



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

Registration Information Sheet for Master's Degree and Postgraduate Certificate Programmes Academic Year 2024/2025 (for Macau Students)

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

Academic Unit	Programme/Major	Date	Time
Faculty of Education	Curriculum & Instruction/ Educational Administration/ Early Childhood Education and Child Development/ Physical Education & Sport Studies/ Educational Psychology/ Teaching English to Speakers of Other Languages/ Postgraduate Certificate in Education	2024/08/01 (Thursday)	09:30 – 13:00
Faculty of Health Sciences	Global Public Health		
Faculty of Art and Humanities	Chinese Literature/ Chinese Linguistics/ English Studies/ Translation Studies/ Portuguese Language & Intercultural Studies/ History/ Chinese History and Culture/ Philosophy (except MFA)	2024/08/01 (Thursday)	14:00 – 18:00
Faculty of Business Administration	Accounting/ Finance/ International Integrated Resort Management/ Business Analytics/ Business Administration (except EMBA)		
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/ Introduction to Macau Law	2024/08/02 (Friday)	09:30 – 13:00
Faculty of Social Sciences	Communication/ European Studies/ Public Administration/ International Relations and Public Policy/ Economics/ Criminology and Criminal Justice/ Macao Studies/ Clinical Psychology		
Faculty of Science and Technology	Civil Engineering/ Electrical and Computer Engineering/ Computer Science/ Electromechanical Engineering/ Mathematics/ Financial Technology /Internet of Things/ Artificial Intelligence/ Coastal Environment and Safety/ Robotics and Autonomous Systems/ Construction Project Management/ Smart Ocean Technology	2024/08/02 (Friday)	14:00 – 18:00
Institute of Collaborative Innovation	Data Science/ Cognitive Neuroscience		
Institute of Applied Physics and Material Engineering	Innovative Materials		
Institute of Chinese Medical Sciences	Chinese Medicinal Science/ Medicinal Administration		
Institute of Microelectronics	Microelectronics		

*The registration date and class commencement date for Master of Fine Arts and Executive Master of Business Administration programme will be notified later.

3. Students should bring along the following documents for registration:
 - a) Offer Letter;
 - b) One copy and the original personal identification document;
 - 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);
 - d) One copy and the original of the Bachelor's degree certificate and transcript;
 - e) One copy and the original of the Proof of English proficiency or Proof of English as the medium of instruction;



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- 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 student cannot provide the captioned documents for registration, the University reserves the right to cancel his/her admission offer.

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 1st semester’s classes of the academic year 2024/2025 is 19 August 2024**). 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 2025 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. Students have to settle the tuition fee of 1st semester before eligible for registration. 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 submitted to Graduate School before 10 July 2024** (Application should be submitted to 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 tuition fee/non-refundable deposit before 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 study. 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 Applied Physics and Material Engineering – (853) 8822 4142
Institute of Chinese Medical Sciences – (853) 8822 4685
Institute of Collaborative Innovation – (853) 8822 4600
Institute of Microelectronics – (853) 8822 4700