



澳門大學  
UNIVERSIDADE DE MACAU  
UNIVERSITY OF MACAU

## 2024 / 2025 學年新生須知

### Notice for New Registered Students Academic Year 2024 / 2025

#### 1. 內地學生辦理出境手續 (往來港澳通行證)

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。

#### 2. 辦理澳門的逗留手續 (逗留特別許可)

**根據澳門法律規定，所有非本地學生必須辦理「逗留特別許可」，否則在法律上將不被視為具有學生身份。而因沒有辦理「逗留特別許可」而導致逾期逗留，後果相當嚴重，輕則罰款 (每日澳門元伍百元)，重者將被禁止入境最高十年。**

學生於完成入學註冊手續後，必須於澳門出入境事務大樓辦理「逗留特別許可」。由於「逗留特別許可」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。

##### 2.1 前往出入境事務大樓辦理「逗留特別許可」注意事項

###### 2.1.1 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;
- ii. 「入境申報表」正本及複印本 (入境時派發憑條);



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- iii. 已填妥之「逗留特別許可」申請表 (由居留及逗留事務廳提供) ;
- 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。

### 2.1.2 在學

學生於首次獲得「逗留特別許可」後，需於指定期間內親身往以下設置地點的自助服務機完成辦理手續。

#	設置地點	服務時間
1	北安出入境事務大樓正門及側門	正門：09:00 – 17:00 側門：24小時
2	澳門政府綜合服務大樓-政府24小時自助服務中心	24小時
3	離島政府綜合服務中心-政府24小時自助服務中心	24小時
4	關閘出入境事務站	06:00 – 01:00 (翌日)
5	新口岸警司處分站	24小時
6	路環警司處澳門大學分站	24小時
7	筷子基-政府 24 小時自助服務中心	24小時
8	湖畔-政府 24 小時自助服務中心	24小時
9	橫琴口岸澳門口岸區出入境事務站	24小時
10	中華廣場-政府24小時自助服務中心	24小時
11	離島市民服務中心-石排灣分站政府24小時自助服務中心	24小時
12	二龍喉-政府 24 小時自助服務中心	24小時

### 2.1.3 退學或休學

根據居留及逗留事務廳通知有關非本地生 (包括內地生及外地生) 退學時應注意事項，其中對於退學或休學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，親身前往居留及逗留事務廳辦理「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



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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；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，驅逐出境或禁止申請居留、延長逗留許可的處罰。

如有任何疑問，可與居留及逗留事務廳聯絡。澳門治安警察局居留及逗留事務廳：

電話：(853) 2872 5488

傳真：(853) 8897 0300

網址：<https://www.fsm.gov.mo/psp/cht/main.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

## 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 Public Security Police Security Force of Macao : [https://www.fsm.gov.mo/psp/eng/psp\\_top5\\_3m.html](https://www.fsm.gov.mo/psp/eng/psp_top5_3m.html)).

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.

## 2. Application procedure for “Special Authorization to Stay”

**According to the Law of Macao, all non-local students who are studying at Macao's higher education institutions have to apply for the Special Authorization to Stay (Student Visa) after you arrive Macao. Failure to comply with this requirement will result in violation of the law which fine MOP500 per overdue day or interdict from entry to the 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 dormitory move-in dates.

### 2.1 Important Notice about “Special Authorization to Stay”

#### 2.1.1 Admission

Required documents for the first time application:

- i. Original and copy (front and back on one side of the A4 paper) of the Travel Documents (e.g. Passport)
- ii. Original and copy of the latest “Slip of Authorization to Stay (small white squared paper given on arrival)”

- iii. Filled Application form for “Special Authorization to Stay” (provided by the Residence and Stay Affairs Department)
- iv. 1 Passport Photo (white background, 1.5 inch)
- v. Testimonial issued by the University of Macau

### 2.1.2 Studying

Please approach to the following location(s) by presenting the original “Two-way Exit Permit for travelling to and from Hong Kong and Macao” to complete the application procedure before the expiration date.

#	Locations	Service hours
1	Immigration Building at Pac On (main entrance and side entrance)	Main entrance: 09:00 – 17:00 Side entrance: 24 hours
2	Macao Government Services Center – 24-hour Government Self-service Centre	24 hours
3	Macao Government Services Centre in Islands - 24-hour Government Self-service Centre	24 hours
4	Border Gate Checkpoint	06:00 – 01:00 (next day)
5	Police Station of ZAPE Subdivision	24 hours
6	University of Macau Police Station of Coloane Subdivision	24 hours
7	Fai Chi Kei - 24-hour Government Self-service Centre	24 hours
8	Lago - 24-hour Government Self-service Centre	24 hours
9	Checkpoint of Macao Port Zone of Hengqin Port	24 hours
10	China Plaza - 24-hour Government Self-service Centre	24 hours
11	Island District Public Services Centre - 24-hour Government Self-service Centre	24 hours
12	Flora Centre - 24-hour Government Self-service Centre	24 hours

### 2.1.3 Withdrawal from the University or deferment of study

All non-resident students who have enrolled at a higher education institutions in Macao and been granted “Special Authorization to Stay” by the Residence and Stay Affairs Department of the Public Security Police Force have to pay attention to the following if you are no longer studying because of withdrawal from the University or deferment of study :

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



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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 Office, you will become “overstayers” if you remain stay in Macao.

If you have any enquiries, please contact the Residence and Stay Affairs Department. Residence and Stay Affairs Department of Macao Public Security Police Force:

Tel: (853) 2872 5488  
Fax: (853) 8897 0300  
Web: <https://www.fsm.gov.mo/psp/eng/main.html>  
Address: Immigration Building of the Public Security Police, Force,  
Travessa Um do Cais de Pac On, Taipa, Macao

### 3. 2024/2025學年學費及其他費用 / Tuition fees & other charges of Postgraduate Programmes

3.1 有關2024/2025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 2024/2025, 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澳門元1,000保證金，在沒有欠費的情況下，保證金將於退學或畢業退回至同學在學生資訊服務網頁登記的銀行賬戶。

All new registered students required to pay the security deposit of MOP1,000 during the study period. The deposit is refundable to the students' bank account registered in Student Information (SI) Web system 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：<https://sds.sao.um.edu.mo/whole-person-nurturing/financial-aid>。有關繳費的方法可細閱網址：[https://fo.um.edu.mo/student/tuition\\_fee/payment\\_method/](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/](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



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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 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 <https://sds.sao.um.edu.mo/whole-person-nurturing/financial-aid>. For the payment methods, please visit the FO website [https://fo.um.edu.mo/student/tuition\\_fee/payment\\_method/](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/](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” for details.

## 6. 2024/2025學年開學日期 / First day of classes for Academic Year 2024/2025

6.1 第一學期開學日期 First Day of 1<sup>st</sup> Semester Classes

**- 2024年8月19日 19<sup>th</sup> August 2024**

6.2 第二學期開學日期 First Day of 2<sup>nd</sup> Semester Classes

**- 2025年1月6日 6<sup>th</sup> January 2024**

## 7. 住宿 / Accommodation

本校只確保第一年修讀一年級的哲學博士及碩士學位課程 (不包括其他博士及高級管理人員工商管理碩士學位課程) 新生之住宿，其宿位保障期是由首次註冊的學期至緊接的下一學期末。上述學位課程之研究生，在超出宿位保障期或升讀至課程二年級或以上基本不會獲安排宿位。不獲安排宿位的學生需自行安排校外住宿。有關校內宿舍申請詳情，學生資源處將以電郵方式通知已接受錄取的合資格學生。

如需申請校內住宿，必須按照電郵指示在指定期限內提交申請，逾期遞交申請恕不受理。宿位申請結果將於7月 (第一學期) 及12月 (第二學期) 以電郵通知。

「研究生宿舍」所有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、床罩等)。「研究生宿舍」亦提供電視室、溫習室、小型室內運動場、茶水間等公共設施供宿生使用。

### 2024/2025學年「研究生宿舍」住宿費用

請注意研究生新生只限申請雙人房宿位。單人房及套房宿位將於開學後視乎空置情況開放予同學申請。轉房申請 (申請轉往單人房 / 其他雙人房) 每學期僅開放一次，具體申請日期及申請安排將



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以實際公佈為準。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。

房型	位置	每學期住宿費用 (澳門元)	正常暑期住宿期費用 (澳門元)
套房 (供一對夫婦)	南一座	25,700/每對夫婦	9,200/每對夫婦
單人房 (供一名宿生)	南一座至南四座	11,800/每人	4,230/每人
S2-S4雙人房 (供兩名宿生)	南二座至南四座	7,200/每人	2,580/每人
W31雙人房 (供兩名宿生)	西三十一座 (相鄰兩房的四名宿生 共用一衛浴)	5,900/每人	2,120/每人
W32雙人房 (供兩名宿生)	西三十二座 (相鄰兩房的四名宿生 共用一衛浴)	5,900/每人	2,120/每人
無障礙房 (只供一名肢體障 礙宿生)	南二座 (位於地面層) 西三十二座 (位於1層)	7,200/每人	2,580/每人

註:

1) 住宿期:

第一學期: 8月上旬 至 12月下旬#

第二學期: 1月上旬 至 5月下旬#

暑期住宿: 6月上旬 至 7月下旬#

#具體入宿日期及退宿日期將以實際公佈為準。需辦理退宿的住宿生, 需於各住宿期的最後退宿日下午二時或之前完成退宿手續。

2) 為了配合研究生院之研究生新生註冊安排, 入宿安排如下:

- 第一學期: 研究生新生可於2024年8月5日至2024年8月20日入住「研究生宿舍」。

- 第二學期: 研究生新生可於2025年1月3日至2025年1月31日入住「研究生宿舍」。

請注意「研究生宿舍」不設提前入宿服務。



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同學需按照上述入宿期間親臨「研究生宿舍」辦理入宿手續。逾期未能完成入宿手續，將視作自動放棄宿位處理，並會收取一個月的住宿費。因特殊原因未能於2024年8月20日或之前（第一學期）及2025年1月31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說明原因及附上相關證明文件電郵發送至 [sao.pgh@um.edu.mo](mailto:sao.pgh@um.edu.mo) 向學生住宿辦公室提出延期入住申請，申請不保證被批准。

- 3) 研究生宿舍住宿費用（不包括日常膳食費用）是按學期收費，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、休學、退學、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）。
- 4) 辦理入住櫃檯提供 24 小時服務（節假日照常辦公）。為免影響其他宿生作息，建議同學盡量在晚上 10 時前辦理入住。
- 5) 學生資源處於 8 月 5 至 6 日（上午 10 時至下午 5 時）在橫琴口岸澳門口岸區及關閘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。
- 6) 「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因學術原因有暑期住宿的需要，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 24 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。

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](mailto: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 (<https://srs.sao.um.edu.mo/pgh-mangement/>)。



**The University can only ensure accommodation for new postgraduate students of PhD and Master's Degree Programmes (excluding other Doctoral Degree Programmes and EMBA Programme) who are in their first year of study and do not have a residence in Macao, the accommodation guaranteed period extends from the semester of initial registration to the end of the immediately following semester.** Postgraduate students in the aforementioned degree programmes who exceed the accommodation guaranteed period or enter to the second year or beyond of their degree programme will unlikely be offered an accommodation. Students who were not offered a bedspace are required to arrange off-campus accommodation by themselves. For details of the PGH application, eligible students who have accepted the



offer from UM will be notified by email from the Student Resources Section.

Students who need on-campus accommodation should follow the instructions stated on the email and submit the application within the specified period. Late application will NOT be considered. Accommodation application results will be informed by email in July for the 1<sup>st</sup> semester and in December for the 2<sup>nd</sup> semester.

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 provides public facilities such as TV room, study room, small indoor sport venue, etc.

PGH Residence Fees of Academic Year 2024/2025

Please note that only shared rooms will be provided to new postgraduate students. Depending on the availability of single rooms and suites, the vacancies will be opened for application after the semester begins. In general, only one room change application (change to single rooms / other shared rooms) will be opened for each semester, the specific application date and application arrangement is subject to the actual announcement. Any room changing request received before/after the room changing application period will not be considered. Students can only change their room once per semester.

Room type	Location	Residence fee per semester (MOP)	Normal summer stay fee (MOP)
Suite (1 couple in a room)	South Zone - S1	25,700/per couple	9,200/per couple
Single Room (1 student in a room)	South Zone - S1 to S4	11,800/per student	4,230/per student
S2-S4 Shared Room (2 students in a room)	South Zone - S2 to S4	7,200/per student	2,580/per student
W31 Shared Room (2 students in a room)	West Zone - W31 (4 students in two adjacent room will share one bathroom)	5,900/per student	2,120/per student
W32 Shared Room (2 students in a room)	West Zone - W32 (4 students in two adjacent room will share one bathroom)	5,900/per student	2,120/per student
Disabled Room (only for students with physical disabilities; 1 student in a room)	South Zone - S2 (G/F) West Zone - W32 (1/F)	7,200/per student	2,580/per student

Note:

1. Residence period:

1st semester: Early Aug – Late Dec# (move out by 31 Dec, 14:00)

2nd semester: Early Jan – Late May# (move out by 31 May, 14:00)

Summer stay: Early Jun – Late Jul# (move out by 24 Jul, 14:00)

# The specific move-in date and move-out date is subject to the actual announcement. For residents who are required to move-out of PGH, the move-out procedure should be completed by 14:00 on the last move-out date of the residence period.

2. In order to cope with the registration arrangement of the Graduate School, PGH move-in period is as follows:
- 1<sup>st</sup> semester: new postgraduate students can move in PGH from 5 August 2024 to 20 August 2024.
  - 2<sup>nd</sup> semester: new postgraduate students can move in PGH from 3 January 2025 to 31 January 2025.
- Please note that no early move-in will be allowed.**

Students must approach PGH to perform the move-in procedure in person within the aforementioned period. Failure to complete the move-in procedure by the deadline will result in automatic forfeiture of the accommodation and a one-month residence fee will be charged. In cases of students are unable to complete the check-in procedure before 20 August 2024 (for 1<sup>st</sup> semester) or 31 January 2025 (for 2<sup>nd</sup> semester) due to special circumstances, they must email a written explanation, along with relevant supporting documents, to [sao.pgh@um.edu.mo](mailto:sao.pgh@um.edu.mo) by the deadline to request a check-in postponement. Approval of the request is not guaranteed.

3. Residence fee, which does not include meal expenses, would be charged by semester. No matter if students move-out at any day during the semester, NO refund will be granted. (Except for graduation, deferment, withdrawal of study, exchange, medical issues (with medical certificates from hospitals in Macao)).
4. The check-in reception will provide a 24-hour service (open on holidays). However, it is recommended that students check-in before 10 p.m. to avoid disturbing other residents.
5. The Student Resources Section will arrange pick-up service at the Macao Port Zone of Hengqin Port and Border Gate from August 5 to 6 (from 10:00 to 17:00) by batch. Please check your e-mail for your date.
6. Every summer, PGH implements large scale maintenance and deep cleaning. In consideration of the summer stay requirement of some students due to academic reason, PGH will provide limited bedspaces according to the execution of renovation work and cleaning. Summer stay students shall cooperate with the renovation work and proceed room change during summer stay period. It is estimated that students need to change their room two times depending on the actual situation. If students would like to apply for summer stay, students are required to apply for the full normal summer stay period, the normal summer period subjected to actual announcement. Luggage storage service is also available at PGH during summer time.

For enquiry, please do not hesitate to contact the Student Housing Office at (853) 8822 2660 or by email ([sao.pgh@um.edu.mo](mailto: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: <https://srs.sao.um.edu.mo/pgh-mangement/>



## 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



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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: (853) 8822 9902

E-mail: [sao.services@um.edu.mo](mailto:sao.services@um.edu.mo)

## 9. 大學校曆 / University almanac

學生可登入網頁 <http://reg.um.edu.mo/university-almanac/> 查詢2024/2025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 2024/2025.