

# City University of Macau Postgraduate Student Handbook

## (2020 Edition)

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# Mission

## Motto

*Virtue Knowledge Practice*

## Philosophy

Macau is a historical city. Its inclusiveness allows her to pursue diversity, embrace the past and future as well as the East and West

The City University of Macau is a higher education institution. She opens her arms to welcome diversity, to pass on knowledge and to foster the growth of ideas. Talent and experts are drawn to her.

The City University of Macau has inherited the culture and tradition of Macau. She confers the soul of the city, disseminates the quintessence of a university, and nurtures scholars for generations to come. The City University of Macau is the university of Macau, the university of China and the university of the world.

## About the University

City University of Macau, formerly known as University of East Asia which was established in 1981, was renamed in 2011 and has adopted the development strategy of “Rename, Restructure, Transform, and Upgrade”. The University pursues the path of a metropolitan university and integrates with urban lives, achieving excellence in humanities, art, business, commerce, new engineering and social science. It strives to realize its mission and fulfill its social responsibility of “Rooted in Macau and Serving the Greater Bay Area”. Guided by the motto of “Virtue, Knowledge, Practice” and leveraging the integrated development of higher education in the Guangdong-Hong Kong-Macao Greater Bay Area, the University is dedicated to nurturing practical talent for Macao and the region and keeping up its efforts in providing intelligence support intelligence support to urban and social development.

The City University of Macau now has nearly 6000 students. It has set up ten Faculties and offers seven Bachelor’s Degree programs, 13 Master’s Degree programs and 11 Doctoral Degree programs, including nearly 40 Chinese and English programs. The University adopts a “five in one” learning model featuring “international learning”, “experimental learning”, “cross cultural learning”, “peer learning” and “value-added learning”. It strives to enhance the quality of teaching and takes the lead in offering programs with international accreditation. Its Doctoral, Master’s and Bachelor’s Degree programs are the only programs in Macao accredited TedQual quality education by the United Nations World Tourism Organization (UNWTO).

The University has set up 11 research institutes/centers with unique features, some being first or the only one of its kind in Macao. They include the Institute for Research on Portuguese-speaking Countries, Institute of Analytical Psychology, Institute of Data Science, Ministry of Education Key Research Institute of Humanities and Social Sciences - Research Centre for Macau Social and Economic Development, “One Belt, One Road” Research Centre, Research Center for Arts Education, Asia-Pacific Business Research Centre, Foreign Language Education and Research Center, Institute of Macau Education Development, Institute of Tourism and Gaming and Institute of Economic Research etc. The University has achieved outstanding research performance and its research teams are commissioned by institutions including the National Natural Science Foundation of China, Macao Foundation, Macao Higher Education Bureau and Macao Trade and Investment Promotion Institute to conduct research projects.

To satisfy society’s demand for “Lifelong Learning, Continuing Studies”, the University has established the Open Institute and School of Continuing Studies to explore quality and effective new teaching models, improve featured academic programs, develop on-the-job and professional training programs that cater for society’s need for open education and continuing education, and to promote universal lifelong education. In addition, the University is one of the test centers for the most comprehensive international mainstream English examinations in Macau, organizing exams such as TOEIC, TOEFL, IELTS, SAT and CET4 and CET6.

The University continues to build stronger teaching and management teams by recruiting academic and management talent globally. 80% of its academic staff members have a PhD degree from a world renowned university. It also employs leading local and overseas experts and scholars to teach and provide

guidance postgraduate students. In addition, the University has established a cooperation platform with more than ten international professional institutions, including UNWTO and United Nations Educational, Scientific and Cultural Organization etc. and has signed cooperation agreements with several dozen Mainland and overseas higher institutions to create an international learning platform for students and broaden their international horizon.

At this important moment of time, the University will grasp the opportunity of higher education integration of the Guangdong-Hong Kong-Macao Greater Bay Area, place emphasis on concerted efforts to develop excellent higher education in the Greater Bay Area, adopt the strategy of “grasping opportunities, leveraging advantages, being rooted in the region, facing the world”, cater for the need for talent required for regional and national development and nurture more young talent who “love the country and love Macao”. It will also strengthen academic and research exchange with higher institutions in the Greater Bay Area, foster cooperation with Portuguese speaking countries and strive to develop into a metropolitan university with international competitiveness.

## I Overview of Postgraduate Programs

| Faculty  | Program  | Professional Area   | Normal Period of Study | Maximum Period of Study |
|--|--|---|------------------------|-------------------------|
| Faculty of Business (FOB)                              | Master of Business Administration (Chinese)                          | Entrepreneurship and Company Management, Accounting and Financial Management, Human Resources Management, International Business Management | Two years              | Four years              |
|  | Master of Business Administration (English)<br>-Part-time, weekend   |   | Two years              | Five years              |
|  | Doctor of Business Administration (DBA) (Chinese)                    |   | Three years            | Seven years             |
|  | Doctor of Business Administration (Chinese)<br>-Part-time, weekend   |   | Three years            | Eight years             |
|  | Doctor of Business Administration (English)<br>-Part-time, weekend   |   | Three years            | Eight years             |
| Faculty of Humanities and Social Sciences (FHSS)       | Master of Applied Psychology   |   | Two years              | Four years              |
|  | Master of Cultural Industries Management (Chinese)                   |   | Two years              | Four years              |
|  | Master of Social Work (Chinese)                                      | Gerontology, Social Services Management   | Two years              | Four years              |
|  | Doctoral of Applied Psychology                                       |   | Three years            | Seven years             |
|  | Doctor of Philosophy in Cultural Industry Studies(Chinese)           | Creativity and Cultural Production, Consumption and Culture Brand, Intermediation and Cultural Trades                                       | Three years            | Seven years             |
| Faculty of International Tourism and Management (FITM) | Master of International Hospitality and Tourism Management (Chinese) | Hotel Management, MICE Management, Tourism Education, Gaming and Club Management  | Two years              | Four years              |
|  | Master of International Hospitality and Tourism Management (English) | Hotel Management, MICE Management, Tourism Education, Gaming and Club Management  | Two years              | Four years              |
|  | Master of Service Industry Management (Chinese)                      | Luxury Tourism Product Management, Tourism Planning, Integrated Services Management, Public Administration Services Management              | Two years              | Four years              |
|  | Master of International Hotel Management (Chinese)                   |   | Two years              | Four years              |
|  | Master of International Hotel Management (English)                   |   | Two years              | Four years              |
|  | Doctor of Philosophy in International Tourism Management (Chinese)   | Tourism Enterprises Management, Tourism Sustainable Development, Gaming Management, Intelligent Travel, Tourism Education                   | Three years            | Seven years             |
|  | Doctor of Philosophy in International Tourism Management (English)   | Tourism Enterprises Management, Tourism Sustainable Development, Gaming Management, Intelligent Travel, Tourism Education                   | Three years            | Seven years             |

|   |   |   |             |             |
|---|---|---|-------------|-------------|
| School of Education (SOE)                                     | Master of Education (Chinese)                             | Education Administration Management, Adult Education, Information Technology in Education   | Two years   | Four years  |
|   | Master of Teaching and Learning Studies (Chinese)         | Curriculum and Teaching, Information Technology and Teaching  | Two years   | Four years  |
|   | Doctor of Education (Chinese)                             | Education Administration and Management, Adult Education, Information Technology in Education   | Three years | Seven years |
| School of Law (SOL)   | Master of Law (Chinese)                                   | Constitution Law, Basic Law and Administrative Law, Comparative Criminal Law, Comparative Civil Law, International Commercial Law, Environment and Natural Resources Law                                      | Two years   | Four years  |
| Faculty of Innovation and Design (FIAD)                       | Master of Urban Planning and Design (Chinese)             | Urban Planning and Design, Urban Renovation Management and Technology, Landscape Architecture Planning and Design   | Two years   | Four years  |
|   | Master of Fine Arts (Chinese)                             | Study of Chinese Painting, Calligraphy and Stamp Cutting, Study of Art Education  | Two years   | Four years  |
|   | Master of Design (Chinese)                                |   | Two years   | Four years  |
|   | Doctor of Urban Planning and Design (Chinese)             | Studies on Theory and Methods for Urban Renovation, Studies on Theory and Methods for Planning City by the Sea, Studies on Theory and Methods for Smart City Planning   | Three years | Seven years |
|   | Doctor of Philosophy in Arts Studies (Chinese)            | Studies of the History of Fine Arts in China and Theory of Chinese painting, Artistic Education Studies, Studies of the History of Chinese Music  | Three years | Seven years |
|   | Doctor of Philosophy in Design (Chinese)                  |   | Three years | Seven years |
| Institute for Research on Portuguese-Speaking Countries (IRP) | Master of Portuguese-Speaking Countries Studies (Chinese) | Studies on Development and Governance of Portuguese-speaking Countries, Studies on Relations between China and Portuguese-speaking Countries  | Two years   | Four years  |
|   | Doctor of Portuguese-Speaking Countries Studies (Chinese) | Comparative Studies on the Development of Portuguese-speaking Countries, Studies on Relations between China and Portuguese-speaking Countries, Studies on Portuguese Speaking Countries and Global Governance | Three years | Seven years |
| Institute of Data Science (IDS)                               | Master of Data Science (Chinese)                          |   | Two years   | Four years  |
|   | Doctor of Data Science (Chinese)                          |   | Three years | Seven years |
| Faculty of Finance (FOF)                                      | Master of Finance (Chinese)                               |   | Two years   | Four years  |
|   | Doctor of Philosophy in Finance (Chinese)                 |   | Three years | Seven years |



## II Enrollment and Registration

### 1.0 Enrollment of New Students

- 1.1 Students are required to enroll on campus in person. Those who fail to enroll within the time prescribed will be regarded as having given up their studies at the University.
- 1.2 Fees to be settled upon enrollment include tuition fees, caution fee and other fees required by the University

### 2.0 Registration of New Students

- 2.1 Upon enrollment, a student's eligibility for admission will be verified by the University. Those who pass the verification will be allowed to register and formally become a student at the University. For those who fail the verification, their cases will be handled by the University case by case. No matter when a student is found to be enrolled or have obtained his/her student status through fraudulent practices, favoritism or corruption, his/her eligibility for admission will be nullified or his/her student status will be terminated. The student will also be held legally liable.
- 2.2 The name a student uses for registration should match the one on the proofs of identity, such as the identity card, passport and Exit-Entry Permit for Travelling to and from Hong Kong and Macau.
- 2.3 Upon registration, new students should submit a medical examination report and Immunization Record issued within three months by a Macau healthcare institution approved by the University or by a Mainland county-level or above public hospital. A student whose medical examination results meet the University's requirements will be allowed to proceed with registration. A student who fails to submit his/her report or whose report is incomplete should submit the report within 20 working days before they will be allowed to complete registration.
- 2.4 Students who are unable to show up on the registration day should inform the Faculties concerned or Registry Office before the registration day. Students should complete registration before the ratification deadlines. They should note that late registration may result in delay in unable to study.
- 2.5 All students should take out medical insurance at their own expenses, covering in-patient and out-patient care during their study periods.
- 2.6 An officially registered student will be issued a Student Card (free of charge for the first time), which will be valid during the normal study period of the program the student is enrolled on.
- 2.7 The University has the right to disqualify a student under the following circumstances:
  - ✧ The student fails to provide the proofs of previous academic qualifications, such as graduation certificate or degree diploma;
  - ✧ The information on documents submitted by the student is different from that submitted during his/her application for admission;
  - ✧ The student fails to submit the documents required for registration within the prescribed period;
  - ✧ The student fails to settle tuition fees or other related fees within the prescribed period;
  - ✧ The student fails to register within the prescribed period;
  - ✧ The student fails to submit a medical examination report during the prescribed period;
  - ✧ Other matters in the Macao Higher Education Policies and Regulations.

### 3.0 Deferral of Admission

- 3.1 Students who have paid the tuition fees or retention fees but are unable to complete registration under special circumstances can apply for deferral of admission within five working days after the scheduled registration date. They should provide justifications (such as serious illness) and related supporting documents.
- 3.2 A student can only apply for deferral of admission once and if the application is approved, their eligibility for admission will be retained for a maximum of one year.

- 3.3 For students who are diagnosed with an illness classified by Macao Health Bureau as psychological or infectious and are therefore not suitable for study on campus, registration will not be allowed and their eligibility for admission will be retained for a maximum of one year.
- 3.4 During the deferral period, a student can complete the registration procedures if he/she files an application and approved by the University. Students who defer admission because of illness can complete the registration procedures if they are recovered and pass a medical examination conducted by a hospital designated by the University.
- 3.5 Students who have admission deferred should start from year one of the programs they are admitted to after re-registration. Tuition fee shall be charged according to the charging standard of the first year student of the academic year of enrolled. If there is any retained tuition fee, the difference shall be paid or refunded.
- 3.6 For students whose applications for re-registration are not approved or who fail to apply for registration within the prescribed period, their eligibility for admission will be cancelled and all fees paid will not be refunded.

## III Management of Studies

### 1.0 Credits

- 1.1 Students should be able to fulfill the graduation requirements within the normal study period mentioned above if they take courses in accordance with the University's study plans. Students who are unable to follow the University's study plans can apply for extension of study periods and pay the extension fee required by the University.
- 1.2 The pre-requisites for both compulsory and elective courses should be fulfilled.

### 2.0 Selection of Courses

- 2.1 Students must settle the tuition fees for a semester by the date prescribed by the University before they can enroll on courses.
- 2.2 Students who are formally admitted should enroll on courses within the period prescribed by the University. Students who are unable to complete enrollment according to the schedule must file an "Application Form for Course Add/Drop" within the time period specified. The University has the right to suspend those who fail to do so and the tuition fees paid are non-refundable.
- 2.3 For students who fail to settle tuition fees or submit documents required, the University has the right to cancel their course enrollments and suspend them from school.
- 2.4 Student who are unable to enroll any courses in a semester due to special circumstances should submit an application for deferment of studies in writing and their student status will be retained upon the approval of the University (please refer to "3.0 Deferment of studies" of IV Management of Student Status).
- 2.5 Students should select courses according to the study plans and enrollment procedures of respective Faculties. Enrollment on courses to be retaken should also be completed within the time period specified in the academic calendar.
- 2.6 The total number of credits taken in one semester is guided by the limits specified by the University. Unless respective Faculties have made special arrangements, students should take into consideration class schedules, assignment workload and self-learning ability when selecting courses. Students who want to earn extra credits should fill an application to respective Faculty offices.
- 2.7 Except under special circumstances and unless a prior application has been filed and approved, students are not allowed to enroll classes that have timetable conflicts.
- 2.8 Students who have failed or have not finished a pre-requisite are not allowed to take the follow-on course. The arrangements of pre-requisite and follow-on courses are decided by respective Faculties.
- 2.9 When selecting courses, students should accord priority to courses they need to retake. Generally speaking, a student will only be allowed to retake a course he/she has failed. Upon approval, a notification will be sent to the students' personal university email and the course enrollment record will be updated by the Faculty.
- 2.10 Students should be well aware of their programs' study plans and their own enrollment records of every semester. Should any queries arise, students should consult respective Faculty offices at once. Students will be held responsible for errors in the enrollment records which result from their negligence.
- 2.11 Students should participate in the class assigned by the University.

### 3.0 Courses Add/Drop

- 3.1 Students who want to add/drop courses should do so in accordance with the regulations and within the time specified by the University every academic year.
- 3.2 Students should fill in the "Application Form for Course Add/Drop" and submit it to respective Faculty office for registration and approval.
- 3.3 Students should apply for adding/dropping courses in person. Those who are unable to do so should authorize another person to submit the "Application Form for Course Add/Drop" duly completed and

signed authorization letter to respective Faculty office in person.

- 3.4 Students should make cautious add/drop decisions because each course is only allowed to be add/drop once each semester. If more than one add/drop application is submitted for the same course in one semester, the second application will be invalidated.
- 3.5 After the add/drop period ends, students should check their final enrollment results via the course enrollment system. The University will regard the records on the enrollment system as students' final decisions and as the correct information.
- 3.6 If a student has not formally enrolled on a course, even if he/she has attended classes, taken part in examinations and received grades, the results will neither be recognized nor recorded. If a student has not completed the drop procedures within the period prescribed but has withdrawn from an enrolled course, he/she will be regarded as having enrolled on the course and his/her performance will be graded and recorded in accordance with the University's grading system.
- 3.7 Students who have questions with respect to course selection should contact respective Faculty offices immediately.

#### **4.0 Credit Transfer/Course Exemption**

##### **4.1 Description**

###### ✧ Credit transfer

Upon approval, a student will be exempted from taking a course and granted credits for it. The grade of a course approved for credit transfer course will be shown as "CT". The credits of the course will be counted but its grade will not be included in the calculation of Grade Point Average (GPA) and there will be no tuition waivers.

###### ✧ Course exemption

Upon approval, a student will be exempted from taking a course but he/she must take another course in its place to earn the credits. The grade of the course exempted will be shown as "X". It will neither be counted towards total credits nor be included in the calculation of GPA. There will be no tuition waivers.

##### **4.2 Application qualifications**

###### ✧ The following students can apply for credit transfer:

Students who have taken a higher education program equivalent to our University's programs at another recognized university and attained "B- (68 marks)" or above in related courses, which should have been taken within the preceding five years.

###### ✧ The following students can apply for course exemption:

Students who have taken a higher education program equivalent to the University's at another recognized university and passed related courses. The courses should have been taken within the preceding five years.

##### **4.3 Application procedures**

✧ New student should submit the application for credit transfer/course exemption for all related courses of a program to his/her Faculty office after settling the tuition fees and before registration for the first academic year. The application will only be considered once and any applications received after the start of academic year will not be accepted;

✧ Students should submit the completed application form and all certified documents with respect to credit transfer/course exemption, including copies of certificates, course descriptions, transcripts and any documents that can support the application.

##### **4.4 Limit**

✧ The total credits transferred should not exceed one-third of the credits required for graduation.

✧ Not more than one-fifth of the total number of courses of a study plan will be exempted.

##### **4.5 Valid period**

- ✧ Credit transfer/course exemption is only valid for the academic year in which an application is approved. Students have to apply again if they defer admission.

#### 4.6 Exchange students

- ✧ Please refer to Appendix VII “Regulations for Credit Transfer of Exchange Students (Provisional)” for the rules and regulations governing exchange students.

### 5.0 Class Attendance and Leaves

#### 5.1 Class regulations

- I. All students should attend classes, take part in tests and examinations and participate in other activities according to the University calendar and the courses arranged by related study programs
- II. Students should sign in by tapping their cards at the Roomis card readers installed outside classrooms before the class.
- III. Students who are unable to attend classes because of illness or other reasons should apply for leave with their lecturers and complete the assignments required when missed. The final decisions on the arrangement for assignments, tests and examinations during the students’ absence rest with the lecturers. Leave without approval will be regarded as absenteeism.
- IV. Absence from class (including absenteeism and leaves)
  - ✧ Students who are absent for more than 30% of total class hours of a course will receive a grade marked as “T” immediately. They will not be allowed to take part in the final examination and should retake the course to earn the credits.

Remarks: The assessment criteria for the final grade include attendance, assignments, tests, mid-term examination and final examination. Normally, the full mark is 100.

- ✧ Students who are late for class or leave early for more than 30 minutes will be regarded as absenteeism once.
- ✧ Students who are late for class or leave early for less than 30 minutes for three times will be regarded as absenteeism once.

#### 5.1 Leave application

Students should observe the following regulations if they apply for leave:

- I. Students should inform class teachers in advance and submit sufficient supporting documents if they need to take leave for sickness or other business. Taking leave without prior approval or taking leave despite an application being not approved will be regarded as absenteeism.
- II. Students who apply for sick leave should submit a doctor’s certificate from one of the following medical institutions. Certificates issued by other doctors will not be accepted:
  - Macao Hospital Centre S. Januario
  - Macao Kiang Wu Hospital
  - Macau University of Science and Technology Hospital
  - Macao Health Centers
- III. Under special circumstances, for example, if Mainland students need medical treatments outside Macau during holidays, they should consult a doctor at a public hospital of county-level or above and apply for sick leave. The sick leave certificate should be signed by a doctor and stamped by the hospital. Discretion will be exercised but students should apply for special approval, otherwise they will be regarded as absenteeism.
- IV. Students who apply for sick leave due to hospitalization should provide a valid certificate of hospitalization issued by the hospital. Otherwise, they will be regarded as absenteeism.
- V. Students who are absent for more than one month will be deemed to have terminated their studies. Tuition fees paid will not be refunded
- VI. Students who are unable to attend classes for a period of time because of illness or other reasons can apply for deferment of studies but applications without a valid reason may not be approved.

#### 5.2 If there are special reasons, students should file an application and the University will make special

approvals according to individual situations

## 6.0 Class Arrangements during Typhoons or Rainstorms

### 6.1 Tropical Cyclone's

#### ✧ Suspension of classes

- I. If Tropical Cyclone Signal No. 8 (or above) is hoisted at or after 7:00 a.m., classes taken in the morning will be suspended
- II. If Tropical Cyclone Signal No. 8 (or above) is hoisted at or after 12:00 noon, classes taken in the afternoon will be suspended.
- III. If Tropical Cyclone Signal No. 8 (or above) is hoisted at or after 4:00 p.m., classes taken in the evening will be suspended.
- IV. If students are already at school when Tropical Cyclone Signal No. 8 (or above) is hoisted, they should stay on campus for safety.
- V. The University will reschedule tests and examinations suspended to a later date and reschedule or cancel extra-curriculum activities. The new schedule is subject to the university's notice.

#### ✧ Class resumption

- I. If Tropical Cyclone Signal No. 8 is cancelled before 7:00 a.m., classes taken in the morning will be held as scheduled.
- II. If Tropical Cyclone Signal No. 8 is cancelled before 12:00 noon, classes taken in the afternoon will be held as scheduled.
- III. If Tropical Cyclone Signal No. 8 is cancelled before 4:00 p.m., classes taken in the evening will be held as scheduled.

### 6.2 Rainstorm warning

#### ✧ Suspension of classes

- I. If Black Rainstorm Warning Signal is issued or hoisted between 7:00 a.m. to 9:00 a.m., morning classes will be suspended.
- II. If Black Rainstorm Warning Signal is issued or hoisted between 12:00 noon to 2:00 p.m., afternoon classes will be suspended.
- III. If Black Rainstorm Warning Signal is issued or hoisted at 4:00 p.m., evening classes will be suspended.
- IV. If students are already at school when Black Rainstorm Warning Signal is hoisted, they should stay there for safety.
- V. The University will reschedule tests and examinations suspended to a later date and reschedule or cancel extra-curriculum activities. The new schedule is subject to the university's notice.

#### ✧ Class resumption

- I. If Black Rainstorm Warning Signal is cancelled before 7:00 a.m., morning classes will be held as scheduled.
- II. If Black Rainstorm Warning Signal is cancelled before 12:00 noon, afternoon classes will be held as scheduled.
- III. If Black Rainstorm Warning Signal is cancelled before 4:00 p.m., evening classes will be held as scheduled.

## 7.0 Make-up Examination and Retake

7.1 Students who fail a course (49 marks or below) should retake the course to earn the credits.

✧ For retake fee, please refer to the "Summary of Charge and Refund for Postgraduates" published on the Graduate School/Registry websites.

✧ The passing mark of a postgraduate thesis is 60 or above.

7.2 Students who are unable to take the final examination of a course because of illness can apply for make-up examination. The student should submit valid medical certificates (according to Clause 5.2 of this Handbook) and file an application to Faculty office within one week after the examination. Late

applications will not be accepted and the results of that course will be noted as absence from examination (“AF”). The student should retake the course to earn the credits.

- 7.3 Students who foresee that they will not be able to take the final examination of a course can apply for make-up examination in written form in accordance with the schedules set in the University Calendar. If no prior application can be submitted due to emergency situations, students should apply for leave and make-up examination within one week after the examination. Late applications will not be accepted and the results of the course will be noted as absence from examination (“AF”). The student should retake the course to earn the credits.
- 7.4 The decision on whether make-up examination application will be granted rests with the University. For course which make-up examination approved, the grade will be noted either as “D (pass)” or “O (fail)”. Those with special reasons should file an application and cases will be reviewed based on individual situations.
- 7.5 Students can only apply for make-up examination for a course under the above circumstances once. For fees of make-up examination, please refer to “Summary of Charge and Refund for Postgraduates” published on the Graduate School/Registry website.

## 8.0 Assessment

### 8.1 Course assessment

Students will be assessed based on their performance in a course. Class teachers will decide on the assessment criteria among the following: attendance, regular assignments, written work, experiment, internship, research papers, tests, examinations etc. Only attendance is a compulsory criterion.

### 8.2 Grades

A 4-point scale of GPA is adopted to assess a student’s performance in a semester. A+ is equivalent to 4.0, B+ as 3.3, C+ as 2.3, D as 1.0 and F/O is equivalent to 0. GPA is computed as below:

$$\underline{\Sigma (\text{Course Credit} * \text{Grade Point})}$$

#### $\Sigma$ Course Credits

| Description                              | Grade | Grade Point |
|--|-------|-------------|
| 93-100%                                  | A+    | 4.0         |
| 88-92%                                   | A     | 4.0         |
| 83-87%                                   | A-    | 3.7         |
| 78-82%                                   | B+    | 3.3         |
| 72-77%                                   | B     | 3.0         |
| 68-71%                                   | B-    | 2.7         |
| 63-67%                                   | C+    | 2.3         |
| 58-62%                                   | C     | 2.0         |
| 53-57%                                   | C-    | 1.7         |
| 50-52%                                   | D     | 1.0         |
| 40-49%                                   | F     | 0.0         |
| 39% -↓                                   | O     | 0.0         |
| Fail because of absence from class       | T     | 0.0         |
| Fail because of absence from examination | AF    | 0.0         |
| Deferred Results                         | DX    | --          |
| Credit Transfer                          | CT    | --          |
| Course Exemption                         | X     | --          |
| Deferment of studies                     | S     | --          |
| Withdrawal of studies                    | W     | --          |

Remarks: The passing mark of a postgraduate thesis is 60 or above.

| Grade | Description  |
|-------|--|
| F, O  | Failed. Students should retake the course to earn the credits.   |
| T     | Students who are absent from class (including absence without authorization and leaves) for over 30% of the total class hours of a course will receive a grade “T” immediately and will not be allowed to take the final examination. They should retake the course to earn the credits.   |
| AF    | If a student is absent from the final examination and has not applied for make-up examination within one week after the examination, or if the application is not approved, or if approval is granted but the student is absent from the examination again, he/she will be regarded as being absent from examination without authorization and will receive grade “AF” for the course. The student should retake the course to earn the credits.               |
| DX    | <p>“DX” will be marked under the following circumstances:</p> <p>A student’s absence from the final examination is permitted by the University to take part in a make-up examination;</p> <p>A student is suspected of cheating during an examination and the investigation is in progress;</p> <p>The University has decided that the student can only take part in a make-up examination;</p> <p>Other situations pending decisions from the University.</p> |
| CT    | The student has successfully applied for credit transfer and needs not take the course. The course will be counted towards the total number of credits but will not be included in the calculation of GPA.   |
| X     | The student has successfully applied for course exemption. The course will neither be counted towards the total number of credits nor be included in the calculation of GPA.   |
| S     | The student’s application for deferment of studies has been approved. Courses which examination the student has taken will be graded as usual. Courses the student has enrolled on but not completed will be noted as “S”.   |
| W     | The student’s application for withdrawal of studies has been approved. Courses which examination the student has taken will be graded as usual. Courses the student has enrolled on but not completed will be noted as “W”.  |

## 9.0 Score Rechecking and Remarking

- 9.1 Students who want to appeal against assessment results should submit the completed “Application Form for Score Rechecking and Remarking” together with the fees required within 15 working days after the announcement of results with respective Faculty office. Late applications will not be accepted. The time required for reviewing the application will be approximately 40 working days upon submission of the application form and settlement of fees. Please refer to the “Summary of Charge and Refund for Postgraduates” published on the Graduate School/Registry websites for the fees required.
- 9.2 If grades are adjusted after review, the fee of appeal for that course will be refunded.



## IV Management of Student Status

### 1.0 Change of Personal Information

- 1.1 Students should ensure their registered information is accurate and bear the full responsibility if notices cannot be delivered or contents of their certificates or testimonials are incorrect because of inaccurate information.
- 1.2 Students should submit the duly completed “Application for Student Personal Data Amendment” form with related supporting documents to the Registry if they need to make changes to name, identity card number or other registered information. Modified student information will be effective two working days after the day of application. Students can check their personal data via “Self-print system”/iCAN and they are able to amend their telephone number, address and QQ number in iCAN system. Changes will be effective two working days after the information is saved in the system.

### 2.0 Program Transfer

- 2.1 Normally, students need to complete the programs they are admitted to and no program transfer is allowed.

### 3.0 Deferment of Studies

- 3.1 Students who are unable to attend classes for a period of time because of illness or other reasons can apply for deferment of studies with respective Faculties. Students filing an application should agree to have the retention fees deducted from the caution fee paid.
- 3.2 Application criteria:
  - ✧ All fees required are settled.
  - ✧ The application is submitted within the normal study period.
  - ✧ The deferral period is counted on a semester/academic year basis.
  - ✧ The maximum period for deferment of studies is two academic years.
  - ✧ Documents of proof (e.g. doctor’s certificate) and/or a letter or explanation should be attached.
- 3.3 In addition to completing the application procedures for deferment of studies, students should also :
  - ✧ Return all books borrowed to the Library/settle all outstanding fines with the Library;
  - ✧ Clear their lockers and remove the padlocks;
  - ✧ Dormitory residents should submit the “Dormitory Room Clearance Request Form” to the Student Affairs Office.
- 3.4 Important notes for application for deferment of studies:
  - ✧ Students should submit their application before a semester starts or within 10 working days after a semester starts. Tuition fees already paid for the semester/academic year in which studies are deferred can be retained for tuition fees after resumption of studies.
  - ✧ If students submit their applications more than 10 working days after a semester starts, tuition fees already paid for the semester/academic year when studies are deferred will not be refunded or retained.
  - ✧ Non-local students should read and follow “Points to Note for Non-resident Students on Termination of Studies” issued by the Macao Immigration Department. Please refer to Appendix VIII “Important Notes for Non-Resident Students”.
  - ✧ After an application for deferment of studies is approved, courses enrolled for the next semester of the student will be cancelled
  - ✧ For details on tuition and retention fees, please refer to VIII Tuition, Other Fees and Refunds”.
  - ✧ The period of deferment is not counted towards the study period.
  - ✧ Students should apply for resumption of studies before the deferment period ends. Students who fail to do so will be suspended from school.

- ✧ Students are not allowed to attend classes or participate in other student activities during the deferment period.
- ✧ Students on deferment should keep their Student Card properly for further use after resumption of studies. Students who lose their Student Cards should pay the administrative fee in order to apply for a new one.

- 3.5 For the application process of deferment of studies, please refer to “University homepage – Administration – Academic Division – Registry – Service Procedures”.
- 3.6 The final decision on whether an application for deferment of studies will be approved rests with the University

#### **4.0 Extension of the Period of Study**

- 4.1 Students who are unable to complete their studies within the normal study period should file an application with respective Faculties for extension of study period at least 20 working days before a semester commences.
- 4.2 Upon approval of the application for extension of study period, the student should pay the extension fee within 10 working days upon receipt of the notification. Otherwise the application will be invalidated.
- 4.3 Students are only allowed to apply for extension of study period for the following semester.
- 4.4 Cross-semester applications will not be accepted, i.e., students are not allowed to apply for extension of study period for a previous semester or a semester after the following one.
- 4.5 Students are allowed to apply for the study period to be extended for one semester each time. If a course is to be retaken is scheduled in the semester after the following semester, student can apply for extension for study period for one academic year and only pay the extension fee of the semester in which the retake course is held.
- 4.6 For the application fees for extension of study period, please refer to the “Summary of Charge and Refund for Postgraduates” published on the Graduate School/ Registry website.
- 4.7 For the application process of extension of study period, please refer to “University homepage – Administration – Academic Division – Registry –Service Procedures”.
- 4.8 Students who complete dissertation oral defense (passed/passed after revision) before the end of an academic year/a semester (i.e., 31 August or 28 February) need not apply for extension of study period.

#### **5.0 Suspension of Studies**

- 5.1 The University has the right to suspend students who:
- ✧ Are absent without authorization for over one month;
  - ✧ Fail to settle tuition fees or other charges within the prescribed periods;
  - ✧ Fail to register or submit the documents of proof required for registration within the prescribed period;
  - ✧ Fail to enroll on courses or confirm enrollment records within the prescribed periods;
  - ✧ Fail to apply for resumption of studies and complete the procedures within the prescribed periods when on deferment;
  - ✧ Fail to apply for extension of study period and complete the procedures within prescribed periods.
- 5.2 The University will notify students of the suspension decision in writing or by email.
- 5.3 Suspended students are not allowed to apply for other programs of the University during the suspension period.
- 5.4 Suspended students are not allowed to participated in any classes or other student activities
- 5.5 For non-resident students suspended by the University, their “Special Authorization to Stay” (Student Visa) will be cancelled by the Macao Public Security Police Force after the University delivers the suspension notification.
- 5.6 Students on suspension are not allowed to apply for deferment of studies.
- 5.7 If students do not apply for resumption of studies or withdrawal of studies within one year after

suspension, the University will terminate their student status. Fees paid will neither be refunded nor used for other purposes.

5.8 The period of suspension will be counted towards the period of study.

## 6.0 Resumption of Studies

6.1 If students on deferment or suspension want to apply for resumption of studies, they should file an application with respective Faculties before the deferment or suspension period ends and at least 20 working days before a semester commences:

- ✧ If students on deferment because of illness apply for resumption of studies, they should submit a letter issued by a Macau medial institution recognized by the University or by a Mainland public hospital of county level or above within three months certifying they have recovered;
- ✧ Students suspended because of failure to apply for resumption of studies within the prescribed period or because of failure to settle tuition fees should pay the related fees as soon as possible and apply for resumption of studies;
- ✧ If the study period already exceeds the normal period of study when a student applies for resumption of studies, he/she should apply for extension of study period at the same time and settle the extension fee specified by the University;
- ✧ If the application for resumption of studies is approved, the student should settle the tuition fees within ten days upon receipt of the notification. Otherwise the application will be invalidated.

6.2 Students should accept the study plans, timetables and charge policies stipulated by the University after resumption of studies.

6.3 Students can use the original Student Card after resumption of studies. If they have lost their Student Card, they should apply for a replacement card. A fee will be charged for the replacement card in accordance with the charge policies

6.4 Students on suspension are required to settle the administrative fee if they apply for resumption of studies. For administrative fee and tuition fees, please refer to the “Summary of Charge and Refund for Postgraduates” published on the Graduate School/ Registry website.

6.5 For the application process of resumption of studies, please refer to “University homepage – Administration – Academic Division – Registry – Service Procedures”.

## 7.0 Withdrawal of Studies

7.1 Students can file an application for withdrawal of studies with respective Faculties.

7.2 For students who submit an application and obtain approval before classes commence, their course enrollments for the following semester will all be cancelled.

7.3 Dormitory residents should first submit the “Dormitory Room Clearance Request Form” to the Student Affairs Office and then submit the application form together with the “Dormitory Room Clearance Confirmation Form”.

7.4 Applicants should clear all outstanding fees and charges and return all items borrowed from the University, otherwise the amount will be deducted from the caution fees.

7.5 An applicant’s student status will be cancelled upon approval of the application by the University. If in the future the student wants to study at the University again, he/she will need to resubmit an application for admission.

7.6 Students who withdraw from studies should return their Student Card for cancellation. Fines will be applied for the loss of a Student Card.

7.7 The balance of caution fees will be refunded to students on withdraw after the above fees are deducted.

7.8 The University will handle the tuitions fees according to the reasons and situations of withdrawal application. For details, please refer to “VIII Tuition, Other Fees and Refund”

7.9 For the process of withdrawal application, please refer to “University homepage – Administration – Academic Division – Registry – Service Procedures”.

## 8.0 Termination of Studies

8.1 The university has the right to terminate the student status of students who:

- ✧ Fail to provide valid proofs of pre-qualifications required within the prescribed period;
- ✧ Fail to apply for resumption of studies after the suspension ends;
- ✧ Fail to complete their programs within the effective period of study;
- ✧ Are diagnosed with illness classified by Macao Health Bureau as mentally ill or infectious and are not recovered within the period of retention of study;
- ✧ Seriously in breach of school regulations or the Laws of Macao SAR.
- ✧ Students whose study status is terminated are not allowed to participate in any classroom or other student activities of the University.
- ✧ Students whose period of study has ended and whose study status is terminated are not allowed to apply for the same program of the University within three years.

## V Dissertation Management

The management guidelines for postgraduate dissertation research and writing are formulated in accordance with related laws and regulations. Students should complete all procedures in accordance with the schedules prescribed, otherwise they may not be able to graduate as scheduled or may even be unable to graduate, or extra fees will be incurred.

### 1.0 Dissertation Research for Full-time Master's Degree Students

- 1.1 Students are generally required to select Supervisor and proposed dissertation topic within 10 months after enrollment, with bilateral decisions between students and Supervisors and coordination and confirmation by the University.
- 1.2 Normally, change of Supervisors is not allowed once the Supervisor is confirmed. Change of Supervisors is only possible if an application is submitted with reasonable grounds within three months upon the confirmation of the first Supervisor, if approval is granted by the University and after the student has settled the administrative fees. Late applications will not be accepted. Students are allowed to change Supervisors once only.
- 1.3 Students should submit a dissertation proposal of not fewer than 3,000 words within 14 months after enrollment and a public session on proposal defense should be held. A student can only enter the dissertation stage after the dissertation proposal is approved by his/her Supervisor and the three-member (including Supervisor) Assessment Committee appointed by the Faculty concerned. Delay in dissertation proposal will result in delay in oral defense and graduation. Students who are unable to graduate within two years should pay a fee for extension of studies every half year (a shorter period will be rounded up to half year).
- 1.4 Students can only apply for oral defense six months after the dissertation proposal is approved. A student can only apply for oral defense after the dissertation is reviewed by the supervisor and Faculty on dissertation formats and plagiarism detection, and after passing all the courses taken as well. A student who fails the plagiarism check will need to postpone his/her oral defense for three to twelve months depending on the severity (please refer to the "Regulation Governing Postgraduate Thesis Plagiarism Detection" of the University).
- 1.5 The format of a dissertation should align with the requirements and the template of the University, including that for the cover page, abstracts, table of contents, main body, conclusion and reference etc. The minimum word count of the main body is 20,000 (The minimum number of words required in English is determined by the faculty concerned).
- 1.6 At least 30 days before the oral defense, the student should submit an electronic copy and three paperback printed copies of his/her dissertation to the Faculty which will then be forwarded to Thesis Examination Committee members.
- 1.7 The Thesis Examination Committee will be composed of three experts from related fields, including the Supervisor. An Oral Defense will only be held upon the approval of the Committee.
- 1.8 The Thesis Examination Committee members will decide on the oral defense result by open ballot. Abstention is not allowed, and a majority vote of pass is required for the oral defense of dissertation to pass. If revision is required after the oral defense, the revised version should be submitted to Examiner within the time prescribed. Otherwise the student will need to retake the oral defense and pay the fees.
- 1.9 Students whose oral defense decision is "Failed" need to resubmit the dissertations and reapply for oral defense. They should also pay the fees for retaking the oral defense and then attend the oral defense session rearranged by the University. The student status of students who fail the oral defense the second time will be cancelled.
- 1.10 After passing the oral defense, students should submit two printed copies of their dissertations to the Faculties (one copy for the Library and Faculty respectively) and upload the PDF format of the

dissertations on to the electronic database for records.

## **2.0 Dissertation Research for Full-time PhD Students**

- 2.1 Students are generally required to select Supervisor and proposed dissertation topic within 10 months after enrollment, with bilateral decisions between students and Supervisors and coordination and confirmation by the University.
- 2.2 Normally, change of Supervisors is not allowed once the Supervisor is confirmed. Change of Supervisors is only possible if an application is submitted with reasonable grounds within six months upon the confirmation of the first Supervisor, if approval is granted by the University and after the student has settled the administrative fees. Late applications will not be accepted. Students are allowed to change Supervisors once only.
- 2.3 Students should submit a dissertation proposal of not fewer than 5,000 words within 17 months after enrollment and a public session on proposal defense should be held. A student can only enter the dissertation stage after the dissertation proposal is approved by his/her Supervisor and the three-member (including Supervisor) Assessment Committee appointed by the Faculty concerned. Delay in dissertation proposal will result in delay in oral defense and graduation. Students who are unable to graduate within three years should pay a fee for extension of studies every half year (a shorter period will be rounded up to half year).
- 2.4 Students can only apply for oral defense 12 months after the dissertation proposal is approved and should submit a progress report every half year after the dissertation proposal is approved. A student can only apply for oral defense after the dissertation is reviewed by the supervisor and Faculty on dissertation formats and plagiarism detection, and after passing all the courses taken as well. A student who fails the plagiarism check will need to postpone his/her oral defense for three to twelve months depending on the severity (please refer to the “Regulation Governing Postgraduate Thesis Plagiarism Detection” of the University).
- 2.5 The format of a dissertation should align with the requirements and the template of the University, including that for the cover page, abstracts, table of contents, main body, conclusion and reference etc. The minimum word count of the main body is 50,000 (The minimum number of words required in English is determined by the faculty concerned).
- 2.6 At least 60 days before the oral defense, the student should submit an electronic copy and five paperback printed copies of his/her dissertation to his/her Faculty which will then be forwarded to the Thesis Examination Committee members.
- 2.7 The Thesis Examination Committee will be chaired by the Rector, who can delegate the authority to the Vice Rector, a Professor, or an academic staff with equivalent or above title. Members of the Committee include the Supervisor and three other experts with a PhD degree.
- 2.8 If it is decided that a dissertation needs revision after the preview, the revised version should be submitted within 120 days. An oral defense session will only be held after the review is passed. The result of the oral defense will be decided on by open ballot and no abstention is allowed. A majority vote of pass is required for an oral defense to pass.
- 2.9 Students who are required to revise their dissertations after oral defense should resubmit the dissertations within the period prescribed. If they fail to do so, they need to reapply for oral defense and pay the fee for retaking the oral defense. Those who fail the oral defense should also reapply for oral defense and pay the oral defense fee. The student status of students who fail the oral defense the second time will be cancelled.
- 2.10 After passing the oral defense, students should submit two printed copies of their dissertations to the Faculties (one copy each for the Library and Faculty) and upload the PDF file of the dissertations on to the electronic database.

### **3.0 Dissertation Research for Part-time Master's Degree Students**

- 3.1 Generally speaking, students are required to select Supervisor and proposed dissertation topic within 10 months after enrollment, with bilateral decisions between students and Supervisors and coordination and confirmation by the University.
- 3.2 Normally, change of Supervisors is not allowed once the Supervisor is confirmed. Change of Supervisors is only possible if an application is submitted with reasonable grounds within three months upon the confirmation of the first Supervisor, if approval is granted by the University and after the student has settled the administrative fees. Late applications will not be accepted. Students are allowed to change Supervisors once only.
- 3.3 Students should submit a dissertation proposal of not fewer than 3,000 words within 18 months after enrollment and a public session on proposal defense should be held. A student can only enter the dissertation stage after the dissertation proposal is approved by his/her Supervisor and the three-member (including Supervisor) Assessment Committee appointed by the Faculty concerned. Delay in dissertation proposal will result in delay in oral defense and graduation. Students who are unable to graduate within two years should pay a fee for extension of studies every half year (a shorter period will be rounded up to half year).
- 3.4 A student can only apply for oral defense nine months after the dissertation proposal is approved. In addition, a student can only apply for oral defense after the dissertation is reviewed by the supervisor and Faculty on dissertation formats and plagiarism detection, and after passing all the courses taken as well. A student who fails the plagiarism check will need to postpone his/her oral defense for three to twelve months depending on the severity (please refer to the "Regulation Governing Postgraduate Thesis Plagiarism Detection" of the University).
- 3.5 The formats of a dissertation should align with the requirements and the template of the University, including that for the cover page, abstract, table of contents, main body, conclusion and reference etc. The minimum word count of the main body is 20,000 (The minimum number of words required in English is determined by the faculty concerned).
- 3.6 At least 30 days before the oral defense, a student should submit an electronic copy and three paperback printed copies of his/her dissertation to the Faculty which will then be forwarded to the Thesis Examination Committee members.
- 3.7 The Thesis Examination Committee will be composed of three experts from related fields, including the Supervisor. An oral defense will only be held upon the approval of the Committee.
- 3.8 Thesis Examination Committee members will decide on the oral defense result by open ballot. They are not allowed to abstain from voting. A majority vote of pass is required for an oral defense to pass. If revision is required after the oral defense, the revised version should be submitted within the period prescribed. Otherwise the student will need to retake the oral defense and pay for the oral defense fee.
- 3.9 Students whose final decision of oral defense is failed should resubmit their dissertations, reapply for oral defense, pay the oral defense fee and then attend an oral defense session arranged by the University. The student status of students who fail the oral defense the second time will be cancelled.
- 3.10 After passing the oral defense, students should submit two printed copies of their dissertations to the Faculties (one copy each for the Library and Faculties) and upload the PDF file of the dissertations on to the electronic database.

### **4.0 Dissertation Research for Part-time PhD Students**

- 4.1 Students are generally required to select Supervisor and proposed dissertation topic within 17 months after enrollment, with bilateral decisions between students and Supervisors and coordination and confirmation by the University.
- 4.2 Normally, change of Supervisors is not allowed once the Supervisor is confirmed. Change of Supervisors is only possible if an application is submitted with reasonable grounds within six months upon the confirmation of the first Supervisor, if approval is granted by the University and after the

- student has settled the administrative fees. Late applications will not be accepted. Students are allowed to change Supervisors once only.
- 4.3 Students should submit a dissertation proposal of not fewer than 5,000 words within 24 months after enrollment and a public session on proposal defense should be held. A student can only enter the dissertation stage after the dissertation proposal is approved by his/her Supervisor and the three-member (including Supervisor) Assessment Committee appointed by the Faculty concerned. Delay in dissertation proposal will result in delay in oral defense and graduation. Students who are unable to graduate within three years should pay a fee for extension of studies every half year (a shorter period will be rounded up to half year).
  - 4.4 Students can only apply for oral defense 12 months after the dissertation proposal is approved and should submit a progress report every half year after the dissertation proposal is approved. A student can only apply for oral defense after the dissertation is reviewed by the supervisor and Faculty on dissertation formats and plagiarism detection, and after passing all the courses taken as well. A student who fails the plagiarism check will need to postpone his/her oral defense for three to twelve months depending on the severity (please refer to the “Regulation Governing Postgraduate Thesis Plagiarism Detection” of the University).
  - 4.5 The format of a dissertation should align with the requirements and the template of the University, including that for the cover page, abstracts, table of contents, main body, conclusion and reference etc. The minimum word count of the main body is 50,000 (The minimum number of words required in English is determined by the faculty concerned).
  - 4.6 At least 60 days before the oral defense, the student should submit an electronic copy and five paperback printed copies of his/her dissertation to his/her Faculty which will then be forwarded to the Thesis Examination Committee members.
  - 4.7 The Thesis Examination Committee will be chaired by the Rector, who can delegate the authority to the Vice Rector, a Professor, or an academic staff with equivalent or above title. Members of the Committee include the Supervisor and three other experts with a PhD degree.
  - 4.8 If it is decided that a dissertation needs revision after the preview, the revised version should be submitted within 120 days. An oral defense session will only be held after the review is passed. The result of the oral defense will be decided on by open ballot and no abstention is allowed. A majority vote of pass is required for an oral defense to pass.
  - 4.9 Students who are required to revise their dissertations after oral defense should resubmit the dissertations within the period prescribed. If they fail to do so, they need to reapply for oral defense and pay the fee for retaking the oral defense. Those who fail the oral defense should also reapply for oral defense and pay the oral defense fee. The student status of students who fail the oral defense the second time will be cancelled.
  - 4.10 After passing the oral defense, students should submit two printed copies of their dissertations to the Faculties (one copy each for the Library and Faculty) and upload the PDF file of the dissertations on to the electronic database.

Please refer to the homepage of the University/websites of individual Faculties/Graduate School for the rules and regulations and guidelines governing the cultivation of postgraduate students and dissertation writing.



## VI Regulations for Student Discipline and Award and Penalties

### 1.0 Class discipline

- 1.1 Students should remain quiet, be attentive and conduct themselves appropriately in class. They should not be rude to class teachers, harass others during classes or disturb classroom order.
- 1.2 Students must comply with rules and regulations of the university. They should look clean and tidy, behave decently, respect teachers and be friendly to fellow students
- 1.3 Students must attend classes punctually and must attend the entire lecture. Being late or leaving early three times will be recorded as absenteeism once.
- 1.4 Students should sign for attendance at every class. Signing for others is strictly forbidden.
- 1.5 Students must file an application for leave according to the prescribed procedures in the event of illness or other reasons. Missing a class without filing an application or without approval will be considered absenteeism.
- 1.6 If a student is absent (including absenteeism and leaves) for over 30% of the total class hours, a grade “T” will be marked for the course. The student will not be allowed to take the final examination and should retake the course to earn the credits.
- 1.7 Students should stay in the classroom during classes and should not leave unless permitted by class teachers.
- 1.8 Smoking is banned on campus. Drinking or eating, playing, laughing, playing games, or using mobile phones or other communication devices is prohibited during classes. The use of laptops or other electronic devices is also not allowed during classes unless permitted by course instructors.
- 1.9 Fighting, quarrelling and other misconduct are strictly prohibited.
- 1.10 Students should take good care of classroom facilities. Defacing, moving or damaging equipment in the classroom is strictly prohibited
- 1.11 Course instructors can advise students in breach of the rules and regulations above or those who demonstrates other misbehavior to stop and has the right to suspend the class. The course instructor has the authority to expel the student from class if the latter defies the class teacher’s advice. The teacher will then inform the University of the incident after class.
- 1.12 For students who are in breach of any of the rules and regulations set out above, the University will take punitive actions corresponding to the severity and nature of the situation.

### 2.0 Rules and Regulations for Examination and Examination Venues

Please refer to Appendix III “Rules and Regulations for Examination and Examination Venues”.

### 3.0 Rules and Regulations for Awards and Penalties

#### 3.1 Awards for Student Contests

Please refer to Appendix V “Student Contest Support Fund and Award Scheme (Provisional)”.

#### 3.2 Student Disciplinary Regulations

Please refer to Appendix VI “Regulations Governing Student Disciplinary”.

### 4.0 Scholarship

- 4.1 A number of organizations, corporations and individuals offer scholarships to our students to encourage them to study hard and achieve outstanding academic performance
- 4.2 To qualify for scholarships, students should comply with policies and regulations of the University and be in normal study period. Different scholarships are granted according to their assessment criteria.

## VII Graduation

### 1.0 Graduation Requirements

- 1.1 The student has completed his/her degree program according to the study plan.
- 1.2 The student has complied with the rules and regulations of the University.
- 1.3 It has been approved by the University Academic Committee that the student qualifies for graduation, that a corresponding degree will be conferred on and graduation certificate and transcript will be delivered to the student.

### 2.0 Collection of Graduation Certificates

Students should have submitted the final version of their dissertations (both printed copies and electronic files) to respective Faculties, settled fees required and returned loaned items from the University before they can collect their graduation certificates.

Upon receiving the notification to collect graduation certificates, students can collect their certificates during the period specified in the email by one of the following ways:

#### 2.1 Collect in person

Students shall bring their Student Card and personal identification documents at respective Faculties and sign receipt of their Graduation Certificates after verifying the details on the Certificates.

#### 2.2 Authorize a representative

An authorized person should present the “Authorization Letter” completed by the student and the following documents at respective Faculty. The authorized person can sign the receipt of the certificate on behalf of the student after verifying the details on the Certificate:

- ✧ Completed and signed “Authorization Letter”;
- ✧ ID copy of the student;
- ✧ The original and copy of the authorized person’s ID card.

#### 2.3 By post

Students who are unable to collect the Graduation Certificates in person or through an authorized person can request delivery by post in accordance with the procedures below

- ✧ The students should apply to Faculty via the email address assigned by the University for collecting the Graduation Certificates by post and agree to bear the risk of loss or damage.
- ✧ The University will send the Certificates by Speedpost. The postage fee will be paid by the students.
- ✧ Students should confirm receipt of the Certificates by signing the “Receipt for Graduation Certificate Collection” and returning it to the Faculties concerned by post or by email.
- ✧ Upon receipt of the Certificate, students should immediately verify the details on it and apply for amendment by email within five working days should there be any mistakes. Applications after the prescribed period will not be entertained.

#### 2.4 Others

- ✧ The University will send the notice to collect Graduation Certificate to students’ personal email.
- ✧ The name on the Graduation Certificate will be the one shown on the ID documents provide by a student.
- ✧ Once the receipt of the Graduation Certificate has been acknowledged, the University will not reissue the Certificate if it is lost or damaged. Students can, however, apply for testimonial for graduation.

Updated university announcements will be posted on campus notice boards and the University website or delivered via school email. Students should regularly check notices displayed on campus notice boards, University website, internal iCAN information system, and email accounts assigned by the University for latest school information.

Remarks: the student's personal university email address is the "student ID number@cityu.mo" and the initial login password is the student's ID card number (including the English alphabets, numbers and the number in brackets). For example, student Mr. Chan Tai Man's student ID number is B20092200088 and his ID card number is 1234567(8), his University email account shall be "B20092200088@cityu.mo" and the login password shall be 12345678 (excluding space and punctuation mark, such as "(" and "-").

This Student Handbook is effective upon publication and supersedes the previous version. It is applicable to all students.

The University reserves the right to revise and interpret the Student Handbook.

## VIII Tuition, Other Fees and Refund

### 1.0 Tuition Fees

#### 1.1 Flat rate tuition fees:

- 1.1.1 A flat rate tuition fee is calculated by dividing the total tuition fee of the degree program a student takes by the normal years of study. In accordance with the University rules and regulations, students who are Macau residents should settle tuition fees every semester (pay tuition fees twice an academic year). Students who are Mainland/Hong Kong or overseas residents should settle tuition fees every academic year (pay tuition fees once an academic year).
- 1.1.2 Flat rate tuition fees are divided by the entire program (in accordance with Article 1.1.1). After fulfilling “the minimum credits requirements for graduation”, students should still settle the fees for the entire programs in order to be eligible for graduation.
- 1.1.3 Students should settle the tuition fees for the entire semester or academic year and for overload credits regardless of whether they have completed all courses of a semester or an academic year.

#### 1.2 Tuition fees for overload credits:

- 1.2.1 Students (including students offered scholarships or grants) whose total enrolled credits of the courses exceed their programs’ minimum credit requirements for graduation should pay extra tuition fees for the overload credits.
- 1.2.2 If students apply for deferment of studies/withdrawal of studies/transfer of program after they have completed Summer courses, they should pay the tuition fees of the courses in accordance with the fee schedule for overload credits.

#### 1.3 Students should settle any fees not including in study plans, such as fees for retake or additional credits, in accordance with University rules and regulations.

##### 1.3.1 Tuition fees for retake

Students who need to retake courses they failed should pay fees for retake. Please refer to the University website for details

#### 1.4 Tuition fees for deferment of studies

If students need to continue their studies because they are unable to finish all courses within the normal study periods, they should pay the tuition fees for deferment of studies. Please refer to the latest announcements on the University website for details.

#### 1.5 Fees for retaking postgraduate oral defense

A student who does not pass the oral defense of dissertation the first time or fails to revise his/her dissertation within the period prescribed should pay the fees for retaking oral defense. Please refer to the latest announcements on the University website for details.

### 2.0 Caution Fee

2.1 Students should pay a caution fee upon first registration for University. Please refer to the University website for fee standards. The balance of the caution fee will be returned to the students after deducting fines/outstanding payments when the students withdraw from studies or complete the entire program.

2.2 If a student applies for withdrawal of studies or whose student status is terminated by the University after he/she is suspended for the reason of failing to settle outstanding tuition fees or failing to apply for extension of studies/failing to settle the fee for deferment of studies within the period prescribed, the caution fee will not be refunded.

2.3 If a student does not apply for resumption of studies after deferment of studies within the period prescribed, applies for withdrawal of studies or whose student status is terminated by the University after being suspended, the retention fee that should be paid upon application for deferment of studies will be deducted from the caution fee.

2.4 Students should fill in the “Caution Fee Refund Application Form” when undertaking the procedures for

leaving the university. After deduction of outstanding fees (if any), the balance of the caution fee will be refunded to the students by cheque/remittance. No caution fee will be refunded for late applications

#### 2.4.1 Application procedures

- ✧ Complete the “Caution Fee Refund Application Form”;
- ✧ Students who choose to receive refunds by remittance should submit information on the receiving accounts and provide a copy of the bank book page with the account information on it or a copy of the bank account card. Please refer to 12.2.2 for details.
- ✧ If the refund of caution fee is not applied for or the refund is not collected in person, the original Authorization Letter duly signed, a copy of the Student Card and a copy of the authorized person’s identity card will need to be submitted

#### 2.4.2 Important notes

- ✧ Students should attach the “Caution Fee Refund Application Form” when submitting the completed “Confirmation of Information for Graduates” form in order to apply for refund of caution fee, otherwise the caution fee will not be refunded or transferred
- ✧ If the University receives a notification of remittance cancellation from a bank, the Finance Division will notify the student concerned via the email address provided in the “Caution Fee Refund Application Form”. The student should complete the procedures for claiming the caution fee within six months. If he/she fails to complete the procedures within the period prescribed (within six months after the date on which the email is sent), the student will be deemed to have given up the refund.

### 3.0 Penalties for Late Payments

- 3.1 The University will post the payment notice of each semester on the iCAN system and send a notice to a student’s email address which assigned by the University (e.g.: student no.@cityu.mo). Students can logon their iCAN accounts to check/print their tuition fee slips and should settle the fees within the period prescribed.
- 3.2 Students should ensure that the contact information they provide to their Faculties is accurate. They should check related notices and pay the fees within the periods prescribed.
- 3.3 Students will be charged MOP/HKD50 each day for late payments (The maximum penalty is MOP/HKD500).

### 4.0 Other Fees

#### 4.1 Fees payable

- 4.1.1 Students should settle all fees within the periods prescribed by the University unless extension of payment is granted.
  - 4.1.2 Fines will be imposed on default payments. If students fail to pay all or part of the fees for over four weeks without the approval of the University, the University has the right to suspend them from studies.
  - 4.1.3 Students should pay the caution fee before they register for the first time. The caution fee will be used to offset all fines/outstanding bills during their studies and the balance will be refunded upon the completion of procedures for withdrawal of studies or completion of programs. Except for caution fee and under special circumstances, all fees paid are non-refundable and non-transferable.
  - 4.1.4 Late payment fees are surcharges imposed by the University.
  - 4.1.5 Students who have been approved to retake program should pay the fees, including registration fees, tuition, and for other facilities provided by the University. Retake courses can be part of an entire degree program or some courses of an academic year. Fees to be charged should correspond with the courses, programs, sections of the courses, essays and course assignments
  - 4.1.6 Students should pay related fees and fines in accordance with the University rules and regulations in force within the time periods prescribed.
- 4.2 Application fees for program transfer include the fee for replacing the Student Card.
  - 4.3 Please refer to latest announcements on the University website for other miscellaneous fees.

- 4.4 Except for application fees for score rechecking and remarking, under no circumstances will the fees paid be refunded or transferred.
- 4.5 Students are not allowed to change the methods of refund after confirmation and any application for changes should be submitted in writing. An administrative fee of MOP/HKD200 should be paid upon approval of the application.

### **5.0 Credit Transfer/Course Exemption**

- 5.1 There is an administrative fee for applications for credit transfer/course exemption (including student from exchange programs). Please refer to the latest announcements on the University website for details. The application fee is non-refundable regardless of whether the application is approved.
- 5.2 If an application for credit transfer/course exemption is approved, no remission of tuition fees will be offered.

### **6.0 Retention Fees/Refunds for Deferment of Studies**

- 6.1 Students should have no overdue tuitions fees or any other outstanding bills and their student status should be normal when applying for deferment of studies.
- 6.2 Students should pay retention fee when applying for deferment of studies. Please refer to the latest announcements on the University website for the fee schedule. The retention fee for determent of studies will be deducted from student's caution fee and the student should sign the consent declaration when filling in the application form for determent of studies.
- 6.3 The retention fee for deferment of studies will be transferred back automatically to a student's caution fee upon approval of the student's application for resumption of studies.
- 6.4 If a student applies for deferment of studies more than ten working days after a semester commences, the tuition fees paid will not be retained for use after resumption or studies nor be refunded, i.e., the student needs to pay the tuition fees again upon resumption of studies.
- 6.5 If a student applies for withdrawal of studies during the deferment period or applies for withdrawal of studies when on suspension imposed because he/she fails to apply for resumption of studies within the period prescribed, the retention fee will not be transferred back to the caution fee, nor will it be refunded or transferable.
- 6.6 A student who applies for deferment of studies because of serious sickness during a semester should submit a written application stating the reasons and provide the original copy of a medical examination report issued by a hospital recognized by the University (refer to 7.3.1) to prove that he/she is unable to attend classes. Upon review and approval of the application by the University, retention fee will be deducted from the caution fee and after deduction of tuition fee in proportion to the hours of classes attended and deduction of an MOP/HKD200 administrative fee, the tuition fee balance will be refunded to the student.
- 6.7 If a student deferring his/her studies applies for resumption of studies, the tuition fee will be calculated based on the fee level of the year of class he/she is admitted to. If there is tuition fee retained before deferment of studies, the balance will be returned to the student or the shortfall should be settled by the student.
- 6.8 Students who apply for deferment of studies or resumption of studies should be aware of the above rules and regulations.

### **7.0 Withdrawal of Studies/Refund of Tuition Fees**

- 7.1 Students should settle the flat rate tuition fees/tuition fees for courses registered/other outstanding bills for that semester before they apply for withdrawal of studies.
- 7.2 For students who apply for withdrawal of studies/refunds, under no circumstances will the tuition fees paid be refunded or transferred (except for Articles 7.3 and 7.4) regardless of whether they are enrolled on any courses, or they have not confirmed enrollment records or their enrollments are cancelled.
- 7.3 If students apply for withdrawal of studies because of the following reasons, part of the tuition fees will

be refunded after an administrative fee of MOP/HKD200 is deducted. The tuition refunds are calculated in proportion to the classes attended on a weekly basis (i.e., attending classes for one day or more in a week will be regarded as attending classes for one week).

7.3.1 Because of serious illness: The amount of refund is calculated in proportion to the hours of classes attended. The student should submit a written application explaining the reasons and provide the original copy of a valid medical examination report issued by a hospital.

- Macao Hospital Centre S. Januario
- Macao Kiang Wu Hospital
- Macau University of Science and Technology Hospital
- A Mainland public hospital of county level or above

7.3.2 Because of emigration: the student should submit an application within eight weeks after a semester commences and provide a copy of the supporting documents issued by immigration departments. The amount of the refund is calculated in proportion to the hours of classes attended during that semester. Late applications will not be accepted and no tuition fee will be refunded.

7.4 Under the following circumstances, tuition fees paid will be refunded in full amount upon verification of the documents issued by recognized institutions.

7.4.1 The University cancels the program the student has applied for.

7.4.2 The student fails to obtain a student visa (applicable to non-Macau residents). The student should submit an application to the University in writing and provide copies of the supporting documents within two weeks after the commencement of the semester. Late applications will be not accepted and no tuition fees will be refunded

7.5 Students should apply for refunds in writing, explain the reasons and provide relevant supporting documents.

7.6 For short-term programs, unless the University cancels the programs, under no circumstances will tuition fees be refunded or transferred

7.7 Students who withdraw from studies should return their Student Card for cancellation. Fines will be imposed on any loss of Student Card. Please refer to the latest announcements on the University website for the levels of fee.

## **8.0 Program Transfer**

8.1 Students should settle all outstanding bills for the original program, including tuition fees for courses that are not included in the study plan, student hostel fees/penalties, outstanding Library fees and fees for book ordering, etc.

8.2 Students who transfer to a new program will be charged tuition fees in accordance with the tuition fee schedules for new students (i.e., the tuition fees will be calculated based on tuition fees for the “minimum credits required for graduation” for the new program)

8.3 Tuition fees paid by students for the original program will be transferred to the new program.

8.4 Students should settle any differences in tuition fees between the original and new programs.

8.5 Students should settle the differences in the caution fees between the original and new programs

8.6 Upon the University’s confirmation of credit transfer/subject transfer from the original programs or upon application for leaving the university, students should pay the tuition fees for credits not transferred from the original to the new program. The tuition fee for each credit will be calculated based on that for additional credit of the program the student is admitted to in the new academic year. Students should read carefully the above rules and regulations when applying for program transfer and sign the related declarations.

8.7 Debit notes for the differences in tuition fees and for credits not transferred from the original program will be issued in the second semester after the program transfer.

## **9.0 Student Hostel Charges**

9.1 For the fee schedule of student hostels, please refer to the fee schedule set out in the “City University of

Macau Rules and Regulations for Student Hostel Management”.

- 9.2 Students living in hostels should pay the hostel fees in accordance with the related rules and regulations within the prescribed periods
- 9.3 Hostel fees paid are non-refundable and non-transferable
- 9.4 For students who have successfully applied for hostel places, the first month’s rent is calculated as follows: moving in on or before 15<sup>th</sup> of the month, full rent for the month should be paid; moving in after 15<sup>th</sup> of the month, half month’s rent should be paid.

#### **10.0 Application for Resumption of studies after Suspension**

- 10.1 For students who are suspended by the University because of failure to enroll on courses or confirm enrollment records within the prescribed periods, tuition fees paid for that semester will not be refunded or transferred. Students who want to apply for reinstatement of student status should pay MOP/HKD 3,000 and pay the tuition fees again.
- 10.2 For students suspended from studies because of failure to settle outstanding tuition fees or failure to apply for resumption of studies within the period prescribed, they should pay an administrative fee of MOP/HKD 3,000 and settle the tuition fees both for the semester they are suspended and for the semester they resume studies if they want to apply for reinstatement of student status. The tuition fees will be calculated based on the fee level of the year of class they are admitted to.
- 10.3 For students suspended from studies because of failure to apply for or complete the application procedures of extension of studies, they should pay an administrative fee of MOP/HKD 3,000 if they want to apply for reinstatement of student status.

#### **11.0 Change of Status from Non-local Student to Local Student**

If a student successfully changes his/her status to local student before the University delivers the debit note, the amount on the debit note will be calculated in accordance with the fee schedules for Macau residents who are in the same grade and there will be no retrospective period.

#### **12.0 Refund Methods**

- 12.1 Refunds to current students will be paid by cheque and the name of the payee will be the same as that on the student’s personal identity document.
- 12.2 Refund methods for students who have left the University (including those in withdrawal of studies, graduation or completion of studies):
  - 12.2.1 Refund by cheque: the arrangements are same as those for current students.
  - 12.2.2 Refund by remittance:
    - ✧ Students can choose to provide the number of a Mainland bank account that accepts RMB remittance. They should also provide detailed remittance information in Chinese, including the name of the account holder, account number, name of the bank and the address of the account opening bank;
    - ✧ Students can choose to provide the number of an overseas bank account that accepts HKD or USD remittance. They should also provide detailed remittance information in English, including the name of the account holder, account number, name of the bank, Swift Code, the address of account opening bank, and the address and phone number of the beneficiary;
    - ✧ All bank charges on remittance should be borne by students and will be deducted from caution fees without further notice.
- 12.3 Students who choose to receive refunds by remittance should provide a remittance account that accept overseas HKD inward remittance. They should also provide accurate bank account information, including the name of account holder, account number, name of the bank, detail address and phone number of the account opening bank and the beneficiary. Students should attach a clear copy of a bank book page with the account information on it.
- 12.4 For students who choose to receive refunds by cheque, the University will notify them to collect the



cheques at the Finance Division via the email address assigned by University or via the telephone number provided.

- 12.5 If a refund is delayed, cannot be delivered, or remittance is cancelled by the bank because the contact information or bank information provided by students is inaccurate or invalid, the student should bear full responsibility and the fees incurred. Bank charges incurred will be directly deducted from the return funds.
  - 12.5.1 If a student fails to collect and cash the refund cheque within the period prescribed (i.e., within six months from the issue date of the cheque), he/she will be deemed to have given up
  - 12.5.2 After the University receives a notification of remittance cancellation from the bank, the Finance Division will notify the student via the email address provided by the student. If the students fail to complete the procedures within the period prescribed (six months from the date the email is sent), he/she will be deemed to have given up the right to refund
- 12.6 If the person who collects the cheque or the remittance beneficiary is not the student himself/herself, the student should provide the original Authorization Letter, a copy of the student's valid identity card and a copy of the authorized person's valid identity card
- 12.7 If a student authorizes another person to collect the refund, the University will not bear any responsibility or costs if any dispute arisen later

### **13.0 Others**

- 13.1 Students can pay for tuition fees by cheque (payable to “澳門城市大學” or “CITY UNIVERSITY OF MACAU”) or by credit card/bank transfer/remittance. The University does not accept cash or post-dated cheques. Please refer to the announcements by the Finance Division for details
- 13.2 Students should pay for any bank service charges incurred.
- 13.3 Students should check notifications posted on the University website (iCAN System) or on campus for notifications on debit notes (including notifications of updated fee schedules/refunds).
- 13.4 Non-resident students should upload copies of receipts/remittance slips onto the University iCAN system or email them to the Finance Division (fidrec@cityu.mo) immediately after payments for confirmation. Late confirmations will be deemed to be tuition fee default. Serious offenders will be suspended from studies.
- 13.5 Students should keep the formal receipts of tuition fees secure. The university will not reissue related receipts. Students who want to check their tuition fee payment records can apply for “Certificate of Payment of Tuition Fees”.
- 13.6 Please refer to the Academic Calendar published by the University for the school commencement date each academic year.
- 13.7 The above fees and charges standards may be adjusted every year. Please refer to the latest announcements on the University website.

## Appendices

### Appendix I: University Facilities and Services

#### 1. Student Identify Card

- The Student Card is a proof of a student's identity on campus and should be carried at all times for class attendance, entering classrooms and checking by University staff or security guards when necessary.
- Students should present their Student Card for all administrative procedures or matters on campus.
- The Student Card can be combined with the Student Personalized "Macau Pass" and can be used as a bus pass and for payment.
- Student Card is used for borrowing books from the library.
- If a student has lost his/her Student Card, he/she should apply for replacement and submit the application form at the Registry Office in person.

#### 2. Library

- The University Library houses a wide range of high quality literature, including printed publications and digital resources. It offers a channel of easy access to a variety of global information for teachers and students.
- There are stack area, reading area, multi-media center and panel discussion rooms with multimedia equipment and wireless broadband internet access in the Library. The library also provides guidelines on the use different types of information and citation, the use of literature and documents, as well as self-printing service to create an environment conducive for teachers and students.
- To promote information exchange and provide services to users, the University Library has joined the Macau Academic Library Alliance to better utilize the Library's resources and share resources with other libraries
- For detailed information, please visit the Library homepage (<http://www.cityu.edu.mo/library/>).
- Please refer to Appendix IV "Rules and Regulations of Library Services" for more details.

#### 3. Computer Rooms

- The University has well-equipped computer rooms with a number of multimedia computers that students can use. With wireless broadband internet available on campus, students can access digital library and digital academic journals without the constraint of time, space and location.

#### 4. Student Hostel

- Please refer to the "Rules and Regulations for Student Hostel Management"

#### 5. Borrowing University Venues

- Students can file an application for borrowing a university venue with the Student Affairs Office in the name of a student association or an affiliated a student association
- Students who book a venue should comply with the "Rules and Regulations for Borrowing University Venues" and use it properly

#### 6. Student Lockers

- Students can apply for a locker and should comply with "The Rules and Regulation for Renting Lockers".

## Appendix II University Campuses

### **Main Campus**

Tel.: (853) 2878-1698

Fax: (853) 2878-1691

Address: Avenida Padre Tomás Pereira Taipa, Macau

### **Golden Dragon Centre Campus**

Tel.: (853) 8590-2222

Fax: (853) 8590-2207

Address: 81-121 Av. Xian Xing Hai, Golden Dragon Centre, 5<sup>o</sup>andar, Macau

### **Royal Centre Campus**

Tel.: (853) 8590-2691

Address: Av.do Dr. Rodrigues, Edifício Royal Centre, 3<sup>o</sup>andar, Macau

Email: [info@cityu.mo](mailto:info@cityu.mo)

Website: <http://www.cityu.edu.mo/>

## Appendix III Regulations Governing Examination and Examination Venues

All students should strictly comply with the following Regulations of Examinations and Examination Venues. Students in breach of any of the following regulations will be disciplined in accordance with the seriousness of the misconduct:

1. Students taking part in regular examinations, mid-term examinations, final examinations and other examinations at school should comply with the regulations set out below.
2. Students should read carefully all examination related announcements before an examination.
3. Students should be decently dressed for examinations and are not allowed to wear vests, T-shirts, shorts, slippers, hats or excessive accessories etc.
4. Students should arrive at the examination venue 25 minutes before the examination starts to check out the seating plan. Students should be seated according to the number assigned 10 minutes before the examination starts. They should maintain absolute silence and should not speak to others. Invigilators have the right to order a student in breach of the rules to leave the venue. The examination results of that course will be invalidated and the student should retake that course.
5. Students should bring their Student Card and personal Identity Cards and place them on the top left corner of the desks for checking by invigilators. Students who have not brought their Students Identity Cards will not be allowed to sit for an examination (Students whose student cards are lost before the examination should apply for replacement with respective Faculty offices immediately. If a student finds that his/her Student Card is lost right before an examination, he/she should immediately report to an invigilator upon arrival at the examination venue. Where possible, the student will be allowed to sit for the examination by presenting his/her personal Identify Card).
6. Students who arrive late and be allowed to enter an examination venue on special permission will not be given extra time. Students who arrive late for more than 30 minutes will not be allowed to enter the examination venue. Students who are late should report to an invigilator for record even if they are not permitted to sit for an examination.
7. Students should listen carefully to the important notes announced by invigilators after entering the examination venue. The invigilators will not remind students of any examination venue regulations except for matters related to the question papers. Students should read the question papers carefully after the examination is announced to start and if they have any questions, they should raise their hands within the first 30 minutes after the examination commences and wait for an invigilator to come to their assistance.
8. If the printing is unclear or if there are other problems with the question papers, students should raise their hands immediately to ask questions. They should not create disturbance in an examination venue by standing up or leaving their seats.
9. After entering the examination venues, students should not carry their mobile phones with them when seated. They should place items such as stationeries and Student Cards on the top left corner of their desks. Students are strictly prohibited from using mobile phones and those in breach of this rule will be deemed to be cheating.
10. Unless prior approval is granted, students should not carry any books, paper, electronic devices, or other items with them when seated. Students in breach of this will be deemed to be cheating.

11. Before an examination starts, invigilators may conduct a random check on belongings brought by students into the examination venue. Students should be clear of related regulations and check before and after seated whether they have brought prohibited items, such as paper with course contents on it inside a pencil box, and whether there are contents marked on their palms or any of their body parts. If students find any prohibited items, they should raise their hands and report to invigilators who will then handle the situations. If invigilators discover any prohibited items after the examination starts, the students concerned will be deemed to be in breach of the regulations or cheating.
12. Students should not turn over the question papers or answer the questions before it is announced that the exam starts. Otherwise, they will be deemed to be in breach the regulations or cheating.
13. Students should make sure that they have written the numbers of question answered on the front page of the answer booklets. Students will not be given extra time to complete the information when the examination ends.
14. Students should bring their own stationeries (such as pens and erasers, etc.).
15. Students should not bring too many valuables into the examination venues. Students should carry their valuables at all times and take proper care of them. The University will not be liable for any loss. Other valuable personal belongings should be placed at designated areas inside an examination venue.
16. Calculators which are permitted to use during examination used should be silent in operation and are not equipped with print-out function. Calculators brought into the examination venues are subject to inspection by invigilators and if found inappropriate, their use will be prohibited. Should Students have any doubts, they should enquire with the University before an examination so that they will not be prohibited from using their calculators during the examination.
17. Calculators permitted to be used during examination should not contain any paper, should not have any words written on them, and should not be programmed with formulas related to the examination. Students should not lend their calculators to or share them with others during an examination. Any of the above will be deemed to be in breach of the rules and regulations or cheating.
18. Dictionaries permitted to be used during an examination should not contain any sentences or marks related to the examination or course contents. Otherwise the student deemed to be in breach of the regulations or cheating.
19. Electronic dictionaries permitted to be used during examination should not contain any paper, should not have any sentences written on them, and should not be programmed with formula related to the examination. Students should not lend their electronic dictionaries to or share them with others during the examination. Any of the above will be deemed to be in breach of the regulations or cheating.
20. For open-book examinations, students should not lend books, notes or other information to others or exchanges these items with others. Students in breach of this regulation will be deemed to be cheating.
21. Students are strictly forbidden to communicate with others inside or outside the examination venue during an examination. Once discovered, all involved will be deemed to be in breach of the regulations or cheating.
22. Students are not allowed to leave an examination venue without permission of an invigilator.
23. Students who are found copying answers, passing messages, smuggling notes, talking or using sign language, whispering to others, gazing around or reciting answers during an examination will be deemed to be in breach of the rules and regulations or cheating.

24. Students who are found sitting at examination venue or answering questions for another person will be deemed to be cheating.
25. In case of conflicts in examination schedules caused by reasons such as selecting or retaking courses, the student should report it to the Faculty office beforehand and the office will make arrangements according to different situations
26. Students should follow the instructions of examiners and invigilators. Under no circumstances should a student argues with or be rude towards an examiner or invigilator.
27. Smoking, eating or drinking, or chewing candies is prohibited in examination venues.
28. Students should not deface, mark on or tear up any question papers, answer booklets, answer sheets, statistical tables or other calculation tables, graph paper or any other supplies inside the examination venues, nor should students bring these items out from examination venues. Student in breach this regulation will be deemed to be cheating
29. Students who have submitted their answer booklets and left examination venue are not allowed to stay or make loud noise outside the examination venue (including corridors, staircases and nearby areas).
30. Unless the course specifies otherwise, no marks will be given if students do not write their answers on the answer booklets and supplementary answer sheets in Chinese, English or Portuguese according to course requirements
31. Students should write answers on the answer booklets only and should not write any sentences or symbols unrelated to answers. Unless requested, students should not highlight or underline any words in the answers, otherwise, their answers will not be graded.
32. If a student feels unwell or if other incidents happen, the student should raise his/her hand and wait for an invigilator to come to his/her assistance.
33. Invigilators have the right to order students who are found cheating or in breach of the regulations for examination to leave the examination venues. Their course examination results will be invalidated. For related regulations, please refer to the “Regulations for Handling Cheating and Violations of Disciplines in Examinations” in the Appendix VI.
34. After finishing the examination, students should place the question papers and the answer booklets on the desks, raise their hands and wait for an invigilator to come to collect all materials.
35. Except for emergency reasons or illness, students are not allowed to leave the examination venues during the first 45 minutes of an examination.
36. Students who have not submitted their answer booklets are not allowed to leave the examination venues. Students who have submitted their answer booklets should not stay in the examination venues
37. Upon an examiner’s announcement that an examination has ended, students should stop writing immediately. Students are not allowed to leave the examination venue until they are given permission by an invigilator.
38. The Task Force on Teaching and Learning Ad Hoc Group will make final decisions with respect to cheating behavior or behavior in breach of regulations not mentioned above according to the gravity of the cases.

## Appendix IV Regulations of Library Services

### Library Notice

1. Holders of a valid Student Card of the University have access to the University library resources and related services.
2. Users are free to use library materials. While user finishes reading, please place the materials on the table, at its original location or onto the book cart, our staffs will put them back.
3. In order to provide a quiet environment, users shall keep quiet in the library, and shall not be playing or talking loudly in the library. Users shall turn off mobile phone or other communicative device or switch the above devices to vibration mode.
4. Smoking is prohibited in the library. Drinking and eating are not allowed, except for drinks with covered and sealable container.
5. Please keep the Library clean and tidy. No littering and no pets are allowed into the Library.
6. Users shall not occupy seat with any object.
7. Users should keep their personal belongings or books safely, in case of any lost.
8. Users should treat resources and facilities of the Library with due care. They should not leave remarks on, mark, deface, fold or damage any materials.
9. Computers in the Library are for access to the Library's collections, database and online academic research information only. Users should not use the computers for illegal or excessive download, for playing games or browsing restricted webpages.
10. Library materials can only be taken from the Library after being checked out. If the alarm of the library access control system goes off when a person passes through the door, he/she should cooperate with Library staff for inspection.
11. If a loan item is damaged or lost, the reader should bear the responsibility for compensation in accordance with the rules and regulations.
12. The copyright laws and related laws of the Macao SAR should be complied with when photocopying, scanning or replicating resources of the Library. Infringement of the copyrights of authors should be avoided

### Regulations of Borrowing and Services Provided

#### Borrowing

1. Users with a valid Student Card can check out and return items at the Library Circulation counters or through the Self Check Machines.
2. Personal identity cards are not transferable.
3. Books, CD-ROMs (attached with books) and multimedia materials are allowed for users to borrow. Reference books, newspapers, academic journals, theses and dissertations and other specified materials only use internally.
4. Users shall check if there is any damage of materials before checking out.
5. The regulation of lending period and quotas of different user's cards are listed as follows:

| Quotas    |             | Books |                  | Multimedia Materials |                  | CD-ROMs (Attached with Books) |                  |
|-----------|-------------|-------|------------------|----------------------|------------------|-------------------------------|------------------|
| Borrowing | Reservation | Days  | Times of Renewal | Days                 | Times of Renewal | Days                          | Times of Renewal |
| 10        | 10          | 30    | 1                | 14                   | X                | 30                            | 1                |

**Reservation**

1. Users are allowed to make reservation if the materials are currently checked out. The library will notice the reserved user via email. The library will notify user upon the return of your reserved material. The materials will be put on hold for three working days until it can be reserved or borrowed by other users.
2. If the materials are reserved by more than one user, the library will notice the reserved users based on the precedence order.
3. Users can reserve materials through:
  - (1) the circulation counters of the Library in person;
  - (2) Online reservation.

**Renewal**

1. Renewal privileges are determined based on the categories of reader and the types of loan materials. The renewal period starts from the date of renewal.
2. If a loan item has been reserved by other readers, renewal is not allowed. It will be loaned to users in the order reservations are placed.
3. Users can renew borrowed materials by:
  - (1) Circulation counters and Self Check Machines;
  - (2) Renew online.

**Return**

1. It is the readers' responsibility to return loan items on time. Users should note the due date and return a loan item by the due date.
2. Please refer to the Library management system for the due date. If the due date falls on a public holiday or a library closing day, it will be automatically extended to the first working day.
3. Users can return loan items at the Library circulation counters or by using Self Check Machines

**Overdue Items**

Readers will be suspended all borrowing rights if they have overdue item. The overdue fine is MOP 1 per day per item, with a maximum limit of MOP 100 per item. The borrowing right will be regained after the overdue fine is paid.

**Regulations of Lost and Damaged Items**

1. If an item on loan is damaged or lost, the borrower should bear the responsibility for it. A reader who has lost or damaged an item in the Library or an item on loan should report the loss to the Library immediately. If the item is overdue, the reader is still required to pay the fine for the overdue period up to the day the loss is reported.



2. Replacement: if the lost items can be purchased, the reader should purchase a legitimate version of the same or new edition of the book for replacement within one month. If a hardcover version is lost but only paperback version is available, the difference between the costs of the two should be paid.

### **Compensation**

In case the lost items cannot be purchased, penalty and administrative fee MOP50 will be charged. The amount of compensation is calculated as follows:

1. The penalty will be charged double the original price (the exact item price will be given by the library);
2. If price is unknown, the penalty will be calculated based on the page number of item, with MOP0.3 per page for Chinese books and MOP1.5 per page for books in foreign languages. The amount of compensation will be: *cost per page x number of pages x 2*.
3. If one volume (piece) of a series of books (multimedia materials) is lost, the amount of compensation will be calculated based on the price of the whole series. Of the CD-ROM(s) (attached to a book), the amount of compensation will be calculated based on the price of the book;
4. An amount of compensation less than MOP50 will be rounded up to MOP50.
5. After finishing the above process, if the lost item is recovered, the Library will not accept the item, unless it is no longer available for purchase.

### **Interlibrary Loan**

1. Users with valid Student Card can borrow the Macau Academic Libraries Consortium Institutional Card (ILL Card) at circulation counters of our Library so that they can read and borrow books and other materials from the consortium libraries. Each reader is only allowed to borrow one ILL Card each time for a period of 21 days (start from the next day of the borrowing date). The card can be renewed once. Failure to return the card within the period prescribed will be handled in accordance with the overdue rules and regulations of our Library.
2. Students should strictly follow the borrowing regulations of the consortium libraries.
3. Borrowing of the ILL Card is not allowed under the following circumstances:
  - (1) The student has outstanding overdue payments at the University Library;
  - (2) The student has not returned books borrowed from a consortium library;
  - (3) The ILL Card has not returned to CityU Library.

### **Digital Library Services**

1. Users can use the library website to search for Library collection, renew items borrowed, reserve a book, use digital resources and check personal borrowing records etc.
2. All digital resources of the Library are available to users of CityU only and off campus remote access is available. Users can log on the Library website, click on *Resources - E-Resources - SSL VPN* for VPN

Off-Campus Access or open the browser and input <https://sslvpn.cityu.edu.mo:3000/>. For details, please visit the Library website for the “User Guide of SSL VPN”.

- Students are allowed to borrow Kindle e-reader. The standard of one e-reader is similar to one printed book. The loan period is 14 days. Each person can borrow one e-reader at a time and renewal is allowed once. The borrowing limit is one device per user. For details, please refer to the “Borrowing Regulations of Kindle E-Reader of the City University of Macau Library”.

### Self-Service Printing and Photocopying

- The library provides printing, photocopying and scanning services (bring your own USB for saving data and information), and the fees is charged via Macau Pass.
- Readers shall follow the copyright and related laws of the Macao Special Administrative Region when using the photocopying service and should not infringe the copyright of authors. Users shall take full responsibility for any legal consequences arising from photocopying.
- Service charges are as follows:

| Color         | Size | Charges (Patacas)   |
|---------------|------|---------------------|
| Black & White | A4   | MOP 0.30 / per page |
| Black & White | A3   | MOP 0.50 / per page |
| Color         | A4   | MOP 3.00 / per page |
| Color         | A3   | MOP 5.00 / per page |

### Multimedia Information Area and Electronic Devices Borrowing Services

- There is a multimedia information area in the Library. It provides computers and wireless broadband internet access to users.
- Users should comply with the “CityU Regulations for the Use of Library Multimedia Information Area” when using computers, network, electronic resources and other online resources at the Library.
- The Library offers loan service of electronic devices, including laptops and tablets. Borrowers should comply with the “Borrowing Regulations of Electronic Devices” of the CityU Library (Please visit the Library website for the “Services Guide”).
- The devices are loaned to University users for use at the Library only. Users should borrow a device at circulation counters with personal student card. One device can be borrowed at one time and cannot be transferred to others. The device must be returned to the circulation counters 30 minutes before the Library closes.

### Book Purchase Recommendation

- Users are welcome to recommend books/materials to be purchased. They can submit their recommendations by visiting the Library homepage and logon “My Account”, by email, by submitting

online at our the Library website ([https://faculty.cityu.edu.mo/library/purchase\\_apply](https://faculty.cityu.edu.mo/library/purchase_apply)), or by filling in the “Recommendation Form” at circulation counters etc.

2. The Library will decide on whether a recommendation will be accepted based on its collection development strategy.

### **Discussion Room Reservation**

1. The library provides discussion rooms to CityU’s users, and each room is equipped with monitors and Wi-Fi and can accommodate 5 to 10 users generally for meetings or study groups.
2. The service hours of the discussion rooms and the library opening hours are consistent.
3. Students are allowed to enter the discussion rooms freely by swiping their Students Identity Card. Those who have made a reservation enjoy priority to use the rooms.
4. Reservation of a discussion room shall be made one day in advance by phone, email or by visiting the circulation counter. Those who have made a reservation should use the room during the time it is reserved for. Failure to check-in the room reserved 15 minutes after the booking session starts will be deemed to have given up the right to use the room during that time period. Users should notify the Library in advance if they are not able to use a discussion room at the time reserved for so that others can use it.
5. There is no time limit on the usage of discussion rooms. If no reservation has been made by others, discussion rooms can be used until 30 minutes before the Library closes.
6. Before leaving the discussion rooms, users should switch off all the power (including the air conditioner) and take away all personal belonging and garbage.
7. The library has the right to refuse reservation by someone with a record of using the rooms improperly.

The Library reserves the right of interpretation with respect to the above regulations.

## **Appendix V Student Contest Support Fund and Award Scheme (Provisional)**

### **Chapter I: Governing Principles**

**Article 1** The Scheme is set up to support and encourage students' participation in different national and international competitions in order to promote students' holistic development and encourage them to bring honor to the University.

**Article 2** The Scheme is open to all current University students who participate as a team or as individuals on behalf of the University in national and international academic, science and technology, cultural, art (design), sports competitions etc.

**Article 3** Students should report to the Student Affairs Office for record before they can participate in a competition on behalf of the University and be eligible to this Scheme.

**Article 4** Team and individual are defined in accordance with the regulations of different competitions.

### **Chapter 2 Specific Awards**

**Article 5** The University has set up specific funds to sponsor students who participate in national and international academic, science and technology, cultural, art (design) and sports contests/competitions etc. and won the prizes in the contests.

### **Chapter 3 Award Schemes**

**Article 6** The University award students based on the categories of competitions (Please see attachment 1). The levels of award are based on certificates or documents issued by the organizers. "International Competition" means international or regional competitions organized by international organizations, international academic institutions or industry associations. "National Competition" refers to competitions organized by state government institutions or academic institutions or national industry associations. "Regional Competition" refers to competitions organized by provincial, Hong Kong or Taiwan government institutions, academic institutions or industry associations. "Macao Competition" means competitions organized by Macao government institutions or academic institutions.

**Article 7** Competitions not organized by government institutions, professional academic institutions are normally not eligible for awards granted by the University.

**Article 8** If a student participates in different levels of competition with the same work/project and wins, he/she will be awarded based on the highest level of award. If the student has already been awarded before winning the highest level of award, he/she will only be granted the difference between the two. If the work/project is an effort by more than one person, the cash prize for a team (including the coach or instructor) will be awarded.

**Article 9** After a competition, the winning student(s), the coach or instructor (except for full-time staff of the University) should submit the application form for the "Competition Awards Declaration Form for City University of Macau Students" (See attachment 2) and attach the copies of proofs of identity, Student Cards, competition prospectus, a photo of them holding the flag of the City University of Macau, news reports on their participation in the competition and other materials to the Student Affairs Office. The Student Affairs Office will make recommendations on reward after reviewing the application and report to the University management for approval.

**Article 10** For awards not included above, the Student Affairs Office will make recommendations based on this Award Scheme and report to the University management for approval.

### **Chapter IV: Supplementary Clauses**

**Article 11** This Scheme has been implemented on a trial basis after it was approved at the third Rector's Cabinet meeting of 2017/2018 academic year (15 November 2017) and reported at the first Executive Council meeting of 2017/2018 academic year (22 November 2017).

**Article 12** The Student Affairs Office reserves the right to interpret the above regulations.

Please visit the webpage of the Student Affairs Office for the attachment.

## Appendix VI Regulations Governing Student Disciplinary

### Article I Objective

The Regulations are formulated in accordance with the “Higher Education Regime” of the Macao Special Administrative Region and “Statutes of the City University of Macau” to maintain University order and discipline, improve the environment for nurturing talent and protect the legitimate rights of teachers, students and staff.

### Article II Scope of application

The Regulations apply to all students of the City University of Macau.

### Article III Disciplinary Offences

Any one of the following is considered a disciplinary offence:

- (1) Behaviors disturbing public order in the University, such as the order of teaching, study, research or other academic activities;
- (2) Behaviors harming the reputation, freedom, personal safety or privacy of the university members (teachers, employees, students);
- (3) Sexual assault, sexual harassment and sexual bullying on campus;
- (4) Any form of cheating in assignments, tests or examinations, or violation of examination rules and regulations formulated by the University;
- (5) Any form of plagiarism in academic work;
- (6) Forgery or improper use of University documents or records;
- (7) Misrepresentations or false statements made in applications or documents submitted to University;
- (8) Theft, obtain by deception or willfully damaging property of the University or of a member of the University;
- (9) Improper use of University facilities or unauthorized entry to or occupation of reserved facilities of the University;
- (10) Unauthorized personal or group activities that may disturb campus order or discipline;
- (11) Direct or indirect involvement in gambling, alcoholism, drug addiction, drug abuse or other behavior that damages the reputation of the University;
- (12) Behavior, such as illegal use of electronic appliances, burning objects, vandalize the safety systems of hostels, possessing contrabands (such as dangerous chemical drugs, explosives or guns) that jeopardizes public safety on campus;
- (13) Obstruction of the faculty and staff in performance of their duties;
- (14) Commitment of criminal offences or violation of the laws, and being sentenced as guilty by court or in the first trial.
- (15) Any misbehavior equivalent to the above.

### Article IV Disciplinary Actions

The University will take disciplinary actions against students in breach of the disciplinary regulations of the University based on the natures, situations and consequences of the offences and the attitude of the offender:

1. General punishment
  - (1) Verbal warning
  - (2) Written warning
2. Severe punishment
  - (1) Probation
  - (2) Forced dismissal
  - (3) Expulsion (termination of study status)

3. Student with any of the following behaviors would be subject to general punishment:
  - (1) Improper behavior that affects public order or obstruct others, offence of a minor nature;
  - (2) Verbally threaten or humiliate others in public;
  - (3) Improper use of University facilities or unauthorized entry to or occupation of reserved facilities of the University;
  - (4) Violation of other management rules and regulations of the University or any misbehavior equivalent to the above.
4. Severe punishment will be imposed on students found to have committed the following:
  - (1) Severe breach of behavior for general punishment;
  - (2) Any behavior detrimental to the reputation, freedom, personal safety or privacy of a member of the University;
  - (3) Obstruction of the faculty and staff in performance of their duties;
  - (4) Forgery or improper use of University documents or records;
  - (5) Misrepresentations or false statements made in applications or documents submitted to the University;
  - (6) Theft, obtain by deception or willfully damaging property of the University or of a member of the University;
  - (7) Direct or indirect involvement in gambling or other behavior that damages the reputation of the University or the safety on campus;
  - (8) Any form of plagiarism in academic work;
  - (9) Commitment of criminal offences or violation of the laws;
  - (10) Violation of other management rules and regulations of the University or any misbehavior equivalent to the above.
5. Severe punishment corresponding to the gravity of the offence will be imposed on those who have been subject to general punishment twice.
6. Those who cheat at an examination will be penalized in accordance with the “Regulations for Handling Cheating and Violations of Disciplines in Examinations” of the University.
7. Management of students livings in hostels is governed by the “Rules and Regulations for Student Hostel Management” of the University.
8. The penalties on sexual assault, sexual harassment and sexual bullying on campus will be decided by the “University Committee on Gender Equality Education”.
9. A student subject to disciplinary actions will be disqualified of any scholarship granted.

## **V Investigation and Appeal**

1. Investigation: academic misconduct such as cheating in an examination will be investigated and handled by the Academic Affairs Office. Other student misconducts will be investigated and handled by the Student Affairs Office. Cases involving severe punishment should be reported to the Rector for approval.
2. Appeal: If the student concerned disagrees with the University’s decision on disciplinary actions, he/she should file an appeal within ten working days. An appeal in relation to academic disciplinary actions should be filed with the Task Force on Teaching and Learning Ad Hoc Group set up by the University Academic Committee. Other appeals should be filed with the Student Disciplinary Committee. An appeal should be filed in writing. The rules and regulations for the Student Disciplinary Committee and the Task Force on Teaching and Learning Ad hoc Group are provided for in separate documents.

## **VI Notification**

1. All related units, such as the Faculty/academic unit concerned, the Student Affairs Office, Academic Affairs Office and Registry should be informed of the disciplinary actions taken against a student. Such records are an important part of student files and serve as an important consideration for decisions on whether a student should be granted scholarship or other forms of awards.

2. Consideration can be given to informing the parents or guardians about the disciplinary actions taken against students depending on the natures of the cases.

3. According to the law, severe or criminal disciplinary offences should be reported to the Rector and the judicial authorities of the Macao Special Administrative Region.

## **VII Confidentiality of Documents**

The information on all student disciplinary cases is strictly confidential. Sufficient reasons and approval of the Student Disciplinary Committee are required for disclosure of such information. The procedures should be conducted in writing.

## **VIII Implementation**

This Regulation was reviewed, passed at the Rector's Cabinet meeting held on 9 May 2018 and approved at the fourth special meeting (4 June 2018) of the University Academic Committee in 2017/2018 academic year and implemented starting from 2018/2019 academic year.

## **Regulations for Handling Cheating and Violations of Disciplines in Examinations**

To strength examination management and enforce disciplines, these Regulations are formulated in accordance with the "Regulations Governing Student Disciplinary" and "Regulations Governing Examination and Examination Venues".

**Article I** The followings are considered as violations of examination regulations and offenders will be given a verbal warning;

- (1) Moving or leaving assigned seats without permission;
- (2) Fail to put study materials, schoolbags, mobile phones or other items not required for an examination at the areas designated;
- (3) Slip of paper with writing on it (unrelated to that course) found near one's seat or bringing own draft paper;
- (4) Lending items such as books, notes, information and calculators to others without the permission of an invigilator;
- (5) Read the examination paper or start answering before an examination commences;
- (6) Continue to answer the questions after an examination has ended and fail to submit the answer book within the time prescribed;
- (7) Other behaviors with facts equivalent to the those listed above.

**Article II** The followings are considered as violation of examination regulations and offenders will be given a written warning:

- (1) Serious offences of those listed in Article I;
- (2) Make loud noises and against advice not to do so in an examination venue before the examination starts, or stay in the venue or make loud noises nearby after submitting one's examination booklet;
- (3) Both sides who ask or answer each other's questions in relation to the examination verbally or by gestures;
- (4) Bring a mobile phone or any other devices with communication functions into the examination venue but not using them;
- (5) Argue with or be rude to an invigilator;
- (6) Other behaviors with facts equivalent to the those listed above

**Article III** The followings are considered cheating in an examination and an offender will be given a zero mark for that course.

- (1) Peek at another examination paper or acquiesce in the peeking at one's own examination paper;

- (2) Provide answers to others or not refuse others to take one's answer booklet or draft paper;
- (3) Items such as books, notes and study materials in relation to the examination course are found inside the table, beside the seat or under the question paper of a student;
- (4) Both sides who collude with each other and ask or answer each other's questions in relation to the examination by using slips of paper;
- (5) Course contents are found on the desktop, body parts, reference books or calculator allowed of a candidate etc.;
- (6) Use of electronic devices with information in relation to the examination stored in them without permission;
- (7) Use of mobile phone or any other devices with communication functions during an examination;
- (8) Read the carried materials or talk with others on examination contents when going to the restroom;
- (9) Taking examination papers out of the examination room by any means;
- (10) Other behaviors with facts equivalent to the those listed above.

**Article IV** The followings are considered serious cheating and the student status of offenders will be terminated:

- (1) Arrange for another person to take an examination for oneself or take an examination for another person;
- (2) Organize cheating, steal examination papers or use other means to have access to the examination contents illegally;
- (3) Other serious cheating offences.

**Article V** An undergraduate student found cheating for the first time will receive a zero mark for that course and be given a written warning. A second time offender will receive a zero mark for that course and be suspended from studies for one semester. If that offender resumes studies in accordance with the regulations of the University but is found cheating again, he/she will be expelled (student status terminated).

**Article VI** Students of Pre-University Studies Program and postgraduate students found cheating will be expelled immediately and their student status will be terminated.

**Article VII** Students who disagree with the penalties imposed should file an appeal in writing with the University Task Force on Teaching and Learning Ad Hoc Group within the period prescribed.

**Article VIII** These Regulations were passed at the Rector's Cabinet Meeting held on 9 May 2018 and approved at the fourth special meeting (4 June 2018) of the University Academic Committee in 2017/2018 academic year. These Regulations took effect starting from 2018/2019 academic year and govern the examination management of all students of the University.



## **Appendix VII Regulations for Credit Transfer of Exchange Students (Provisional)**

### **Article 1 Objectives**

City University of Macau (hereinafter referred to as "the University") has hereby formulated these Regulations to standardize matters related to credit transfer of exchange students of the University.

### **Article 2 Definition of Exchange Students**

Exchange students of the University refer to those who have been selected by the University and agreed to study at overseas institutions of higher education that have entered into exchange student agreements with the University.

### **Article 3 Requirements**

The applicant can apply for credit transfer if he/she has passed the relevant subjects of the degree program in the overseas institution of higher education that has signed an exchange student agreement with the University.

The subjects for credit transfer can be compulsory and elective subjects.

### **Article 4 Procedures**

The applicant shall apply for credit transfer to the faculty/school of the University to which he/she belongs within one month after the end of the study semester at the overseas institution.

The application documents include but are not limited to:

1. Application Form for Credit Transfer of Exchange Students
2. The original academic transcript issued by the counterparty institution
3. Description, class hours and appraisal methods of the subject requiring credit transfer or other official description documents on the subject issued by the counterparty institution

If the documents submitted in accordance with the preceding paragraphs are not in Chinese or English, a Chinese or English translation shall be attached.

The applicant is required to submit the above application documents to the faculty/school of the University to which he/she belongs for approval, and the program directors and leaders of the faculty/school shall confirm the credit transfer at the faculty/school level; the applications for credit transfer shall formally pass the review and approval after being reviewed by the Academic Affairs Office or the Graduate School and approved by the responsible University leaders, and the applicant shall be informed of the approval results of credit transfer in writing or via e-mail.

No tuition remission or refund will be granted upon approval of the application for credit transfer.

### **Article 5 Calculation of Credit Transfer**

For the calculation of credit transfer of exchange students of the University, the face-to-face teaching of the subject studied at overseas institutions of higher education shall reach at least 80% of the required hours of the University.

If the overseas institutions of higher education adopt the European Credit Transfer and Accumulation System (ECTS) but fail to meet the condition that the face-to-face teaching of the subjects studied shall reach at least 80% of the required hours of the University, the "6 ECTS and 24 hours of face-to-face teaching" or "5 ECTS and 30 hours face-to-face teaching" will be equivalent to three credits in principle.

#### **Article 6 Expression**

The score grade of the approved credit transfer subject is stated as "CT", and the subject is for calculation of credits only, not for calculation of Grade Points Average (GPA).

#### **Article 7 Credit Limit**

For undergraduate exchange students of the University, the credits approved for transfer shall not exceed one third of the required graduation credits.

For graduate exchange students of the University, the credits approved for transfer shall not exceed one fourth of the required graduation credits.

#### **Article 8**

Matters not covered herein shall be handled in accordance with the University's relevant provisions, and the University shall make the final decision.

#### **Article 9**

Upon review and approval by the Rector's Cabinet Meeting on the 6th meeting in the 2018/2019 academic year (February 20, 2019) and the 2nd special University Academic Committee Meeting of 2018/2019 (July 8, 2019), these Regulations shall be on trial for two years. City University of Macau shall be responsible for the interpretation and revision of these Regulations.

## Appendix VIII Important Notes for Non-Resident Students

1. Students should apply for travel documents such as “Exit-Entry Permit for Travelling to and from Hong Kong and Macau” (colloquially known as Two-way Permit) or passport and “Special Authorization to Stay” (“Authorization to Stay”-student type) in accordance with relevant rules and regulations.
2. Important notes on visa renewal for Mainland students:

### 2.1 Important notes on application for Mainland students to renew “Type D – Stay” of Two-way Permit

The “Type D – Stay” of Two-way Permit for Mainland students usually expires in Summer holiday. The Registry will issue the testimonial before that for students to apply for Two-way Exit Permit. Students should complete the procedures for renewing Two-way Permit (Type D – Stay) during summer holiday.

#### I. Documents required:

- (1) The original “Exit-Entry Permit for Travelling to and from Hong Kong and Macau” and a printed copy as well, with the front and reverse side on the same page;
- (2) The original and a copy of the Mainland Identity (front and reverse side on the same page);
- (3) Testimonial issued by the University (valid for three months).

#### II. Application locations:

- (1) Zhuhai Visa Office: 2/F., Immigration Hall, Gongbei Port (Guangdong Provincial Public Security Department Zhuhai Entry & Exit Visa Office);
- (2) China Travel Service (Macao) Ltd: 12/F., Nam Kwong Building, Avenida do Dr. Rodrigo Rodrigues;
- (3) Exit and Entry Administration Offices of the Public Security Bureau of the Mainland at the places of students’ household registration.

\* It was suggested that students apply for renewal of the visa nearer the expiry date (e.g. in July) to avoid being unable to return to Macao for study or attend the congregation due to expiry of their visa in the following year. If a student applies for renewal at an earlier date before his/her visa expires in the following year, he/she will need to pay for related fees again.

### 2.2 Important notes on application for Mainland students to apply Macao “Special Authorization to Stay”

The University will arrange for new students to apply for Macao “Special Authorization of Stay” for the first time to file applications together at the Residence and Stay Affairs Department of the Public Security Police Force.

Upon return to Macao after renewing the Two Way Exit Permit (Type D – Stay), a student should apply for “Special Authorization of Stay” at the Residence and Stay Affairs Department of the Public Security Police Force within the period specified on the Arrival Card. Failure to apply for extension of limit of stay will be regarded as overstaying. An overstayer will be deported and prohibited from entering Macao during the period stated in the deportation order.

#### I. Documents required:

The original and a copy of the Two-way Exit Permit (front and reverse side on the same page).

#### II. Office Location:

Immigration Building of the Public Security Police Force, Travessa Um do Cais de Pac On, Taipa, Macao (near Cais de Pac On).

#### III. Office hours: Monday to Friday, 9:00 a.m. to 5:00 p.m. (except public holidays).

#### Remarks:

- (1) Please refer to the requirements of Mainland and Macao immigration control departments for details.
- (2) Students who resume studies after suspension/deferment of studies or extend the study period should apply for testimonials at the Registry after completion of the procedures.

3. Important notes on visa renewal for non-residential (non-Mainland) students:

Students should bring their documents and go to the Residence and Stay Affairs Department of the Public Security Police Force to renew their “Special Authorization of Stay”.

Remarks:

- (1) For details, please refer to the requirements of the Residence and Stay Affairs Department of the Public Security Police Force.
  - (2) Students who resume studies after suspension/deferment of studies or extend the study period should apply for testimonials at the Registry.
4. Holders of student visa are not allowed to take up any employment and those in breach of any conditions of stay will be deported from Macao.
5. Students who have applied for withdrawal of studies/ deferment of studies, who are suspended or whose studies are terminated by the University should follow the “Points to Note for Non-resident Students on Termination of Studies” issued by the Residence and Stay Affairs Department of the Public Security Police Force (Based on the notice on Non-resident Students on Termination of Studies updated by the Higher Education Bureau on 4 March 2019. Should there be any updates, please refer to the website of the Public Security Police Force for latest announcements).

Students from Mainland should also note the following:

6. Students should keep their expired or cancelled Two-way Permit secure as the supporting documents to apply for education verification at the Chinese Service Center for Scholarly Exchange (China Education Exchange Centre) after graduation.
7. Students should meet the minimum number of days stayed in Macao required for verification by the Chinese Service Center for Scholarly Exchange (China Education Exchange Centre). Please visit the website of the Centre: <http://www.cscse.edu.cn/>.
8. According to the regulations, Mainland students are not eligible for education verification if they are not holders of student visa with “Special Authorization to Stay”.

Updated university announcements will be posted on campus notice boards and the University website or delivered via school email. Students should regularly check notices displayed on campus notice boards, University website, internal iCAN information system, and email accounts assigned by the University for latest school information.

Remarks: the student's personal university email address is the "student ID number@cityu.mo" and the initial login password is the student's ID card number (including the English alphabets, numbers and the number in brackets). For example, student Mr. Chan Tai Man's student ID number is B20092200088 and his ID card number is 1234567(8), his University email account shall be "B20092200088@cityu.mo" and the login password shall be 12345678 (excluding space and punctuation mark, such as "(" and "-").

This Student Handbook is effective upon publication and supersedes the previous version. It is applicable to all students.

The University reserves the right to revise and interpret the Student Handbook

**In the event of discrepancies between the English and Chinese versions, the Chinese version shall prevail.**