澳門城市大學

Universidade da Cidade de Macau

City University of Macau

City University of Macau Postgraduate Student Handbook

(2026 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

The City University of Macau (CityU Macau), formerly known as the University of East Asia founded in 1981, was renamed in 2011. With strategic development outline of “Rename, Restructure, Transform, Upgrade”, CityU Macau steps forward to develop digital humanities, arts, business, finance, emerging engineering, and social science disciplines to serve society, steering its way to a fully-fledged metropolitan university.

As a leading education provider, the University has been shouldering its social responsibility of “Serving Macao, Integrating into Greater Bay Area” to nurture a wealth of high-caliber professionals that align with its motto of “Virtue, Knowledge, Practice.” In the context of integrated development of higher education in the Guangdong-Hong Kong-Macao Greater Bay Area, CityU Macau will spare no effort to provide intellectual and academic support to promote local and regional development.

CityU Macau is home to nearly 13,000 students, offering nearly 50 Chinese- and English-medium Programmes with the support of the eleven faculties: Faculty of Business, Faculty of Data Science, Faculty of Finance, Faculty of Health and Wellness, Faculty of Humanities and Social Sciences, Faculty of Innovation and Design, Faculty of International Tourism and Management, School of Education, School of Law, Institute for Research on Portuguese-Speaking Countries, and Institute of Urban and Sustainable Development.

The University is one of the five comprehensive universities in Macao, with 12 bachelor’s degree programmes, 22 master’s degree programmes, and 15 PhD programmes. To facilitate students' holistic development, its education philosophy incorporates international learning, experimental learning, cross-cultural learning, peer learning, and value-added learning. CityU Macau is ranked in the 601-800 range in the Times Higher Education (THE) World University Rankings 2026 and 433rd in the QS Asia University Rankings 2026. The University was applauded for its education excellence. According to the latest statistics from Essential Science Indicators (short for "ESI") released by Clarivate Analytics, the City University of Macau has been ranked among the global top 1% in the Social Sciences, General, marking new progress in the University’s discipline development.

CityU Macau is a leading provider of hospitality and tourism management education and is the only one in Macao accredited with the TedQual certification by the United Nations World Tourism Organization (UN Tourism, formally known as “UNWTO”) at all degree levels. This year, the University is ranked 37th in ShanghaiRanking’s Global Ranking of Academic Subjects 2025 in Hospitality and Tourism Management and made its debut in Economics in the 301-400 range.

CityU Macau has 23 distinctive research institutions, many of which are first of their kind in the city. Over the years, the teams have delivered significant research outcomes to serve social development. Going forward, CityU Macau will continue to carry out scientific projects commissioned by government agencies: National Natural Science Foundation of China, Macao Foundation, MSAR Government Policy Research and Regional Development Bureau, Talents Development Committee, Education and Youth Development Bureau, and Macao Trade and Investment Promotion Institute.

The University is committed to lifelong education. It has established the International Training and Testing Center to offer on-the-job training Programmes and professional services catering to people's pursuit of lifelong learning and continuing studies. The Center continues exploring forward-looking teaching models to gear up academic disciplines and serving the societal needs. In addition, the University is also one of the local examination centers to provide a wide range of international English examinations, including TOEIC, TOEFL, IELTS, SAT, ACT, BETT and the Level 4 and 6 College English Test (CET4 and CET6).

Building professional faculty and services teams lie at the center of management. CityU Macau employs academic members with international backgrounds to cultivate students, especially to supervise postgraduate students. 93% of the scholars obtained PhD from prestigious universities worldwide. In terms of global engagement, CityU Macau has established cooperation ties with dozens of international institutions, including the United Nations World Tourism Organization (UNWTO) and the United Nations Educational, Scientific and Cultural Organization (UNESCO). It has built partnerships with dozens of high-profile higher education institutions at home and abroad to develop a platform for international learning, helping students to broaden their horizons.

Going forward, CityU Macau will seize opportunities arising from the integrated development of higher education in the Guangdong-Hong Kong-Macao Greater Bay Area to develop top-notch academic offerings. It will leverage its strengths, stand firmly in the region with international standards, and nurture patriotic professionals with the core value of loving the Country and Macao to serve the region and the countries. Facing a new era, CityU Macau will strengthen industry-academia collaboration with universities in the Greater Bay Area and actively engage in academic exchanges with Portuguese-speaking countries, making unremitting efforts to develop into a metropolitan university with a strong international impact.

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I Overview of Postgraduate Programmes

Faculty	Programme	Area(s) of Elective Studies	Normal Period of Study	Max. Period of Study
Faculty of Business (FOB)	Master of Business Administration Programme (Chinese)	Entrepreneurship and Company Management, Accounting and Financial Management, Human Resources Management, International Business Management	Two years	Four years
	Master of Management Analytics Programme	N/A	Two years	Four years
	Doctor of Business Administration (DBA) Programme (Chinese)	N/A	Three years	Seven years
Faculty of Humanities and Social Sciences (FHSS)	Master of Cultural Industries Management Programme	N/A	Two years	Four years
	Master of Arts in Applied Linguistics Programme	Teaching English to non-native speakers, Teaching Chinese as a foreign language, Cross-cultural communication, Children's language education	Two years	Four years
	Master of Philosophy in the Studies of Chinese Culture Programme	Thought and Religion, Artifacts and Arts, Literature and Culture	Two years	Four years
	Doctor of Philosophy in Cultural Industry Studies Programme (Chinese)	Creativity and Cultural Production, Consumption and Culture Brand, Intermediation and Cultural Trades	Three years	Seven years
	Doctor of Philosophy (PhD) in Applied Linguistics Programme	N/A	Three years	Seven years

Faculty of International Tourism and Management (FITM)	Master of International Hospitality and Tourism Management Programme (Chinese)	Hotel Management, MICE Management, Tourism Education, Gaming and Club Management	Two years	Four years
	Master of International Hospitality and Tourism Management Programme (English)	Hotel Management, MICE Management, Tourism Education, Gaming and Club Management	Two years	Four years
	Master of International Hotel Management Programme (Chinese)	N/A	Two years	Four years
	Master of International Hotel Management Programme (English)	N/A	Two years	Four years
	Doctor of Philosophy in International Tourism Management Programme (Chinese)	Tourism Enterprises Management, Tourism Sustainable Development, Gaming Management, Intelligent Travel, Tourism Education	Three years	Seven years
	Doctor of Philosophy in International Tourism Management Programme (English)	Tourism Enterprises Management, Tourism Sustainable Development, Gaming Management, Intelligent Travel, Tourism Education	Three years	Seven years
	Doctor of Hotel Management Programme	N/A	Three years	Seven years
Faculty of Data Science (FDS)	Master of Data Science Programme (Chinese)	N/A	Two years	Four years
	Master of Computer Science Programme	Artificial Intelligence, Information Security	Two years	Four years
	Master of Artificial Intelligence Programme	N/A	Two years	Four years
	Doctor of Philosophy in Data Science Programme (Chinese)	N/A	Three years	Seven years

	Doctor of Philosophy in Computer Science Programme	Artificial Intelligence, Information Security	Three years	Seven years
Faculty of Finance (FOF)	Master of Science in Finance Programme (Chinese)	N/A	Two years	Four years
	Master of Science in Financial Technology	N/A	Two years	Four years
	Doctor of Philosophy in Finance Programme (Chinese)	N/A	Three years	Seven years
School of Education (SOE)	Master of Education Programme (Chinese)	Education Administration Management, Adult Education, Information Technology in Education	Two years	Four years
	Master of Teaching and Learning Studies Programme (Chinese)	Curriculum and Teaching, Information Technology and Teaching	Two years	Four years
	Doctor of Philosophy in Education Programme (Chinese)	Education Administration and Management, Adult Education, Information Technology in Education	Three years	Seven years
	Doctor of Education Programme	N/A	Three years	Seven years
School of Law (SOL)	Master of Law Programme (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 Fine Arts Programme (Chinese)	Study of Chinese Painting, Calligraphy and Stamp Cutting, Study of Art Education	Two years	Four years
	Master of Design Programme (Chinese)	N/A	Two years	Four years

	Doctor of Philosophy in Arts Studies Programme (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 Programme (Chinese)	N/A	Three years	Seven years
Faculty of Health and Wellness (FHW)	Master of Social Work Programme (Chinese)	Gerontology, Social Services Management	Two years	Four years
	Master of Applied Psychology Programme	N/A	Two years	Four years
	Master of Smart Ageing and Health Management Programme	N/A	Two years	Four years
	Doctoral of Applied Psychology Programme	N/A	Three years	Seven years
Institute of Urban and Sustainable Develop-ment (IUSD)	Master of Urban Planning and Design Programme (Chinese)	Urban Planning and Design, Urban Renovation Management and Technology, Landscape Architecture Planning and Design	Two years	Four years
	Doctor of Urban Planning and Design Programme (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
Institute for Research on Portuguese-Speaking Countries (IROPC)	Master of Arts in Portuguese-Speaking Countries Studies Programme (Chinese)	Studies on Development and Governance of Portuguese-speaking Countries, Studies on Relations between China and Portuguese-speaking Countries	Two years	Four years

	Master of International Relations and Governance Programme	Studies on International Relations, Studies on Government and Governance	Two years	Four years
	Doctor of Philosophy in Studies of Portuguese-Speaking Countries Programme (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

II Enrollment and Registration

1.0 Enrollment of New Students

1.1 Students are required to complete the registration process on campus in person. Those who fail to complete the registration process will be regarded as having given up their studies at the University. If student do not complete the registration process in person, the enrollment will be considered invalid.

1.2 Fees to be settled upon enrollment include tuition fees, caution fee and other fees required by the University

1.3 Completing the online registration via new student system (Part 1) signifies that you acknowledge, understand, and accept all admission terms, regardless of whether you complete the entire registration process (all three parts).

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 Passing the physical examination is one of the conditions for admission. New students must finish the physical examination according to the items by the university. The cost of the physical examination is given by the students themselves. Students must go to the university's designated medical institution for a physical examination to complete the admission registration procedures. Those who fail to finish the physical examination at designated medical institution or whose physical examination results do not meet the requirements will not be registered by the university.

2.4 Students who are unable to complete the registration process should submit the "Application for New Student Late Registration" to the faculties concerned before the registration day. Students should compete registration before the ratification deadlines. They should note that late registration may result in the student being unable to complete his/her studies and they are required to make up the difference in tuition fee based on the related regulations. Non-resident students whether apply for extension of registration or not, they must complete the endorsement procedures by themselves.

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 programme the student is enrolled on.

2.7 The University has the right to disqualify a student under the following circumstances:

- ✧ Fail to provide approval academic qualifications of previous school, 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;
- ✧ Fail to submit the documents required for registration within the prescribed period;
- ✧ Fail to settle tuition fees or other related fees within the prescribed period;
- ✧ Fail to register within the prescribed period;
- ✧ Fail to complete registration procedures as required;
- ✧ Fail to pass the review of admission qualifications;
- ✧ Allowing himself/herself to be impersonated for registration;
- ✧ Other matters in the Macao Higher Education Policies and Regulations.

2.8 Integrity Assurance: all students shall guarantee that all documents provided, such as identity certification, academic documents, academic status, signed registration documents, physical examination reports, etc., are true and not forged or altered, and that he/she assumes full legal responsibility for these documents.

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 programmes 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 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 the University.

2.3 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).

2.4 Registered students are required to view the enrolled courses through the TronClass system before the commencement of the semester. Students who have elective selection needs shall log in the "Subject Selection System" within the period prescribed by the University. Subject selection guidelines for each semester will be uploaded to the official website of Registry and through the Bulletin Board of TronClass system.

2.5 Students who have failed or have not finished a pre-requisite course are not allowed to take the follow-on course. The arrangements of pre-requisite and follow-on courses are decided by respective Faculties.

2.6 Students should select courses according to the study plans and enrollment procedures of respective Faculties. The application for course retake must be made within the time period specified in the academic calendar.

2.7 If students need to retake courses, they should prioritize the class schedule of retake course during course selection. In general, students are only allowed to retake courses with final result scored of "F" or "O". Upon approval, the respective faculty will send notifications to students' CityU configuration email account and update the course enrollment records accordingly.

2.8 The total number of credits taken in one semester is guided by the limits specified by the Faculty. 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.

2.9 Students should participate in the class assigned by the University. Students are not allowed to enroll classes when there is conflict on timetable.

2.10 Students should be well aware of their programmes' study plans and their own enrollment records of every semester. Should any queries, students consult respective Faculty immediately. If there is any inaccuracy in the subject selection records due to the students' personal negligence or misunderstanding, the student shall be responsible for its consequences including, but not limited to, delay in graduation.

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 for every semester.

3.2 Students should fill in the "Application Form for Course Add/Drop" and submit it to respective Faculty for registration and approval.

3.3 Students should apply for adding/dropping courses in person. Those who are unable to do so should complete and sign the application form and send it to the respective Faculties of the courses, or submit it online as instructed by the Faculties for approval.

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.

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 programme equivalent to our University's programmes 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 programme 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 programme 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.
- ✧ For the application process, please refer to the details posted on the official website "CityU Website- Administration- Center for Teaching and Learning Excellence and Innovation- Registry- Services".

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 "Credit Transfer Rules for Exchange Students" 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 programmes

II. Students are not allowed to attend classes, examinations, etc. in (I) mentioned above by online means. In case of force majeure, students should apply to their respective faculties in time with relevant certificates and the final approval will be decided by the Registry.

III. Students should sign in by tapping their cards at the Roomis card readers installed outside classrooms before the class.

IV. 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.

V. 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. If the retake subject is marked as "T" again, the student will be suspended for one academic year. After resumption of studies, if the student is still absent for more than 30% of the total class hours of a course, the student's student status will be terminated.

  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.

VI. It is the student's responsibility to check his/her attendance record for each subject regularly and to notify the teacher in timely if any discrepancies are found. If any discrepancy is found, the student should inform the teacher of the class in a timely manner.

VII. Students suspected of forging attendance records or fraudulently using the Roomis system will be investigated by the school. Based on the results of the investigation, disciplinary action will be taken against the student. If students are dissatisfied with the result of the disciplinary action, written application for appeal could be raised according to the University's appeal mechanism.

5.2 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:

- ✧ Conde S. Januário Hospital (Hilltop Hospital), Macao
- ✧ Kiang Wu Hospital, Macao
- ✧ University Hospital of Macau University of Science and Technology
- ✧ Macao Health Centers
- ✧ Registered doctor in Macao clinics

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 absenteeism 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.

5.3 If there are special reasons, students should file an application and the University will make special approvals according to individual situations

6.0 Arrangements during Bad Weather (Typhoons and Rainstorms)

When adverse weather conditions that may significantly impact students' health or safety have occurred or are forecasted by the Macao Meteorological and Geophysical Bureau (SMG), the University will announce the suspension of all or part of the

educational activities based on the weather and the actual road conditions for traveling to and from the campus. Students should pay attention to the warnings issued by SMG regarding tropical cyclone, rainstorm, and adverse weather conditions. In the event that teaching activities are affected, the University will issue relevant announcements through the official website, TronClass system, and other channels. In case of special circumstances, the actual announcements from the University shall prevail.

6.1 Arrangements in case of Rainstorms

- ✧ When Yellow or Red Rainstorm Warning Signal is hoisted, teaching activities will proceed as originally scheduled.
- ✧ If Black Rainstorm Warning Signal is hoisted before the start of classes or examinations, all classes, examinations, and outdoor teaching activities will be cancelled until the signal is cancelled.
- ✧ If Black Rainstorm Warning Signal is hoisted after the start of classes or examinations, all outdoor teaching activities will be immediately suspended, but classes and examinations will continue until their end. Classes or examinations will resume two hours after the signal is cancelled. All outdoor teaching activities for the day will be cancelled. In special circumstances, classes may be cancelled or postponed based on actual needs.

6.2 Arrangements in case of Tropical Cyclones

- ✧ When Tropical Cyclone Signal No. 3 or lower is hoisted, teaching activities will proceed as originally scheduled.
- ✧ If Tropical Cyclone Signal No. 8 or higher is hoisted before the start of classes or examinations, all classes, examinations, and outdoor teaching activities will be cancelled until the signal is cancelled.
- ✧ If Tropical Cyclone Signal No. 8 or higher is hoisted after the start of classes or examinations, all teaching activities will be immediately suspended, and appropriate arrangements will be made. Classes or examinations will resume two hours after the signal is cancelled. All outdoor teaching activities for the day will be cancelled. In special circumstances, classes may be cancelled or postponed based on actual needs.

For examinations or assessments that are postponed due to the impact of tropical cyclones, rainstorms, or adverse weather conditions, appropriate arrangements will be made after educational activities resume.

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 *"Fees and Charges for Postgraduates"* posted on the official website of Graduate School.
- ✧ 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 *"Fees and Charges for Postgraduates"* posted on the official website of Graduate School.

7.6 For the application process, please refer to the details posted on the official website "CityU Website- Administration- Center for Teaching and Learning Excellence and Innovation- Registry- Services".

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:

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

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	"DX" will be marked under the following circumstances: - The University has approved the student's application for make-up examination who missed the final exam; - A student is suspected of cheating during an examination and the investigation is in progress; - The University has decided that the student can only take part in a make-up examination; - Other situations pending decisions from the University.
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".

8.3 Late Submission of coursework assignment

- ✧ All students are required to submit coursework assignment by the deadline set by the academic staff responsible. 10% of the maximum marks allocated for the assessment shall be deducted from the assessment mark for submission at any time within the first 24 hours following the published deadline. For example, for a piece of coursework marked out of a maximum of 100, the penalty for late submission within the first 24 hours would be 10 marks deduction.
- ✧ For a coursework submitted more than 24 hours but within five calendar days (including weekends) after the deadline, the mark will be capped at a pass mark (i.e. 50 out of 100 marks).
- ✧ Coursework received more than five calendar days after the submission deadline will be marked zero. In such circumstances, where a student is required to retake the assessment, the content must be different from the original assessment except in the case of final year project, thesis or equivalent.

8.4 Special cases will be considered on a case-by-case basis upon application.

9.0 Appeal for Academic Performance

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 *"Fees and Charges for Postgraduates"* posted on the official website of Graduate School for details. For the application process, please refer to the details posted on the official website "CityU Website- Administration- Center for Teaching and Learning Excellence and Innovation- Registry- Services".

9.2 If grades are adjusted after review, the fee of appeal for that course will be refunded.

9.3 Applications for Score Rechecking and Remarking in the same subject are limited to one application only and a second application will not be accepted.

10.0 Academic Integrity

Please refer to the Annex VIII "Academic Integrity Policy".

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 For amendment of student names, ID numbers or other personal information, students can login to the TronClass System and make corrections. Students should take the initiative to report and update their personal information (especially contact information and residential address).

1.3 If students have to amend their names or student types, please bring along the documents to the Registry during office hours.

1.4 Personal photos are an important reference for identity verification and thus student status photos and student ID photos cannot be changed once uploaded.

1.5 Please refer to the details posted on the official website "CityU Website- Administration- Center for Teaching and Learning Excellence and Innovation- Registry- Services" for the application process for change of personal data.

2.0 Programme Transfer

2.1 Normally, students need to complete the programmes they are admitted to and no programme 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 must be attached, otherwise, the application will not be accepted

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:

- ✧ The commencement date of the semester shall be determined by the University's official announcement.
- ✧ 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 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. Tuition fees is non-refundable if the student fails to resume studies within the prescribed semester/academic year and the student status is suspended.

- ✧ 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.
- ✧ If a student applies for deferment of studies due to a serious illness after the first 10 working days of the semester have commenced, the student must submit a written request to retain the tuition fee at the time of submitting the deferment application. The request must include an explanation of the reasons and be accompanied by an original valid medical certificate issued by a hospital (refer to Point 7.3.1 of Section VII "Tuition, Miscellaneous Fees and Refund") to prove that the student is unable to continue attending classes. Medical certificates issued by Grade A tertiary hospitals within the country must be notarized by a local notary office. The University reserves the right to determine, at its discretion and based on the medical certificate, whether the student meets the conditions for a refund. Upon review and approval by the University, the retention fee will be deducted from the deposit paid, and a proportional amount of the tuition fee corresponding to the time attended in that semester, as well as an administrative fee of MOP/HKD 200, will be deducted. The remaining balance will be retained for use upon the student's return.
- ✧ Deferment of studies must be applied in the current semester / academic year, retroactive applications to previous semesters / academic years will not be accepted.
- ✧ For non-resident students, their "Special Authorization to Stay" will be terminated by the Macao Immigration Department and reported to relevant government sector after the "Notification of Deferment of Studies" is issued. Students are responsible for understanding and strictly complying with the relevant laws and regulations of Macao on entry and exit, so as to avoid violating the law.
- ✧ 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 must proactively apply to the faculty for resumption of studies before the deferment period ends. Those who need to extend the deferment due to illness or other reasons must also proactively apply to the faculty for an extension of deferment of studies before the end of the deferment period. Failure to complete the resumption procedures within the approved deadline will result in suspension of studies.
- ✧ Students are not allowed to attend classes or participate in other student activities during the deferment period.
- ✧ If a student applies for Deferment of Studies after the semester has started and the application is approved, the grades of the registered but incomplete courses in that semester will not be recorded; any tests, examinations, or assignments already completed will be considered invalid, and class attendance will not be retained.
- ✧ Under normal circumstances, students are not permitted to apply for Resumption of Studies within the same semester for which Deferment of Studies has been

approved.

- ✧ 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 "CityU Website- Administration- Center for Teaching and Learning Excellence and Innovation- Registry-Services".

3.6 The final decision on whether an application for deferment of studies will be approved rests with the University. The result of application will be informed by the Faculty.

3.7 The school reserves the right to suspend a student from school for further treatment if the student applied for deferment due to psychological or psychiatric problem and, is unable to comply with the agreements made upon resumption.

4.0 Extension of the Period of Study

4.1 Students who are unable to complete their studies within the normal study period must file an application with their respective Faculties for an extension of study period at least 20 working days before a new semester commences. The commencement date of the semester shall be determined by the University's official announcement. Suspension of studies will be imposed on students who fail to complete the extension procedures.

4.2 Upon approval of the application for extension of study period, payment notification will be sent by email to the student's university email address (e.g. student number@cityu.edu.mo) and the student should pay the extension fee within 5 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 and retroactive applications to previous semesters / academic years will not be accepted.

4.5 For the application fees for extension of study period, please refer to the *"Fees and Charges for Postgraduates"* posted on the official website of Graduate School.

4.6 For the application process of extension of study period, please refer to "CityU Website-Administration- Center for Teaching and Learning Excellence and Innovation- Registry-Services".

4.7 According to the University calendar for the current academic year, students who complete thesis oral defense (passed/passed after revision) before the end of an academic year/a semester need not apply for extension of study period.

4.8 Students who do not pass the University Academic Committee graduation review must pay the extension fee for the current semester and apply for an extension of their study period based on their actual circumstances.

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 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.
- ✧ Violating university rules or Macao SAR laws.

5.2 The University will notify students of the suspension decision in writing or via the student University's email.

5.3 Suspended students are not allowed to apply for other programmes of the University during the suspension period.

5.4 Suspended students are not allowed to participate in any classes or other student activities.

5.5 Once the student is being suspended, courses enrolled (including which scores are not released) will be cancelled and the records/grades will not be retained.

5.6 For a student suspended after the semester commences, class attendance during the suspension period will not be counted. A student who applies for and is granted Resumption of Studies within the same semester will have their attendance rate recalculated after resumption.

5.7 For non-resident students, their "Special Authorization to Stay" will be terminated by the Macao Immigration Department and reported to relevant government sector after the "Notification of Suspension of Studies" is issued. Students are responsible for understanding and strictly complying with the relevant laws and regulations of Macao on entry and exit, so as to avoid violating the law.

5.8 Students on suspension are not allowed to apply for deferment of studies.

5.9 If students do not complete the resumption (extension) of studies application or and also do not apply for withdrawal of studies within one academic year after suspension, or exceed the maximum duration of study of the degree programme during the suspension period, the University will terminate their student status, and all fees paid will neither be refunded nor used for other purposes.

5.10 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, students should also be responsible to pay attention to the semester commencement date on the University Calendar:

- ✧ 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. If a student applying for deferment of studies due to mental/psychological conditions, the student must provide the certificate of diagnosis issued by the Macao Hospital Centre S. Januario or the Department of Psychiatry/Psychiatry of a tertiary hospital in Mainland China. The student is also required to submit the records of the medical treatment during the deferment period, including the diagnosis, prescription, and certificate of discharge (if any). All medical certificates are valid only if they are signed by a doctor and sealed by the hospital. In addition, students may be required to attend a meeting with the Faculty, Student Affairs Office, parents, and other relevant parties to discuss the matters and arrangements after resumption of study;
- ✧ Students suspended for failing to apply for or complete the resumption of studies

before the deferment period expires, failing to apply or complete the extension of studies period before the deadline, or failing to settle tuition fees, must apply for resumption of studies and settle related fees;

- ✧ 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 resumption administrative fee and extension fee as specified by the University. Otherwise, the resumption application will not be processed;
- ✧ If the application for resumption of studies is approved, payment notification will be sent by email to the student's university email address (e.g. student number@cityu.edu.mo) and the student should settle the tuition fees within five days upon receipt of the notification. Otherwise, the application will be invalidated.
- ✧ Students should regularly check the University calendar and allow sufficient time to complete the procedures for resumption of study, ensuring they can resume classes on time.

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

6.3 For students who are suspended from studies after the semester commences and who apply for and are approved for Resumption of Studies within the same semester, the calculation method for class attendance rate shall be as stipulated in Point 5.6 under " IV Management of Student Status 5.0 Suspension" in this handbook.

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

6.5 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 *"Fees and Charges for Postgraduates"* posted on the official website of Graduate School.

6.6 For the application process of resumption of studies, please refer to "CityU Website-Administration- Center for Teaching and Learning Excellence and Innovation- Registry-Services".

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 (including which scores are not released) for the following semester will all be cancelled and the records/grades will not be retained.

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 Faculty and the Registry. 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 For non-resident students, their "Special Authorization to Stay" will be terminated by the Macao Immigration Department and reported to relevant government sector after the "Notification of Withdrawal of Studies" is issued. Students are responsible for understanding and strictly complying with the relevant laws and regulations of Macao on entry and exit, so as to avoid violating the law.

7.9 The University will handle the tuitions fees according to the reasons and situations of withdrawal application. For details, please refer to "VIII Tuition, Miscellaneous Fees and Refund"

7.10 For the process of withdrawal application, please refer to "CityU Website- Administration- Center for Teaching and Learning Excellence and Innovation- Registry- Services".

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 complete registration procedures as required;
- ✧ Fail to pass the review of admission qualifications, refuse or fail to cooperate with the reexamination of their qualifications;
- ✧ Fail to apply for resumption of studies after the suspension ends;
- ✧ Fail to complete their programmes 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;
- ✧ Allowing himself/herself to be impersonated for registration;
- ✧ Providing false documents to the University;
- ✧ Seriously in breach of school regulations or the Laws of Macao SAR

8.2 Students whose study status is terminated are not allowed to participate in any classroom or other student activities of the University.

8.3 If students whose study status is terminated want to study at the University again, he/she will need to resubmit an application for admission.

8.4 For non-resident students, their "Special Authorization to Stay" will be terminated by the Macao Immigration Department and reported to relevant government sector after the "Notification of Suspension of Studies" is issued. Students are responsible for understanding and strictly complying with the relevant laws and regulations of Macao on entry and exit, so as to avoid violating the law.

8.5 Students whose period of study has ended and whose study status is terminated are not allowed to apply for the same programme of the University within three years.

V Thesis Management

The management guidelines for postgraduate thesis 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 unable to graduate, or extra fees will be incurred.

1.0 Thesis Research/ Project Report for Full-time Master's Degree Students

1.1 Students are generally required to confirm their supervisor as early as possible after enrollment. The selection shall be mutually agreed upon by students and supervisors, with coordination and final 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. Students are generally allowed to change Supervisors once only.

1.3 Students should submit a thesis 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 thesis stage after the thesis proposal is approved by his/her Supervisor and the Assessment Committee (consisting of no fewer than 3 faculty members, including the supervisor) appointed by the Faculty concerned.

1.4 After completion of the proposal defense and confirmation of the thesis title, any substantial material revisions to the thesis title, research topic or core research content shall be reviewed by the student's affiliated academic unit prior to commencing further thesis research.

1.5 The oral defense is permitted only after six months of the thesis proposal is approved or 3 months from the submission of the project proposal. A student can only apply for oral defense after the thesis is reviewed by the supervisor and Faculty on thesis 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).

1.6 The format of a thesis 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. For the minimum and maximum word count requirements for thesis in each faculty, please refer to Appendix X "Word Count Requirements for Master's and Doctoral Thesis".

1.7 At least 30 days before the oral defense, the student should submit an electronic copy and three paperback printed copies of his/her thesis to the Faculty which will then be forwarded to Thesis Examination Committee members.

1.8 The Thesis Examination Committee will be composed of no fewer than three experts from related fields, including the Supervisor. An Oral Defense will only be held upon the approval of the Committee

1.9 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 thesis 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.

1.10 Students whose oral defense decision is “Failed” need to resubmit the thesis 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.

1.11 After passing the oral defense, students should submit one printed copies of their thesis to the Faculties and upload the PDF format of the thesis on to the electronic database for records.

2.0 Thesis Research for Full-time PhD Students

2.1 Students are generally required to confirm their supervisor as early as possible after enrollment. The selection shall be mutually agreed upon by students and supervisors, with coordination and final 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. Students are generally allowed to change Supervisors once only.

2.3 Students should submit a thesis 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 thesis stage after the thesis proposal is approved by his/her Supervisor and the three-member (including Supervisor) Assessment Committee appointed by the Faculty concerned.

2.4 After completion of the proposal defense and confirmation of the thesis title, any substantial material revisions to the thesis title, research topic or core research content shall be reviewed by the student’s affiliated academic unit prior to commencing further thesis research. thesis

2.5 Students can only apply for oral defense 12 months after the thesis proposal is approved. A student can only apply for oral defense after the thesis is reviewed by the supervisor and Faculty on thesis 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).

2.6 The format of a thesis 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. For the minimum and maximum word count requirements for thesis in each faculty, please refer to Appendix X "Word Count Requirements for Master's and Doctoral Thesis".

2.7 At least 60 days before the oral defense, the student should submit an electronic copy and five paperback printed copies of his/her thesis to his/her Faculty which will then be forwarded to the Thesis Examination Committee members. An oral defense will only be held upon the approval of the Committee.

2.8 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.

2.9 If it is decided that a thesis 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.

2.10 Students who are required to revise their thesis after oral defense should resubmit the thesis 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.

2.11 After passing the oral defense, students should submit one printed copies of their thesis to the Faculties and upload the PDF file of the thesis 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 thesis 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 indoors. 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 Programme according to the study plan, fulfill the required credits, and meet the academic year requirements.

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, graduation certificate and graduation transcript will be delivered to the student.

2.0 Collection of Graduation Certificates

Students should have submitted the final version of their theses (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 courier. 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 content of personal information on the Graduation Certificate is in accordance with the contents of "Confirmation Form of Graduation Student Information" filled

by the student, and the student must ensure that the content of the form is consistent with the identity documents provided.

- ✧ 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.

VIII Tuition, Miscellaneous Fees and Refund

1.0 Tuition Fees

1.1 Flat rate tuition fees:

1.1.1 The fixed tuition fee is generally calculated based on the total tuition fee of the degree programme and is apportioned according to the normal duration of study.

1.1.2 Flat rate tuition fees are divided by the entire programme (in accordance with Article 1.1.1). After fulfilling "the minimum credits requirements for graduation", students should still settle the fees for the entire programmes 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 on exceed their programmes' minimum credit requirements for graduation should pay extra tuition fees for the overload credits. Please refer to the latest announcement on the University's website for details.

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 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 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 thesis the first time or fails to revise his/her thesis 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 e 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 programme.

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, failing to apply for extension of studies/failing to settle the fee for deferment of studies or violation of school rules for any reason 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 Both Graduated or Withdrawal Students should fill in the "Caution Fee Refund Application Form" in TronClass when undertaking school leaving procedure. Withdrawal students will no longer be able to access TronClass upon the withdrawal process is completed. The balance of the caution fee will be refunded to the students by bank transfer/remittance, after deduction of outstanding fees (if any). The caution fee is non-refundable if the application is not completed within one year upon leaving the university.

2.5 For the Per-University Studies Student who is suspended by the university due to unquailed results, caution fee will be returned to students upon deduction of any fines/outstanding payments may applied.

2.6 Student status will be suspended by the university if the maximum study period has been exceeded. Caution fee will be returned to students upon deduction of any fines/outstanding payments may applied.

3.0 Penalties for Late Payments

3.1 The University will post the payment notice of each semester on the TronClass system and send a notice to a student's email address which assigned by the University (e.g.: student number@cityu.edu.mo). Students can logon their TronClass accounts to check/print their tuition fee slips and settle the fees within the prescribed payment period.

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 programmes. Except for caution fee and under special circumstances, all fees paid are non-refundable and non-transferable.

4.1.4 Students who have been approved to retake programme 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 programme or some courses of an academic year. Fees to be charged should correspond with the courses, programmes, sections of the courses, essays and course assignments

4.1.5 Students should pay related fees and fines in accordance with the University

rules and regulations in force within the time periods prescribed.

4.2 Please refer to latest announcements on the University website for other miscellaneous fees.

4.3 All fees paid are non-refundable and non-transferable under any circumstances (except the application fee for score rechecking and remarking). Students who request a refund due to personal reasons (including overpayment or incorrect transfer of funds) must submit a written application. Upon confirmation, an administrative fee of MOP/HKD 200 will be charged for processing the refund. If a remittance is required, all remittance charges shall be borne by the student.

4.4 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.

4.5 Students are responsible for all redistribution costs associated with any changes requested by themselves for personal reasons (including but not limited to loss).

5.0 Credit Transfer/Course Exemption

5.1 There is an administrative fee for applications for credit transfer/course exemption (including student from exchange programmes). 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 after ten working days upon the semester commences, the tuition fees paid cannot be refunded or extended after the resumption of studies. Tuition fees is non-refundable if the student fails to resume studies within the prescribed semester/academic year and the student status is suspended. 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. The tuition fee paid is not refundable or transferable.

6.6 If a student applies for deferment of studies due to a serious illness after the first 10 working days of the semester have commenced, the student must submit a written request to retain the tuition fee at the time of submitting the deferment application. The request must include an explanation of the reasons and be accompanied by an original

valid medical certificate issued by a hospital (see 7.3.1) to prove that the student is unable to continue attending classes. Medical certificates issued by Grade A tertiary hospitals within the country must be notarized by a local notary office. The University reserves the right to determine, at its discretion and based on the medical certificate, whether the student meets the conditions for a refund. Upon review and approval by the University, the -retention fee will be deducted from the deposit paid, and a proportional amount of the tuition fee corresponding to the time attended in that semester, as well as an administrative fee of MOP/HKD 200, will be deducted. The remaining balance will be retained for use upon the student's return.

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 first semester 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 Students who apply for withdrawal or tuition refund, regardless of their course registration status (including enrolled, not enrolled, pending confirmation, deregistered, or any other status such as withdrawal from the University or suspension of study), are not entitled to any refund or transfer of the tuition fees paid. Students who withdraw from the University due to personal reasons (excluding those specified in Sections 7.3 and 7.4) and whose withdrawal is approved by the University shall not be entitled to any refund of the tuition fees paid.

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 refundable amount is calculated based on weekly basis as per University's academic calendar and will be reduced based on the number of weeks upon the semester starts (whether the student attend the class or not).

7.3.1 Withdrawal due to serious illness: The refundable amount of tuition fees shall be calculated on a pro-rata basis according to the period of attendance in the relevant semester. Students must submit a written application stating the reasons and provide supporting documents issued by one of the following hospitals confirming that the student is unable to continue their studies due to a serious medical condition. Medical documents from Class A Grade 3 hospitals in Mainland China must be notarised by the local notary office. The University reserves the right to determine, at its discretion, whether the student meets the refund criteria based on the medical examination reports.

- Conde S. Januário Hospital (Hilltop Hospital), Macao
- Kiang Wu Hospital, Macao
- University Hospital of Macau University of Science and Technology
- Class A Grade 3 Hospitals in Mainland China

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 programme the student has applied for.

7.4.2 Failure to obtain a student visa (applicable to non-Macao residents), students must submit a written application for tuition fee refund within two weeks after the commencement of classes, along with an official document issued by the immigration authority indicating the refusal to exit the country. Late applications will not be accepted and tuition fees will not be refunded.

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

7.6 For short-term programmes, unless the University cancels the programmes, 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 Student Hostel Charges

8.1 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".

8.2 Students living in hostels should pay the hostel fees in accordance with the related rules and regulations within the prescribed periods.

8.3 All paid dormitory fees are non-refundable and non-transferable (including in cases of deferment or withdrawal).

8.4 For students who have successfully applied for hostel places, the first month's rent is calculated as follows: moving in on or before 15th of the month, full rent for the month should be paid; moving in after 15th of the month, half month's rent should be paid.

8.5 Students who apply for transfer to a higher cost hostel for personal reasons are required to pay the extra difference in accommodation fees.

9.0 Application for Resumption of Studies after Suspension

9.1 For students who are suspended by the University due to failure to enroll on courses, delay in enrollment records confirmation within the prescribed period or violation of school rules for any reason, tuition fees paid for that semester cannot be refunded or transferred. A charge of MOP/HKD 3,000 will be levied on the application of student status reinstatement. The tuition fee is required to be paid again and it is charged based on the first semester of the grade the student resume studies.

9.2 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 first semester of class they are admitted to.

9.3 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.

10.0 Change of Status from Non-resident 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.

11.0 Refund Methods

11.1 Refunds to current students will be paid by remittance and the name of the payee will be the same as that on the student's personal identity document.

11.2 Refund methods for students who have left the University (including those in withdrawal of studies, graduation or completion of studies):

11.2.1 Refund by bank transfer: Refunds will be made by bank transfer through the local bank confirmed by the University, while the name of the payee shall be the same as that on the student's personal identity document.

11.2.2 Refund by remittance:

- ✧ Provide a bank account that can accept overseas remittances in Hong Kong Dollars, along with detailed remittance information in English, including the account holder's name, account number, bank name, SWIFT code, bank address, beneficiary address, and contact phone number. A clear copy of the bank card showing the account number must also be submitted.
- ✧ All bank charges on remittance should be borne by students and will be deducted from caution fees without further notice.

11.3 If the contact details or banking information provided by the student are incorrect or invalid, resulting in delays, failure of refund, or returned remittances, the student shall bear all related responsibilities and costs. Any bank charges incurred will be deducted directly from the returned funds, and an additional administrative fee of MOP/HKD 200 will also be deducted before the remaining amount is refunded.

11.3.1 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.

11.3.2 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.

11.4 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.

11.5 If a student authorizes another person to collect the refund, the University will not bear any responsibility or costs if any dispute arisen later.

12.0 Others

12.1 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

12.2 Students should pay for any bank service charges incurred.

12.3 Students should check notifications posted on the University website (TronClass System) or on campus for notifications on debit notes (including notifications of updated fee schedules/refunds).

12.4 Non-resident students should upload copies of receipts/remittance slips onto the University TronClass system or email them to the Finance Division (fidrec@cityu.edu.mo) immediately after payments for confirmation. Late confirmations will be deemed to be tuition fee default. Serious offenders will be suspended from studies.

12.5 Students should keep the formal receipts of tuition fees secure. The original receipt cannot be collected by others on your behalf. 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".

12.6 Please refer to the Academic Calendar published by the University for the school commencement date each academic year.

12.7 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 can log in the TronClass system and apply for replacement.

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 is 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 (https://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

Address: Avenida Padre Tomás Pereira Taipa, Macau

Golden Dragon Centre Campus

Address: 81-121 Av. Xian Xing Hai, Golden Dragon Centre, 4 ºandar/5 ºandar/21 ºandar/22 º andar, Macau

Royal Centre Campus

Address: Av.do Dr. Rodrigues, Edificio Royal Centre, 3 ºandar, Macau

Tel.: (853) 2878-1698

Fax: (853) 2878-1691

Email Address: info@cityu.edu.mo

Official Website: https://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. If a student finds that his/her Identity Card is lost right before an examination, he/she should immediately report to an invigilator upon arrival at the examination venue and fill in the *Registration Form for Students Who Fail to Present Certification during the Examination* and go to the Faculty Office for verification within the prescribed time, otherwise, the examination paper will not be marked and the grade will not be awarded.
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 15 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

devises, 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 *Policy for Handling 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 University Teaching and Learning Sub-Committee 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. Readers can check out items through the following three ways:
   (1) Checkout by library staff: Readers with valid Student ID Card can check out items at circulation counter.
   (2) Self-checkout through self-check machines: Readers with valid Student ID Card can use self-check machines to check out.
   (3) Mobile checkout: Please link Student ID in the Library WeChat Official Account (CityuLIB) to check out items or transfer loans through mobile.
2. The cards mentioned above are not transferable.
3. Books, CD-ROMs (attached with books), multimedia materials and ILL Card are available to borrow. Reference books, newspapers, magazines, academic journals, theses and dissertations and other specified materials can only be used in the library.

4. Readers shall check if there is any damage of materials before checking out.
5. The loan privileges are listed as follows:

Quotas		Books		Multimedia Materials		CD-ROMs (Attached with Books)	
Borrowing	Reservation	Loan (Days)	Renewal (Days)	Loan (Days)	Renewal (Days)	Loan (Days)	Renewal (Days)
10	10	30	30	14	X	30	30

Reservation

1. Users are allowed to make reservation if the materials are currently checked out. The library will notify the requester via email once the material is returned and it will be put on hold for three working days.
2. If the materials are reserved by more than one user, the library will notify the requesters according to the order of application.
3. Users can reserve materials through:
   (1) The circulation counters of the Library in person;
   (2) Online reservation can be made by logging into "My Library" on the Library's website.

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 can be made by logging into "My Library" on the Library's website;
   (3) Renewals can be made through the Library's Official WeChat (CityuLIB).

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 (or 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. 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.
4. Students can search for books available for interlibrary loan in the " MALA HUB " of the Library website, after entering student number and password to log in, and then use student ID card to borrow books from the library where the books are located.

Digital Library Services

1. Users can use the library website to search for Library collection, renew loans, 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 logon 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”. (2) idp off-campus access: log in to the library website, click Library Resources→Electronic Resources→Off-campus Access (idp) Portal→ Enter

student number and password to log in, and then be able to access the database after successful authentication.

Self-Service Printing and Photocopying

1. 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, Mpay, Alipay and WeChat Pay.
2. 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.
3. 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

1. There is a multimedia information area in the Library. It provides computers and wireless broadband internet access to users.
2. 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.
3. 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").
4. 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

1. Users are welcome to recommend books/materials to be purchased. They can submit their recommendations by visiting the Library homepage and log in "My Library", or by the official WeChat (CityuLIB), or by email, or submitting online (https://lib.cityu.edu.mo/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. Reservation request is limited to one per intended day of use with a time limit from 30 minutes to 180 minutes. Rooms can be reserved on the same day, and up to 7 days in

advance.

4. Once the request is approved, readers are required to tap the student ID card to enter the discussion rooms. Reservations will be forfeited if readers do not show up within 15 minutes of their scheduled booking. Readers shall cancel the reservation in system in advance if they are not able to use the discussion room at the reserved time.
5. Reservation request can only be submitted online. Please follow the steps: Login TronClass > App Center > Service Application > Library Discussion Room Reservation Form
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 Policy for Handling 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.

Article 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 University Teaching and Learning Sub-Committee 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 University Teaching

and Learning Sub-Committee are provided for in separate documents.

Article 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.

Article 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.

Article 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.

Policy for Handling Violations of Disciplines in Examinations

To strength examination management and enforce disciplines, the City University of Macau Policy for Handling Violations of Disciplines in Examinations (hereinafter referred to as "The Policy") has been formulated in accordance with the "Regulations Governing Student Disciplinary" and "Regulations Governing Examination and Examination Venues". Violation of examination disciplines includes both violations of examination regulations and cheating.

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, smart watch or any other devices with communication functions into the examination seat 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, smart watch 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 or one year. If that student 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 A postgraduate student found cheating for the first time will receive a zero mark for that course and be suspended from studies for one semester or one year. If that offender resumes studies in accordance with the regulations of the University but is found cheating the second time, he/she will be expelled (student status terminated).

Article VII Students of Pre-University Studies Programme found cheating will be expelled immediately and their student status will be terminated.

Article VIII Students who have cheated must apply for course retake in the following academic year with no possibility of obtaining the credit through taking a make-up exam or summer retake.

Article IX Students who disagree with the penalties imposed should file an appeal in writing with the University Teaching and Learning Sub-Committee within the period prescribed.

Appendix VII Credit Transfer Rules for Exchange Students

Article 1 Objective

City University of Macau (hereinafter referred to as "the University") has established the following implementation rules to further regulate matters related to the credit transfer for exchange students at both the undergraduate and postgraduate levels.

Article 2 Scope

The Rules apply to students who meet the following requirements:

2.1 Undergraduate and postgraduate students participating in outgoing exchange shall have completed at least one academic year of coursework at the University prior to departure;

2.2 Full-time students with good academic performance and conduct;

2.3 Students who meet the English proficiency requirements set by the University and the partner exchange institution;

2.4 Students who fulfill any other relevant requirements set by the partner exchange institution.

Article 3 Course Credit Recognition Principles

3.1 Credit transfer must meet the following requirements:

- The teaching content and objectives of the courses at the exchange university must be consistent with or highly similar to those of the corresponding courses at the University.
- The course hours at the exchange university must meet or exceed 80% of the required course hours at the University.
- Students must achieve passing grades at the exchange university.
- Credits of courses that do not meet the above requirements cannot be transferred to the University.

3.2 Courses eligible for credit transfer may include both compulsory and elective courses.

3.3 Credits for postgraduate theses are not included in the credit transfer plan.

3.4 The year-long courses at the University are not included in the credit transfer plan.

3.5 Credits from two or more courses cannot be combined to transfer as the credits of a single course at the University.

3.6 Students in the second year of master's programs and the third year of doctoral programs are not included in the credit transfer plan.

Article 4 Application Steps and Procedures

Before Participating in Semester Exchange

4.1 Before applying to study at the partner institution as an exchange student, students should thoroughly understand the course offerings of the partner institution. By comparing the teaching plans of the two universities, students should make reasonable arrangements for their studies and formulate a detailed written study plan. They should fully communicate with the program coordinators of their affiliated faculty. Faculty should provide necessary guidance for course selection.

4.2 After the announcement of the recommendation list, nominated undergraduate students shall complete the Credit Transfer Planning Form for Exchange Program-Before Exchange (Undergraduate Student), while postgraduate students shall fill out the Credit

Transfer Planning Form for Exchange Program-Before Exchange (Postgraduate Student). The credit transfer planning form should be submitted to the faculty for evaluation, approval and signature, and then the affiliated faculty should submit them to the Registry/Graduate School for final approval.

4.3 When choosing courses at the exchange institutions, students are responsible for ensuring that the selected courses align with the content or syllabus of the submitted credit transfer planning forms. If the selected courses do not align with the plan, resulting in the inability to transfer credits, the students must bear the consequences by themselves.

After Participating in Semester Exchange

4.4 Students should apply for credit transfer to their affiliated faculty of the University within one month of the end of the semester at the exchange institution.

4.5 Undergraduates applying for credit transfer shall fill out the Credit Transfer Planning Form for Exchange Program -After Exchange (Undergraduate Student), while postgraduates shall fill out the Credit Transfer Planning Form for Exchange Program-After Exchange (Postgraduate Student).

4.6 The documents required for the credit transfer application include but are not limited to:

- The Credit Transfer Planning Form for Exchange Program -After Exchange (Undergraduate Student) or the Credit Transfer Planning Form for Exchange Program-After Exchange (Postgraduate Student);
- An original transcript issued by the partner institution;
- Course descriptions, course hours, assessment methods, or other explanatory documents of the courses from the partner institution.

4.7 If any documents submitted as per the previous section are not in Chinese, a Chinese or English translation must be attached.

4.8 Students shall submit the above-mentioned application documents to the affiliated faculty of the University for evaluation and approval. At the faculty level, the program coordinators and the dean should sign for confirmation. After being approved by the Registry/Graduate School, the affiliated faculty will notify the students of the credit transfer results in written format or by email.

4.9 Approved credit transfer applications will not result in any tuition fee exemptions or refunds from the University.

Article 5 Credit Transfer Calculation

5.1 For the calculation of credit transfer of the exchange students of the University, the face-to-face teaching of the courses taken by them in institutions outside Macao shall reach at least 80% of the number of hours required by the University.

5.2 If the institution adopts the European Credit Transfer and Accumulation System (ECTS), but does not meet the University's requirement of at least 80% face-to-face teaching of a single course taken, in principle, "6 ECTS and 24-hour face-to-face teaching" or "5 ECTS and 30-hour face-to-face teaching" are equivalent to three credits.

Article 6 Credit Transfer Calculation

The grade for the course with approved credit transfer is indicated as "CT". Only the credits of this course are counted and will not contribute to the grade point average (GPA).

Article 7 Credit Upper Limit

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

7.2 For postgraduate exchange students of the University, the approved credits for transfer shall not exceed one-fourth of the prescribed graduation credits.

Article 8 Others

For any matter that is not addressed in the Rules, its shall be handled in accordance with the relevant policies of the University, and the University shall make the final decision.

Appendix VIII Academic Integrity Policy

Article 1 General

1. The prior learning experiences of the student body are highly valued by the University and it is recognised that academic integrity may be unfamiliar to some students due to the diversity of their backgrounds.

2. Academic integrity represents the commitment to the values of honesty, fairness, respect, and responsibility for others. It encompasses the expectation that students will not engage in academic misconduct nor deliberately try to mislead any examiners in assessments. It plays a curial role in students' intellectual commitment and professional development as well as their successful transition to successful careers in the future.

3. The University is highly committed to supporting students to develop their awareness, reflection, and abilities in imposing academic integrity throughout the study process. It aims to encourage students to understand that all work assignments must be produced authentically and they must be able to acknowledge explicitly materials that have been adopted from any sources, and to present their own findings and outcomes based on ethical practice.

4. The University treats the decision as to whether academic misconduct has taken place as a matter of academic judgement and the penalties applied will be evaluated on a case-by-case basis according to the seriousness of the offence.

5. Students are responsible for getting themselves familiar with and abiding by the principles outlined in the Academic Integrity Policy.

6. Module leader who has a suspicion of academic misconduct by a student should proceed immediately with an investigation in consultation with the programme coordinator.

Article 2 Penalties and Procedures

1. The University recognised 3 categories of academic misconduct. Category A is determined by the academic judgement of the module examiner for which it covers the practice where the student is identified to have a lack of ability to meet expected standards of academic integrity. Categories B and C captures the offences with clear intent to deceive. The principle of progressive discipline is adopted when it is decided that an act of repetitive academic misconduct for which the penalty applied will increase.

1.1. Category A

- Definition: Minor errors such as missing quotation marks, mistakes or inadequate referencing/citation, and poor paraphrasing.
- Penalty: Deduction of up to 25% of the total marks available for that assessment depending on the level of seriousness (e.g. 25 marks for a piece of coursework marked out of a maximum of 100) and a written warning.

1.2. Category B

- Definition: Major errors such as plagiarism (misrepresenting work/outcome from others without adequate acknowledgement and citation of the sources),

collusion (unauthorised collaboration with others in producing assessment submission), copying (replicating/reproducing work from others or those previously submitted), fraudulent use of information (data fabrication, embellishment, or falsification) and ethics violation (work on an assignment involving human participation or data/information collection from human subjects including survey, questionnaire and biological samples without prior ethical clearance) and repeated Category A breaches twice.
- Penalty: Mark of 0 will be awarded for the entire module and a written warning.

1.3. Category C
- Definition: Serious errors such as paying or helping someone else to do coursework assignments, the student acts to facilitate an academic offence, purchasing assignments, submit other's work as one's own including translation from one language to another and repetition of Category B breaches twice or a combination of Categories A and B.
- Penalty: Mark of 0 will be awarded for the module and suspension of studies for one academic year.

2. In the case of further repeated offences regardless of the category following the suspension penalty due to academic malpractice will lead to the termination of studies.

3. All cases related to the suspension/termination of studies must be reported to the Registry for the final decision.

4. Examiner must provide clear feedback to the student who has committed academic misconduct on how to improve and maintain good academic practice.

5. All academic misconduct cases must be reported during the post-assessment moderation process.

6. Students must retake the failed modules as a result of the penalty for which no fees will be refunded.

Article 3 Right of Appeal

Students may appeal against the decision regarding the penalties by submitting a request in writing to the University Teaching and Learning Sub-Committee, but only on the grounds that there was a procedural error in the conduct of the investigation.

Appendix IX 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. The expiry date of "Special Authorization to Stay for Students" is restricted to 90 days before the expiry of their passport / travel document and entry / return permit (Article 4 of Administrative Regulation No. 38/2021). Students whose passport / travel document or Two-way Permit (together with the "Type D – Stay" endorsement) expires earlier and so are not granted "Special Authorization to Stay for Students" that expires as mentioned above are required to submit copies of the relevant documents to the Stay Subdivision for reposition (i.e., issuing the "Slip of Authorization to Stay for Students" which expires as mentioned above) as soon as they finish renewing the document.
2. 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. Mainland students who have obtained the "Type D – Stay" endorsement and use the new endorsement for their first entry into Macao should ensure that they properly keep the "Slip of Authorization to Stay / Residence Authorization" (the small slip given during entry) and pay attention to the indicated remain duration to avoid overstaying. Failure to complete the endorsement procedures within the specified period will be considered an overstay. Overstayers may face deportation and interdicted from entry to Macao within the period specified in the deportation order.
3. Students from other countries/regions must complete the "Special Authorization to Stay" application at the Residence and Stay Affairs Department of the Public Security Police Force before the expiry of "Slip of Authorization to Stay". Failure to apply before the expiration of "Slip of Authorization to Stay" will result in overstaying, which will be treated according to the regulations on overstaying as stipulated in the "Legal Regime of Immigration Control, Stay and Residence Authorization of the Macao Special Administrative Region".
4. Points to Note for Non-resident Students "No Longer Studying"
   The Residence and Stay Affairs Department reminds non-resident students who have been enrolled at a higher education institution in Macao and granted "Special Authorization to Stay" by the Residence and Stay Affairs Department of the Public Security Police Force to pay attention to the following when they no longer study at the institution owing to withdrawal, suspension or early completion of studies:
   4.1 Actual class attendance is the requirement for maintaining, renewing and extending the "Special Authorization to Stay for Students". Failure to meet the attendance criterion may result in revocation of the "Special Authorization to Stay for Students" or disapproval of the application.
   4.2 Students who no longer study at a higher education institute owing to withdrawal, suspension and early completion of the program should pay attention to the following after completing the formalities at the institute: Approach the Stay Subdivision of the Department as soon as possible for cancellation of the original Special Authorization to Stay for Students and make a departure within the period stipulated in Article 37 of Law No. 16/2021; or If there is a need, apply to the

Department for ordinary Authorization to Stay for the purpose of extending the limit of stay and for departure in order to avoid overstaying in Macao.

4.3 If the student intends to transfer to another higher institute, he/she should also cancel the "Special Authorization to Stay for Students" as mentioned above at the Stay Subdivision and apply for new "Special Authorization to Stay for Students" before the expiry of the ordinary "Authorization to Stay" by submitting proof of enrollment for a new program.

5. If the entry document is lost while the "Special Authorization to Stay for Students" is still valid, the student should apply for a replacement of the document and then bring the replaced document to the Stay Subdivision for update of the document information and reissue of the "Slip of Authorization to Stay".
6. Penalty for Overstay:
   According to Article 58 of Law No. 16/2021 "Legal Regime of Immigration Control, Stay and Residence Authorization of the Macao Special Administrative Region", non-residents who overstay not because of non-imputable justified reasons will be deported and may be interdicted from entry and prohibited from making applications for "Residence Authorization" or "Special Authorization to Stay" for two years starting from the expiry of the entry interdiction period. If a non-resident overstays for not more than 30 days, is not a repeated offender of such infraction and pays the minimum fine (MOP500 per overdue day) upon giving himself or herself to the police or immediately after he or she is discovered, the above stipulation is not applicable. In addition, according to Article 94 of Law No. 16/2021, repetition of the same infraction within 1 year from the date the decision of administrative penalty becomes unappealable and any new administrative infraction committed within 5 years from the previous infraction are considered to be recidivism.
7. Notification of Change of Contact Address and Habitual Residence Address
   7.1 According to Article 33, Item 4 of Term 1 of Article 90, Term 2 of Article 94 and Article 98 of Law No. 16/2021, except for exceptional conditions stipulated in the law, persons who are granted "Special Authorization to Stay" for over 90 days are required to declare their contact address and habitual residence address in the Macao Special Administrative Region to the Residence and Stay Affairs Department of the Public Security Police Force, and notify the Department of any change in the two addresses within 45 days from the date of change. Otherwise, they will be penalized.
   7.2 Persons who fail to make a timely notification of the above-mentioned change will have to pay a penalty of MOP2,000 to MOP6,000. Recidivism will result in an increase in the lower limit of the penalty by one fourth while the upper limit remains unchanged.
8. For more details regarding the application process for the "Special Authorization to Stay" and stay-related information in Macao, please refer to the following platforms:
   WeChat Official Account: 澳門治安警察局
   Official Website: https://www.fsm.gov.mo/psp/stdapp/promotion.aspx
   Telephone: (853) 2872 5488
   E-mail: sminfo@fsm.gov.mo

Remarks:

1. Student visa holders are not allowed to work in Macau. Those who violate stay regulations will be deported.

2. Mainland students who resume studies or extend their study period after a suspension or deferment of study must apply for a Testimonial for "Type D – Stay" endorsement from the Registry.
3. Students who have withdrawn from or defer their studies, or whose enrollment has been canceled or suspended, must comply with the "Points to Note for Non-resident Students 'No Longer Studying'" issued by the Stay Subdivision of the Residence and Stay Affairs Department of the Public Security Police Force.
4. The above terms are subject to the specific requirements and updates from the Stay Subdivision of the Residence and Stay Affairs Department of the Public Security Police Force.
5. Mainland students must properly keep any expired or invalid travel documents for use when applying for certification from the Chinese Service Center for Scholarly Exchange after graduation. Students must fulfill the required stay duration in Macao to meet the certification requirements. According to regulations, Mainland students without a student stay permit cannot obtain the certification report.

Appendix X Word Count Requirements for Master's and Doctoral Thesis

Faculties	Chinese Dissertation	English Dissertation
Faculty of Business	Master thesis: 20,000 - 30,000 words Doctor thesis: 50,000 - 70,000 words	Master thesis: 15,000 - 20,000 words Doctor thesis: 40,000 - 50,000 words
Faculty of Humanities and Social Sciences	Master of Cultural Industries Management: 30,000 - 100,000 words Doctor of Philosophy in Cultural Industry Studies: 80,000 - 250,000 words Master of Arts in Applied Linguistics: 20,000 - 40,000 words Doctor of Philosophy in Applied Linguistics: 50,000 - 100,000 words Master of Philosophy in the Studies of Chinese Culture: 30,000 - 50,000 words	Master of Arts in Applied Linguistics: 20,000 - 40,000 words Doctor of Philosophy in Applied Linguistics: 50,000 - 100,000 words
Faculty of International Tourism and Management	Master thesis: 20,000 - 60,000 words Master project report: 20,000 - 60,000 words Doctor thesis: 50,000 - 100,000 words	Master thesis: 16,000 - 48,000 words Master project report: 16,000 - 48,000 words Doctor thesis: 35,000 - 75,000 words
School of Education	Master thesis: 20,000 words minimum Master project report: 10,000 words minimum Doctor thesis: 50,000 words minimum	Master thesis: 20,000 - 35,000 words Master project report: 10,000 - 20,000 words Doctor thesis: 60,000 - 80,000 words
School of Law	Master thesis: 30,000 - 60,000 words	Master thesis: 40,000 - 60,000 words
Faculty of Innovation and Design	Master thesis: 30,000 - 50,000 words	Master thesis: 30,000 - 50,000 words

	Doctor thesis: 80,000 - 150,000 words	Doctor thesis: 80,000 - 150,000 words
Institute for Research On Portuguese-Speaking Countries	Master thesis: 40,000 - 55,000 words Doctor thesis: 80,000 - 120,000 words	Master thesis: 40,000 - 55,000 words Doctor thesis: 80,000 - 120,000 words
Faculty of Data Science	Master of Data Science: 30,000 words minimum Master of Computer Science: 30,000 words minimum Doctor of Philosophy in Data Science: 60,000 words minimum Doctor of Philosophy in Computer Science: 60,000 words minimum *The upper of words is unlimited.	Master of Data Science: 30,000 words minimum Master of Computer Science: 30,000 words minimum Doctor of Philosophy in Data Science: 60,000 words minimum Doctor of Philosophy in Computer Science: 60,000 words minimum *The upper of words is unlimited.
Faculty of Finance	Master thesis: 30,000 - 50,000 words Doctor thesis: 60,000 - 100,000 words	Master thesis: 10,000 - 40,000 words Doctor thesis: 50,000 - 80,000 words
Faculty of Health and Wellness	Master of Social Work: 20,000 - 100,000 words Master of Applied Psychology: 20,000 - 100,000 words Doctor of Applied Psychology: 50,000 - 150,000 words	
Institute of Urban and Sustainable Development	Master thesis: 30,000 - 50,000 words Doctor thesis: 80,000 - 150,000 words	Master thesis: 30,000 - 50,000 words Doctor thesis: 80,000 - 150,000 words

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

Appendix XI City University of Macau Student Email Account

1. General Guidelines for the Use of University Email Accounts

1.1 The University email system is a public service information system centrally established and managed by the University to provide free email services to enrolled students.

1.2 The University email system is constructed, operated, and maintained by the Information Technology Office.

1.3 Email accounts are provided solely for use by enrolled students during their period of study.

1.4 Ownership of the email accounts belongs to the University; users are granted the right of use only.

1.5 All eligible users of university email accounts are strictly prohibited from sending bulk or spam emails without prior approval. Upon discovery, the email sending function will be immediately suspended.

1.6 Student personal email accounts are for individual use only and must not be used by or shared with others.

2. Eligible Users and Responsibilities

2.1 Eligible users include enrolled students of the University.

2.2 Users must strictly comply with relevant laws and regulations and these guidelines when using the email system, and consciously safeguard the security of the University email system.

2.3 All eligible users are responsible for activities conducted using their account and password when logging into the system. Account credentials must be kept confidential and must not be disclosed to any third party. If a user suspects that their password has been disclosed, they should change it immediately.

2.4 Upon receiving emails from unknown sources, users should not attempt to open attachments or click on links to avoid computer virus infection.

2.5 To prevent data loss due to force majeure or other unforeseen circumstances, users must back up data under their accounts on their own. The University bears no responsibility for data storage or compensation.

3. Email Account Application

3.1 After new students complete online registration each year and are officially transferred into student status by the academic unit, the Information Technology Office will centrally create email accounts on the second working day thereafter.

4. Email Account Validity Period and Account Deletion

4.1 Student email accounts will be retained for one year after graduation. One year after graduation, alumni email accounts will be deleted. Alumni are responsible for backing up their own data. The University will not provide separate notification.If a student’s admission is revoked or the student withdraws from the University, the Information Technology Office will delete the student’s email account on the second working day after receiving notification from the Registry.

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 TronClass information system, and email accounts assigned by the University for latest school information.

Remarks: the student's personal university email address is the "student number@cityu.edu.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 number is B23092200088 and his ID card number is 1234567(8), his University email account shall be "B23092200088@cityu.edu.mo" and the login password shall be 12345678 (excluding space and punctuation mark, such as "( )" and "- ").

This Postgraduate Student Handbook is effective upon publication and supersedes the previous version. It is applicable to all students. In addition to abiding by the provisions of this Handbook, graduate students shall also comply with other relevant regulations on graduate education issued by the university.

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