required to specify the reason and submit written certifications at the time of application.
- 8.2 Students who have deferred their studies and wish to return to the University should apply for resumption of study. Resumption is not granted automatically. Besides, new students are not permitted to transfer to another programme when they apply for resumption of study.
- 8.3 If students neither apply for resumption of study nor submit another deferment application before class commencement of the next semester after they have reached the previously approved deferment period, they will be considered having withdrawn from the University, and they have to apply for re-admission of study later if they wish to return to the University.

The University of Macau
Admission Rules Governing Master's Degree & Postgraduate Certificate /
Diploma Programmes

Document code:	GRS.09-4/201602/000.r04
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Effective date:	25 October 2018
Supersedes:	GRS.09-4/201602/000.r03

Page 7 of 8

9. COURSE EXEMPTION

Students who have completed equivalent or convertible courses in any tertiary education institutions may apply for course exemption to the academic unit concerned on or before the last day of course add/drop period. Applications should be submitted to the respective academic unit and be accompanied by supporting documents, showing that the students have passed equivalent courses elsewhere.

10. CANCELLATION OF PROGRAMMES

The University reserves the right not to offer any programmes, or to suspend student intake temporarily, if supervening conditions require.

11. TERMINATION OF APPLICATION OR STUDY

11.1 Applicants must guarantee that the information given in the application form is TRUE and the University of Macau reserves the right to terminate an application or study at any time if any information given in his/her application form is found later to be untrue, false or incorrect. Should such a case occur, no fees will be refunded.

11.2 Students should not enrol/register in any other higher education programme in Macao in the same academic year. If students are found to be registered for more than one higher education programme, the University of Macau reserves the right to terminate his/her application or study at any time.

12. PERSONAL IDENTIFICATION

Applicants must hold valid personal identification documents for admission:

12.1 Valid Macao identification card for local applicants;

12.2 Valid passport for non-local applicants.

For Mainland China identification card or passport holders, please refer to the admission guidelines for Master's Degree Programmes for Mainland China applicants at <http://grs.um.edu.mo/>.

13. SUBMISSION OF DOCUMENTS

13.1 For Application:

Applicants must scan and upload all required documents to the Online Application System of the University for application. Otherwise, the application will not be

The University of Macau
Admission Rules Governing Master’s Degree & Postgraduate Certificate /
Diploma Programmes

Document code:	GRS.09-4/201602/000.r04
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Effective date:	25 October 2018
Supersedes:	GRS.09-4/201602/000.r03

Page 8 of 8

considered. (For details, please refer to Point 2.4.)

13.2 Upon Offer of Admission:

Upon offer of admission, candidates will be requested to provide certified true copies of their academic documents or to present the originals before/during registration, otherwise, the offer of admission will be cancelled and the candidate will not be eligible for registration. All submitted documents will not be returned.

All documents submitted must be in A4 size. Applicants who fail to provide the required documents for verification will be disqualified from admission and subsequent enrolment in the University.

14. ADMISSION FOR STUDENTS WITH DISABILITIES

With the purpose of providing an equal admission opportunity, necessary study environment and facilities for students with disabilities, the University has devised the “Admission Policy for Students with Disabilities”. Please visit the website at <http://grs.um.edu.mo/> for details.