

Admission Regulations to Undergraduate Programs for International students – 2013/2014

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Remarks:

- The above information is only for international students (not applicable to students from Mainland China, Hong Kong, and Taiwan).
- All the contents are subject to the latest announcement(s) of the University.
- The University reserves all rights and privileges to revise and interpret the mentioned rules and regulations. In the case of any dispute, the University also has the ultimate right of arbitration.

1. **List of programs**

| Faculty/College | Program/Major |
|---|--|
| Faculty of Management and Administration | Bachelor of Business Administration |
| Faculty of Hospitality and Tourism Management | Bachelor of International Tourism Management |
| Faculty of Hospitality and Tourism Management | Bachelor of Hotel Management |
| Faculty of Humanities and Arts | Bachelor of Arts in Journalism and Communication |
| University International College | Bachelor of Arts in Foreign Language Studies (English Major) |
| Faculty of Information Technology | Bachelor of Science |

The medium of instruction of the above programs is English. For undergraduate programs not listed here, proficiency in Chinese is required.

2. **General Admission Requirements**

- 2.1 Applicants who have completed 6 years of high school and graduated, or are finishing high school by August this current year are eligible to apply. All students registering into the undergraduate programs must have graduated from high school.
- 2.2 The English requirement for applicants whose native language is not English is TOEFL 61 or IELTS 5.5.
- 2.3 For applicants whose native language is English or if their most recent two years of education is done completely in English, the English requirement is exempted.
- 2.4 For applicants who do not meet the above requirements in 2.2 or 2.3, but pass the faculty's interview/evaluation can also be accepted directly or conditionally, depending on the assessment of the Faculty.
- 2.5 Applicants should have passed high school Mathematics. Applicants to the Bachelor of Science program should also have passed high school Physics.

3. **Important Dates**

| | |
|---|-------------------|
| Application Deadline | July 10, 2013 |
| Notification of Acceptance | July 30, 2013 |
| Tuition Payment Deadline | August 12, 2013 |
| Registration for International Students | August 29, 2013 |
| Commencement of Classes | September 2, 2013 |

4. **Application Procedures**

Applicants are required to submit the following documents for admission purpose. Photocopies or scan copies are acceptable for admission consideration, but the transcript and letter from high school need to be original. Students will have to present the original high school certificate at registration.

- 4.1 Application form for international students (paper-based for 2013/2014).
- 4.2 One 1.5 x 1.5 inches colored photo.
- 4.3 Copy of high school graduation certificate or letter from high school about the student completing high school by August, 2013.
- 4.4 Official high school transcript in English or translated into English (last 3 years of high school).
- 4.5 Copy of TOEFL or IELTS score (if any).
- 4.6 Copy of certificates/scores from other public exams (if any).
- 4.7 Copy of proof of other academic or extra-curricular accomplishments (if any).
- 4.8 Copy of biography page of passport.
- 4.9 Recommendation letter(s) (if any).
- 4.10 Original copy of proof of payment of application fee (International Applicants should pay the application fee of HKD\$300 by using overseas remittance stated on the application form. All banking charges incurred will be borne by the applicants. Please retain a copy of proof of payment for your own record.)

5. Intended Program of Study

- 5.1 Before deciding on your choice of program, please check carefully the study plan and specific requirements of each program and consider your own personal interests and academic background. You may choose four programs at the same time, but you have to indicate the priority of your choice.
- 5.2 Applicants are welcome to choose any of our full time programs offered on the application form but choice of more than one major/area within the same program is not allowed.
- 5.3 The University will review the information stated in the application form to determine your eligibility for admission. If you fail to meet the program requirements of the first choice, the second choice will be considered, then the third and fourth. If none of these program requirements is met and you have chosen to accept any designated program, the University would consider your results from high school and/or public examinations as well as the quota of new students for each program to decide on the program which you can be admitted.
- 5.4 Applicants are not allowed to change their programs or majors after the application period.

6. Notes for Admission

- 6.1 Application can be submitted only once per academic year.
- 6.2 Applicants who wish to apply for Bachelor of Arts in Foreign Language Studies must declare their major/area (English, Portuguese, or Spanish) on the application. All admitted students must register in the program and major/area that are specified on the acceptance letter.
- 6.3 Applicants who wish to apply for Bachelor of Food and Beverage Management must declare their major/area (Culinary Art or Restaurant Management) on the application. All admitted students must register in the program and major/area that are specified on the acceptance letter.
- 6.4 Applicants who wish to apply for Bachelor of Science must indicate their intended major/area (Computer Technology and Application, Electronic Information Technology, Software and Technology and Application) on the application. This will be used as a reference for allocation in the Faculty of Information Technology. Students will be asked to confirm the allocated Major/area at the Student Orientation held by the Faculty.
- 6.5 Applicants who are color-blind cannot be admitted to the Faculty of Chinese Medicine, Faculty of Information Technology and the program of Bachelor of Arts in Art Design. Applicants who have color weakness cannot be admitted to the Faculty of Chinese Medicine and program of Bachelor of Arts in Art Design.

7. Acceptance

- 7.1 Selection of qualified candidates is based on interviews, TOFEL or IELTS score, high school grades, and any other supplementary documents supporting the application, such as academic or extra-curricular accomplishments, recommendations, etc.
- 7.2 Applicants who have meet all the admission requirements can be considered for direct acceptance. Applicants who are unable to provide all the test scores, but who have passed the faculty's evaluation and/or interview can also be considered for direct acceptance.
- 7.3 If the applicant's Mathematics or English proficiency does not meet our requirements, the faculty has the discretion to offer conditional acceptance. Here following the faculty's evaluation of the application, the faculty will state the courses that the applicant is required to complete or other requirements that the applicant is required to meet.
- 7.4 The acceptance package will be sent to the mailing address as listed on the application form if admission is granted by the University.

8. **Notes for Registration**

- 8.1 All admitted students must register in person in the program that is specified on the acceptance letter within the prescribed period and will be granted student status starting from the date of the first registration. If students are not able to register in the designated date owing to illness or special reasons, they must apply in writing for late registration, with relevant documentary proof before registration. After approval, they must complete the registration procedures on the appointed date. Those students who do not register by the end of the registration period are disqualified for admission.
- 8.2 Only those who have paid their tuition are allowed to register.
- 8.3 Students are required to submit documents as listed in 4.2-4.9 during registration.
- 8.4 All applicants must pass the health check (or body check examination) in order to be considered for admission. The University may terminate the admission of those who fail the health check or fail to submit the health check report and relevant documents before the due date. Students who are not able to submit the Health Examination Report should apply for late submission, together with relevant documentary proof. Normally, no more than 4 weeks of deferral will be allowed in such cases.
- 8.5 Non-local students without valid medical insurance coverage will not be allowed to register or enroll. Medical insurance mentioned above should include both in-patient and out-patient coverage.
- 8.6 Non-local students are required to possess a valid visa for entry to Macau. They are also required to observe the period during which they are allowed to stay in Macau. In accordance with the stipulation of Macau Special Administrative Region, all non-local students are required to apply at the Macau Immigration Department of Public Security Police Force for “Authorization to Enter and Stay” for study purpose. They are subsequently required to apply for an extension of stay before their endorsement expires each year. Please refer to the Immigration Department website <http://www.fsm.gov.mo/psp/cht/> for details. Non-local students are required to note the expiry date of their visa documents and apply at the Students Affairs Office for “Testimonial” before their application for renewal.

9. **Termination of Admission**

The University will terminate a student’s eligibility for admission when he or she:

- 9.1 is not able to present his/her high school graduation certificate
- 9.2 presents documents on which the information is different from those provided during application
- 9.3 fails to submit the required documents in the designated period
- 9.4 fails to pay tuition fees or other related charges of the University in the designated period
- 9.5 fails to attend to the registration procedures in the designated period
- 9.6 fails to submit his Health Examination Report or is condemned to be unfit for study in the Report
- 9.7 concurrently registers in any other higher education program(s) in Macau in the same academic year, which is in breach of Article 25 of Higher Education Law of Macau
- 9.8 is resolved to be ineligible for admission by the University for other reasons

10. **Cancellation of Program/Major**

The University reserves the right of not offering any of the programs/majors as a result of insufficient enrollment.

11. **Change of Faculty/Program or Major**

- 11.1 All admitted students must register in the program or major that is specified on the acceptance letter. Undergraduate students are not allowed to transfer to another faculty or program in the first year.
- 11.2 Students who wish to transfer to another faculty or program must follow the regulations and apply during the period as stipulated in the Undergraduate Student Handbook. Upon approval, those students will be transferred to the new program starting from the first semester in the following academic year. Late applications will not be considered.

- 11.3 Students who are studying in the program of Bachelor of Arts in Art Design are not allowed to apply for transfer of program, and students from other programs are also not allowed to apply for transfer to this program. Special cases will be handled individually.

12. Credit Transfer/Course Exemption

- 12.1 Student who have completed a higher education program in other universities or in other high education institutions which are recognized by the University, and have attained a grade of “B-“ or above are eligible for credit transfer.
- 12.2 Students are eligible to apply for course exemption if :
- 12.2.1 They have completed a higher education program in other universities or in other higher education institutions which are recognized by the University and have attained passing grades for these courses; they may apply for course exemption before registration. Courses that can be exempted are normally compulsory courses.
- 12.2.2 They are evaluated to have reached the requirements for course exemption after the assessment examinations arranged by the university.
- 12.3 In general, the number of credits that can be transferred or exempted cannot exceed half of the total credits require for graduation.
- 12.4 Application Procedures: the application should be submitted to the respective faculty office after the tuition has been paid and before the registration for the first year of study begins. Any application that is submitted after the beginning of class will not be accepted. Each student can only apply for credit transfer or exemption once during the course of study. The application should cover all credit transfer or exemption courses in the entire program. To apply, the student must pay HKD \$400 application fee, submit a completed application form along with all relevant documents such as academic certification, course description, academic transcript, acceptance letter and any other supporting documents (originals may be required for verification).

13. Enquiries

Admission Enquiries

| Department | Email | Phone |
|------------------|---------------------|----------------|
| Admission Office | enquiry@must.edu.mo | (853)8897-2221 |

Programs Enquiries

| Faculty | Program | Email | Phone |
|---|--|--------------------------|---------------------|
| Faculty of Information Technology | Bachelor of Science | fi@must.edu.mo | (853)8897-2103 |
| Faculty of Management and Administration | Bachelor of Business Administration | bba-ad@must.edu.mo | (853)8897-2025 |
| Faculty of Law | Bachelor of Laws | llb-ad@must.edu.mo | (853)8897-1971 |
| Faculty of Chinese Medicine | Bachelor of Traditional Chinese Medicine | bcm-ad@must.edu.mo | (853)8897-2739 |
| | Bachelor of Biomedicine | | |
| | Bachelor of Pharmacy in Chinese Medicine | | |
| Faculty of Hospitality and Tourism Management | Bachelor of International Tourism Management | fhtm_inquiry@must.edu.mo | (853)8897-2381/2382 |
| | Bachelor of Hotel Management | | |
| | Bachelor of Food and Beverage Management | | |
| Faculty of Humanities and Arts | Bachelor of Arts in Art Design | baad-ad@must.edu.mo | (853)8897-2216 |
| | Bachelor of Arts in Journalism and Communication | bajc-ad@must.edu.mo | |
| University International College | Bachelor of Arts in Foreign Language Studies | bafls@must.edu.mo | (853)8897-2976 |

*Service Hours: Monday to Friday from 9:00-13:00 and 14:30-18:20 excluding Saturday, Sunday and public holidays