



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

新 生 須 知 – 2021 / 2022 學 年

Notice for New Registered Students – Academic Year 2021 / 2022

1. 內地學生-出境手續/往澳通行證 (逗留的特別許可)

已獲本校錄取之學生可憑澳門大學發出之「通知書」及由澳門特別行政區政府教育及青年發展局發出之「確認錄取證明書」，攜同所需證明文件到戶口所在地之公安部門辦理《往來港澳通行證》及半年或一年期多次往返之逗留簽註(D)。

澳大在內地招生是經過國家教育部、國務院港澳辦及公安部批准。如辦理出境手續時遇上困難，可與省招生辦/考試中心聯繫，尋求協助。來澳升學人士之出境簽注為讀書簽注 (即逗留簽註(D))。有關手續要求，必須符合國家對出境人士之規定。

由於《往來港澳通行證》是出入境證明文件，請緊記攜帶。為免遺失，建議於來澳後立即複印五份 (包括附有照片之身分資料頁、有效簽注及蓋有首次入境期之內頁) 以備用，其中兩份須於到校註冊時遞交。學生必須注意通行證簽注有效期，於通行證到期前須到研究生院申請「在學證明書」以辦理續簽簽注手續。

按照澳門特別行政區政府之規定，所有非本地人士留澳讀書，必須向【澳門治安警察局出入境管制廳】辦理臨時居留手續。學生於完成入學註冊手續後，必須於澳門出入境管制廳辦理「逗留的特別許可」。由於「逗留的特別許可」之申請手續必須於入境時憑「逗留簽註(D)」所獲得之逗留期限內 (不同月份有不同期限) 作出，故建議於指定之入宿日期抵澳。

2. 前往出入管制廳辦理「逗留的特別許可」注意事項

2.1 入學

- 首次申請所需之文件：
 - i. 申請人有效的卡式「往來港澳通行證」之正本及正背面的複印本 (如使用本式通行證，複印本需包括個人資料頁及最新的「逗留簽註(D)」)；
 - ii. “入境申報表”正本及複印本 (入境時派發憑條)；
 - iii. 已填妥之「逗留的特別許可」申請表 (由出入境管制廳提供)；
 - iv. 正面彩色白底近照一張 (1.5吋)；
 - v. 在澳門大學註冊和所修讀課程期限之證明文件。

2.2 在學

「逗留的特別許可」有效期最長為一年。學生於首次辦理「逗留的特別許可」後，於每學年初或簽注到期日前必須自行到「澳門治安警察局出入境管制廳」辦理續簽手續。根據澳門法律規定，所有非本地學生必須辦理「逗留的特別許可」，否則將觸犯法律而引致逾期逗留，



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

後果相當嚴重，輕則罰款，重者將被禁止入境。

澳門治安警察局出入境管制廳總部：

電話：(853) 2872 5488

傳真：(853) 8897 0300

網址：[http:// www.fsm.gov.mo/psp/cht/psp_top5_4_1.html](http://www.fsm.gov.mo/psp/cht/psp_top5_4_1.html)

地址：澳門氹仔北安碼頭一巷，治安警察局出入境事務大樓

2.3 退學、休學或轉校

根據出入境管制廳通知有關外來生（包括內地生及外地生）退學及轉校時應注意事項，其中對於退學、休學或轉校的學生需辦理的手續，該等學生於校方辦妥有關退學手續後之緊接的第一個政府辦公日，親身前往出入境管制廳辦理“轉換逗留許可”手續，以便為其註銷作就讀目的之逗留許可，及轉發作離境所需之一般逗留許可，並應在所給予之一般逗留許可有效期內離境；若擬轉校的學生，應在該逗留許可的有效期內，重新向該廳提交新的“逗留的特別許可”申請，並附上新註冊課程的有關就讀證明為據；否則，自該廳接獲校方關於學生上述退學等情況的通知函日起計，有關學生原獲批予之“逗留的特別許可”即告失效，若學生仍然留澳，且並未辦理上述手續或具備其他合法逗留條件，則可能被視作逾期逗留情況，以及按嚴重情況，將可能被科處罰款，驅逐出境或於兩年內禁止申請居留、延長逗留許可的處罰。

如有任何疑問，同學可與出入境管制廳聯絡。地址：澳門氹仔北安碼頭一巷，治安警察局出入境事務大樓。

如有任何疑問，同學可與學生資源處聯絡：

電話：8822 9902

電郵：sao.services@um.edu.mo

1. International Students – VISA (Special Authorization to Stay) application procedures

No study visa at Macao is needed before your arrival. The Student Resources Section (SRS) will arrange the Special Authorization to Stay (Student Visa) application for all international students as a group after your arrival in Macao. However, you might need an “Entry Visa” (For details, please refer to the website of the Immigration Department of Macau: <http://www.fsm.gov.mo/psp/eng/EDoN.html#VI>).

You should enter Hong Kong or Macao with an Entry Visa (Tourist Visa). You might be requested to show your “UM Letter of Acceptance” to the officers at Hong Kong or Macao Immigration Border. This letter will be sent to you after the confirmation of the corresponding faculty acceptance.

According to the Law of Macao, all non-local students (except Hong Kong SAR Permanent Resident) who are studying at Macao's tertiary education institutions have to apply for the Special Authorization to Stay (Student Visa) after you arrive Macao. **Since you will need to apply for the Special Authorization to Stay within the stay period granted from your first arrival in Macao, it is suggested that you arrive on the specific hostel move-in dates.**

2. Important Notice about “Special Authorization to Stay”

2.1 Admission

Required documents for first time application:

- i. Original copy of the Travel Documents (e.g. Passport)
- ii. Filled Application form for “Special Authorization to Stay” (provided by the Macao Immigration Department)
- iii. Testimonial issued by the University of Macau
- iv. 1 Passport Photo (white background, 1.5 inch)
- v. Original and copy of the latest “Slip of Authorization to Stay (small white squared paper given on arrival)”

2.2 Studying

The Special Authorization to Stay is valid for one year only. You will have to apply in person for extension from the Macao Immigration Department prior to the expiration date if you are continuing your studies at UM. Failure to comply with this requirement will result in violation of the law.

Macao Public Security Police Force Immigration Department Office:

Tel: (853) 2872 5488

Fax: (853) 8897 0300

Web: http://www.fsm.gov.mo/psp/eng/psp_top5_4_1.html#ppsp_top

Add: Immigration Building of the Public Security Police Force, Travessa Um do Cais de Pac On, Taipa, Macao

2.3 Withdrawal from study, deferment of study or finishing study early

All non-resident students who have enrolled at a higher institute in Macao and been granted “Special Authorization to Stay” by the Immigration Department of the Public Security Policy have to pay attention to the following if you are no longer studying because of withdrawal, deferment of study or finishing study early:

- i. You should leave Macao on or before the first government working day following the completion of the school leaving procedure.



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

- ii. If you need to extend your limit of stay in Macao, you should cancel your original “Special Authorization to Stay” – student type in person at the Immigration Department and apply for ordinary “Special Authorization to Stay” for the purpose of extension of stay and single departure from Macao during office hours on the first government working day following the completion of the school leaving procedure.

Otherwise, starting from the second government working day following the receipt of the formal notification by the Immigration Department, you will become ‘overstayers’ if you remain stay in Macao.

If you have any enquiries, please contact Student Resources Section:

Tel: 8822 9902

E-mail: sao.services@um.edu.mo

3. 2021/2022學年學費及其他費用 / Tuition Fees & other charges of Postgraduate Programmes

3.1 有關2021/2022學年研究生課程學費表，請瀏覽以下網頁：

<https://grs.um.edu.mo/index.php/current-students/tuition-fee/>

Details of the Tuition Fee Scheme of Postgraduate Programmes for the academic year 2021/2022, please refer to the link: <https://grs.um.edu.mo/index.php/current-students/tuition-fee/>

3.2 保證金 / Security Deposit

所有新註冊入學學生必須繳交MOP1,000保證金，在沒有欠費的情況下，保證金將於退學或畢業退回。

All new registered students required to pay the security deposit of MOP1,000 during the study period. The deposit is refundable to the students upon graduation or withdrawal and settlement of all outstanding liability due to University.

4. 繳交學費手續 / Tuition Fee Settlement

學生須依照學費單上的金額和付款期限按繳費指引繳費。每當電子繳費單發出時，有關訊息會以短訊傳遞至已登記的手機號碼及以電郵通告至同學的大學電子郵箱內。學費單可於學生資訊網上服務網頁內下載有關學費之電子繳費單(<https://isw.um.edu.mo/siweb>)。學生須於繳費通知單上規定的期限內全額繳清學費及其他費用。如有經濟困難的學生，可於指定日期內向學生事務部尋求幫助。詳情請參閱：http://www.um.edu.mo/sao/sds/std/en/sds_financial_aid.php。有關繳費的方法可細閱網址：https://fo.um.edu.mo/student/tuition_fee/payment_method/。如有任何其它關於學費的垂詢，可參閱網址：https://fo.um.edu.mo/student/faq_student_chi/。

Students need to settle the 1st semester of tuition fee with the amount shown on the tuition fee debit notes before deadline. Upon the debit note issued, the notification will be sent to student’s registered local mobile number and student email account. The E-debit notes can be downloaded from the Student Information Web Services (<https://isw.um.edu.mo/siweb>). Students are required to fully settle the tuition fees within the



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

payment period indicated on the debit notes. If you are in financial difficulties to settle the fees, you may seek assistance from the Student Affairs Office within application period. For details, please visit SAO website http://www.um.edu.mo/sao/sds/std/en/sds_financial_aid.php. For the payment methods, please visit the FO website https://fo.um.edu.mo/student/tuition_fee/payment_method/. For other enquiries of tuition fee, please refer to the FO website https://fo.um.edu.mo/student/faq_student_en/.

5. 註冊手續 / Registration Procedure

請參閱「新生註冊須知」 / Please refer to “Registration Information Sheet”

6. 2021/2022學年開學日期 / First Day of Classes 2021/2022

6.1 第一學期開學日期 First Day of 1st Semester Classes

- 2021年8月18日 18th August 2021

6.2 第二學期開學日期 First Day of 2nd Semester Classes

- 2022年1月6日 6th January 2022

7. 住宿 / Accommodation

「研究生宿舍」由學生事務部學生資源處管理，主要為研究生提供校內住宿及生活服務。所有宿舍房間均提供基本的傢俱及冷氣設備，但不包括日常衛生用品及床上用品（如枕頭、棉被、被單、床單等）。「研究生宿舍」亦提供部分公共設施（如電視室、溫習室、小型室內運動場等），但只限宿生使用。

由於宿位有限，本校只確保第一年修讀一年級且在澳門地區沒有住所的研究生之住宿（不包括工商管理博士、高級管理人員工商管理碩士、教育博士以及公共行政博士學位課程）。餘下的宿位不足以分配予全部研究生。學生資源處將根據最近公告的《研究生宿舍住客規條》及《澳門大學研究生宿舍住宿申請審批指引》安排宿位。不獲安排宿位的學生需自行安排校外住宿。有關校外住宿的基本資訊，請參閱學生資源處（學生住宿）網頁（<https://srs.sao.um.edu.mo/>）。

2021/2022「研究生宿舍」住宿費用

請注意博士新生將獲優先分配單人房，其次分配雙人房（單人房分配以西三十二大樓實際施工進度而定），碩士新生將只獲分配雙人房。轉房申請（申請轉往單人房/套房/其他雙人房）一般於8月（第一學期）及1月（第二學期）舉行，屆時按實際公佈作準。於轉房申請期間以外收到的任何轉房申請恕不受理。每位同學只可於每個學期轉房一次。



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

房間類型	每學期住宿費	暑期住宿費
套房(供一對夫婦)	澳門元24,700/每對夫婦	澳門元9,880/每對夫婦
單人房	澳門元11,350/每人	澳門元4,540/每人
雙人房	澳門元7,050/每人	澳門元2,820/每人

註:

- 1) 為了配合研究生院之研究新生註冊安排，入宿安排如下：
 - 第一學期：研究新生可於2021年8月2日起入住「研究生宿舍」。
 - 第二學期：研究新生可於2022年1月1日起入住「研究生宿舍」。
- 2) 當同學完成宿舍入住手續，必須繳交整個學期之住宿費，不論同學在當學期內何時退宿，均不予退款（以下情況除外：畢業、外出交流(需附相關證明文件)、醫療原因(需附上由澳門醫院發出的健康狀況證明書)）。
- 3) 「研究生宿舍」於每年暑假期間將進行大型維修及深層清潔。考慮到部份宿生可能有暑期住宿的需要，宿舍會根據施工及清潔需要提供限量宿位，暑期宿生務必需要配合校方的工程搬房，預計暑假期間需最少有兩次搬房間安排，屆時按實際情況作準。如需申請暑期住宿，同學必須申請整段暑期住宿日期，即由6月1日至7月30日，屆時按實際公佈作準。另研究生宿舍亦有提供暑期行李寄存服務予同學選擇。
- 4) 辦理入宿時間為早上9:00至下午6:00。如需於夜間辦理入宿，同學必須電郵通知學生住宿辦公室（電郵：sao.pgh@um.edu.mo）。請注意「研究生宿舍」不設提前入宿服務。
- 5) 學生資源處於8月2至3日(上午9時至下午6時)在澳門各口岸提供接駁巴士分批接新生到校園。具體日期請留意電子郵件。

研究新生之住宿現正接受申請，已獲本校錄取之學生將以電郵通知有關詳情。如同學有校內住宿需求，請務必按照電郵指示在指定期限內提交申請。宿位申請結果將於7月（第一學期）及12月（第二學期）於學生資源處（學生住宿）網頁公佈。

同學需按照上述入宿日期親臨「研究生宿舍」辦理入宿手續。如未能於2021年8月22日或之前（第一學期）及2022年1月16日或之前（第二學期）辦理入宿手續，同學須於上述日期前以書面方式（電郵：sao.pgh@um.edu.mo）向學生住宿辦公室申請。逾期未能完成入宿手續，將視作自動放棄宿位處理。

如有任何疑問，請致電學生住宿辦公室 (853) 8822 2660、電郵至 sao.pgh@um.edu.mo 或者傳真至(853) 8822 2371。有關宿舍的住宿申請、入宿 / 退宿程序、收費、轉房、宿舍規則、設施等，請參閱學生資源處 (學生住宿) 網頁 (http://www.um.edu.mo/sao/srs/sh/cn/srs_online_application.php)。



The Student Resources Section of the Student Affairs Office manages the Postgraduate House (hereafter referred to as “PGH”), which mainly offers on-campus accommodation and living services to UM postgraduate students. All the rooms in PGH are fully furnished and air-conditioned, excluding personal necessities and beddings (such as pillow, blanket, coverlet, bed sheet, etc.). PGH offers some of the public facilities (such as TV room, study room, small indoor sport venue, etc.), which can only be used by PGH students.

Since there are not enough bed spaces in the PGH, the University can only ensure accommodation for the first year postgraduate students who do not have a residence in Macao (DBA, EMBA, EdD, DPA courses are excluded). The remaining bed spaces are not enough for all students. The Student Resources Section allocates bed spaces according to the “PGH Resident Rules” and the “Guidelines for Assessing the Applications for UM PGH Accommodation”. Students who are not offered bed spaces are required to arrange off-campus accommodation themselves. For off-campus accommodation information, please refer to Student Resources Section (Student Housing) website (<https://srs.sao.um.edu.mo/>).

2021/2022 Residence Fees for PGH

Please note that PhD freshmen will be given priority in single room followed by shared room (Allocation of single rooms is subject to W32 building actual construction progress), Master freshmen will be allocated a shared room only. In general, the change room application (change to single room/ suite/ to another shared room) will be opened in August (for 1st semester) and January (for 2nd semester), application period subject to the further announcement. Any room changing request received before/after the room changing application period will not be entertained. Students can only change rooms once per semester.

Room type	Residence fee per semester	Summer stay fee
Suite (1 couple in a room)	MOP24,700/per couple	MOP9,880/per couple
Single room	MOP11,350/per student	MOP4,540/per student
Shared room	MOP7,050/per student	MOP2,820/per student

Note:

- In order to cope with the registration arrangement of the Graduate School, PGH move-in schedule is as follows:
 - 1st semester: new postgraduate students can move in PGH starting from 2 Aug 2021 onwards.
 - 2nd semester: new postgraduate students can move in PGH starting from 1 Jan 2022 onwards.
- Once students complete the move-in procedure, residence fee will be fully charged for the whole semester. No matter students move-out at any day during the semester, NO refund will be granted. (Except graduation, exchange, medical issues (with medical certificates from hospitals in Macao))
- In every summer, PGH implements large scale maintenance and deep cleaning. In consideration of the summer stay requirement of some students, PGH will provide limited bed spaces according to the construction and cleaning execution. Summer stay students shall cooperate with the construction need and change room during your stay. It is estimated that students need to change room for twice subject to the actual situation. If students would like to apply for the summer stay, students are required to apply for the whole period of summer stay, i.e. 1 Jun to 30 Jul, summer period subject to the further

announcement. Luggage storage service is also available at PGH during summer time.

5. The handling time for move in PGH is from 9:00 a.m. to 6:00 p.m. If students need to move in during night time, please send email to notify the Student Housing Office at sao.pgh@um.edu.mo in advance. Please note that **no early move-in will be allowed**.
6. The Student Resources Section will arrange pick-up service at the Macau borders from August 2 to 3 (From 09:00 to 18:00) by batch. Please check your e-mail for your date.

Accommodation for new postgraduate students is now open for application. Details of the application will be sent to students who successfully receive their admission offer by email. Students who need on campus accommodation should follow the instructions stated on the email and submit the application within the specified period. Accommodation application results will be announced in the Student Housing website by Jul for 1st semester and Dec for 2nd semester.

Students must approach PGH to perform the move-in procedure starting from the above dates. If students are not able to move in on or before 22 Aug 2021 for 1st semester and on or before 16 Jan 2022 for 2nd semester, please send an email to the Student Housing Office at sao.pgh@um.edu.mo no later than the above periods for approval. If no advance delay move-in email is received, there will be no bed space reserved for arrival.

For enquiry, please do not hesitate to contact the Student Housing Office at (853) 8822 2660 or by email (sao.pgh@um.edu.mo). For matters regarding PGH application, move-in/out procedures, fees, change rooms, rules, facilities, etc., please refer to the Student Resources Section (Student Housing) website: http://www.um.edu.mo/sao/srs/sh/en/srs_online_application.php



8. 醫療保險 / Medical Insurance

根據「學生醫療保險豁免指引」，除獲批准豁免者外，所有註冊學生均須購買由校方安排的「學生醫療保險計劃」，當中包括門診及住院醫療保障。在學期間可於本澳的指定醫療服務機構接受門診及住院服務。有關豁免規定、豁免申請及保險的最新消息，請瀏覽學生資源處網頁：<https://srs.sao.um.edu.mo/medical-insurance/?lang=zh-hant>。如有任何疑問，可與學生資源處聯絡：

電話：8822 9902

電郵：sao.services@um.edu.mo

According to “UM Student Medical Insurance Fee Waiver Guidelines”, UM medical insurance is mandatory for all registered students, except those are approved for exemption, which covers out-patient visits and hospitalization benefits at designated medical service providers. For further latest information about the UM Medical Insurance Scheme, Waiver Guidelines and Exemption Application, please visit Student Resources Section website: <https://srs.sao.um.edu.mo/medical-insurance/>. If you have any enquiries, please contact Student Resources Section:

Tel: 8822 9902

E-mail: sao.services@um.edu.mo



澳門大學
UNIVERSIDADE DE MACAU
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9. 大學校曆 / University Almanac

學生可登入網頁<http://reg.um.edu.mo/university-almanac/> 查詢2021/2022學年大學校曆。

Please refer to the webpage <http://reg.um.edu.mo/university-almanac/> for details of the University Almanac for Academic Year 2021/2022.