



澳門城市大學

Universidade da Cidade de Macau
City University of Macau

GEO-REG-001

CITY UNIVERSITY OF MACAU

REGULATIONS FOR RECEIVING EXCHANGE STUDENTS (PROVISIONAL)

Article 1

Objectives

City University of Macau (hereinafter referred to as the University) has hereby formulated these Regulations to assist in exchange students' enrollment, study and management of campus life.

Article 2

Definition of Admitted Exchange Students

The exchange students admitted by the University are those recommended by overseas institutions of higher education (including the Chinese Mainland, Hong Kong and Taiwan) who have signed exchange student agreements with the University. The number of exchange students admitted to each program and for each academic year shall not be more than five.

If an overseas institution of higher education has only signed an academic exchange and cooperation agreement with the University but has not signed the exchange student agreement, the University shall decide whether to apply the provisions of these Regulations depending on the situations.

Article 3

Application Documents

The applicant shall prepare the following documents by the end of April and October each year and submit the application to the Global Exchange Office of the University.



澳門城市大學

Universidade da Cidade de Macau
City University of Macau

All application documents shall be submitted to the University through his/her original institution or the international academic exchange office of the institution. The University does not accept individual applications from students.

The application documents are as follows:

1. Exchange Student Application Form (with a recent photo)
2. All the academic transcripts completed so far (with the seal of the recommendation institution)
3. Two letters of recommendations (by two referees)
4. The exchange plan in Chinese or English
5. Physical examination report

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

Article 4

Application Procedures

The applicant must select a program of a faculty/school or graduate school as his/her intention, which shall be submitted by the Global Exchange Office to the relevant faculty/school or graduate school for review, verified by the Academic Affairs Office, and approved by the University responsible leaders before passing the formal review and approval. Students will be informed of the approval results on the selected programs for admission in writing or by e-mail. Those who fail to enter the University after the deadline shall be regarded as giving up the qualification and shall not be reserved.

Article 5

Credit and Subject Limit



澳門城市大學

Universidade da Cidade de Macau
City University of Macau

The applicant shall take a maximum of 18 credits and not more than six subjects each semester for the program selected by the applicant during the exchange period; the time limit of exchange is one semester.

Article 6

Expenses

Exchange students shall pay relevant fees and be managed in accordance with the provisions of the exchange student agreement after admission.

Article 7

Insurance

Exchange students are required to purchase medical insurance either by their original school or by themselves.

Article 8

Exchange students admitted by the University shall be regarded as students of the University upon admission and shall comply with the laws of Macao and the regulations of the University.

Article 9

These Regulations will be implemented for a trial period of two years upon approval by the Rector's Cabinet Meeting of the University.

Global Exchange Office of City University of Macau

July 20, 2018

