



澳門大學  
UNIVERSIDADE DE MACAU  
UNIVERSITY OF MACAU

## ACADEMIC YEAR 2022/2023 REGISTRATION INFORMATION SHEET FOR MASTER'S DEGREE AND POSTGRADUATE CERTIFICATE PROGRAMMES (MACAO STUDENTS)

1. Registration Venue: Graduate School Room 001, G/F, Administration Building (N6)
2. Registration Schedule: **the Graduate School will notify students of the registration period on the registration date by email in mid July. In order to reduce crowd gathering, please report for registration within the scheduled registration period.**

Academic Unit	Programme/Major	Date	Time
Faculty of Art and Humanities	Chinese Literature/Chinese Linguistics/English Studies/ Translation Studies/Portuguese Language & Intercultural Studies/History/Chinese History and Culture	2022/08/01 (Monday)	16:00 - 19:00
Faculty of Law	Law(Chinese Language)/International Business Law(English Language)/European Union Law, International and Comparative Law (English)/Juridical Sciences (Portuguese)/ Macau Law & Practice		
Institute of Chinese Medical Sciences	Chinese Medicinal Science/ Medicinal Administration		
Faculty of Science and Technology	Civil Engineering/Electrical and Computer Engineering/ Computer Science/E-Commerce Technology/ Electromechanical Engineering/Mathematics/ Financial Technology/Internet of Things	2022/08/02 (Tuesday)	16:00 - 19:00
Institute of Collaborative Innovation	Data Science/Cognitive Neuroscience		
Faculty of Business Administration	Accounting/ Finance/ International Integrated Resort Management/ Business Administration (except EMBA)	2022/08/03 (Wednesday)	16:00 - 19:00
Faculty of Social Sciences	Communication/European Studies/Public Administration/ International Relations and Public Policy/Economics/ Criminology and Criminal Justice/Macao Studies		
Faculty of Education	Curriculum & Instruction/Educational Administration/ Early Childhood Education and Child Development/ Physical Education & Sport Studies/ Educational Psychology/ Postgraduate Certificate in Education	2022/08/04 (Thursday)	16:00 - 19:00
Faculty of Health Sciences	Global Public Health		
Institute of Microelectronics	Microelectronics		

3. Students should bring along the following documents for registration:
  - a) **Original** of the Offer Letter and Statement of Acceptance; and
  - b) **One copy and the original** personal identification document; and
  - c) Two passport size (around 3.5cm x 4.5cm) colour photos (white background is recommended; please write your student number and name on the back); and
  - d) **One copy and the original** of the Bachelor's degree certificate and transcript; and
  - e) **One copy and the original** of the Proof of English proficiency or Proof of English as the medium of instruction; and
  - f) The original Medical Examination Report and original & a copy of the "Individual Vaccination Booklet" (including the pages about personal information and all vaccination record). Students are advised to bring along the original "Individual Vaccination Booklet" for checking when needed. Please note that the Medical Examination Report will be considered valid only with signature of the doctor and stamp of the hospital or medical centre. (Details please refer to the Instruction for Medical Examination)

**If the applicant cannot provide the captioned documents, University has the right to withdraw his/her admission qualification.**



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4. Temporary campus card

Students who fail to submit the required documents stated in the letter of acceptance regardless of any reasons must provide a detailed justification for the failure of submission and notify the Graduate School **at least three working days** before the students' scheduled registration date. Such students can only be issued a temporary campus card and cannot enjoy all the privileges as official students do. If you do not submit the proof for your graduation and degree and/or Medical Examination Report, we will not process your registration.

**After submitting all required documents and completing registration, students will receive their student cards (campus cards).**

5. Late Registration

Students who are unable to report for registration on the specified date are required to submit an application for late registration to the Graduate School. Except for medical reasons and other extraordinary circumstances, registration can only be delayed for at most 5 calendar days after commencement of classes (**The first day of 1<sup>st</sup> semester's classes of the academic year 2022/2023 is 18 August 2022**). Students should submit the completed application form to the Graduate School **at least three working days** before the scheduled registration period. Otherwise, a late registration fee of MOP330.00 will be charged against students who fail to register by the date specified. Application form (GRS/Form/011) for late registration can be obtained at the Graduate School or website (<https://grs.um.edu.mo/index.php/current-students/application-forms/>).

6. UM Medical Insurance

UM medical insurance is mandatory for all registered students, except those are approved for exemption. The insurance scheme period starts from the registration day to 31 July 2023 and covers out-patient visits and hospitalization benefits. For further latest information about the UM Medical Insurance Scheme, Waiver Guidelines and Exemption Application, please visit the below website <https://srs.sao.um.edu.mo/medical-insurance/>.

**NOTES**

1. All students must complete the registration in person.
2. Non-registered new students can apply for deferment of study for not more than one academic year. 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. **Application for such deferment should be made to Graduate School before 8 July 2022** (Application should submit to the Graduate School's office or by email).
3. Non-registered new students must fulfill 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.
4. Non-registered new students are not permitted to transfer to another major/programme when they apply for resumption of studies. The University reserves the right to change the study plan and cancel any programme without prior notice.
5. Contacts of academic units:
  - Faculty of Art and Humanities – (853) 8822 4582
  - Faculty of Business Administration – (853) 8822 4607
  - Faculty of Education – (853) 8822 8789
  - Faculty of Health Sciences – (853) 8822 4998
  - Faculty of Law – (853) 8822 4779
  - Faculty of Social Sciences – (853) 8822 4015
  - Faculty of Science and Technology – (853) 8822 4963
  - Institute of Chinese Medical Sciences – (853) 8822 4685
  - Institute of Collaborative Innovation – (853) 8822 4600
  - Institute of Microelectronics – (853) 8822 4700
6. Graduate School – Room G001, Administration Building, University of Macau, N6, Avenida da Universidade, Taipa, Macau, China
  - Office hours: 09:00 – 13:00 and 14:00 – 17:45 (Monday to Thursday)
  - 09:00 – 13:00 and 14:00 – 17:30 (Friday)
  - Telephone: (853) 8822 4898