



澳門大學  
UNIVERSIDADE DE MACAU  
UNIVERSITY OF MACAU

## Registration Information Sheet for PhD Programmes Academic Year 2024/2025 (for All Students)

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

Academic Unit	Date (yy/mm/dd)	Time
Faculty of Arts and Humanities (except Doctor of Fine Arts)	2024/08/06 (Tuesday)	09:30 – 13:00 14:00 – 18:00
Faculty of Law		
Institute of Applied Physics and Material Engineering		
Institute of Chinese Medical Sciences		
Faculty of Social Sciences (except Doctor of Public Administration)	2024/08/07 (Wednesday)	09:30 – 13:00 14:00 – 18:00
Faculty of Science and Technology		
Faculty of Business Administration (except Doctor of Business Administration)	2024/08/08 (Thursday)	09:30 – 13:00 14:00 – 18:00
Faculty of Education (except Doctor of Education)		
Faculty of Health Sciences (except Doctor of Public Health)		

\*The registration date and class commencement date for Doctor of Fine Arts, Doctor of Business Administration, Doctor of Education, Doctor of Public Administration and Doctor of Public Health 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 (ID card for Macau, Hong Kong and Mainland students; passport for Taiwan and international students);
  - c) Exit-Entry Permit for Travelling to and from Hong Kong and Macau (for Mainland students only);
  - d) 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);
  - e) One copy and the original of the Bachelor's degree certificate, one copy and the original of the Bachelor's degree transcript, one copy and the original of the Master's degree certificate, one copy and the original of the Master's degree transcript;
  - f) One copy of the Notarized academic qualification certification (for Mainland students only): please refer to the Chinese version for details;
  - g) One copy and the original of the Proof of English proficiency or Proof of English as the medium of instruction;
  - h) The original Medical Examination Report and a copy of the "vaccination record" (including the pages about personal information and all vaccination record). Students are advised to bring along the original "Individual Vaccination Booklet" for checking. 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 (For details, please refer to Instruction for Medical Examination).

**Remarks:**

- 1) If the student cannot provide the captioned documents for registration, the University reserves the right to cancel his/her admission offer.
- 2) If students cannot submit the Medical Examination Report and Individual Vaccination Booklet during registration, students must submit the documents to the Graduate School's office on/before 30 August 2024.
- 3) UM PhD Scholarship & UM PhD Teaching Research Assistant recipients should complete the registration on or before 15 August 2024. Otherwise, no stipend will be provided in August 2024.

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



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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 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 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. New 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 the Graduate School's office or by email).
3. Non-registered new students must fulfill all the conditions stated in their offer letters and settle the required amount of 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 general office of academic units:

Faculty of Arts & 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 Applied Physics and Materials Engineering	(853) 8822 4142