

Admission Regulations to Undergraduate Programs for International Students – 2014/2015

1. List of programs	2
2. General Admission Requirements	2
3. Important Dates.....	3
4. Application Procedures	3
5. Intended Program of Study	3
6. Acceptance.....	3
7. Notes for Registration	4
8. Orientation Tests	4
9. Cancellation of Admission	4
10. Cancellation of Program/Major	5
11. Change of Faculty/Program or Major	5
12. Credit Transfer/Course Exemption	5
13. Enquiries.....	6

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
School of Business	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 Hospitality and Tourism Management	Bachelor of Food and Beverage Management – Culinary Art
Faculty of Hospitality and Tourism Management	Bachelor of Food and Beverage Management – Restaurant Management
Faculty of Humanities and Arts	Bachelor of Arts in Journalism and Communication
University International College	Bachelor of Arts in Foreign Language Studies – English
Faculty of Information Technology	Bachelor of Science

Remarks:

- Applicants who wish to apply for the Bachelor of Arts in Foreign Language Studies or Bachelor of Food and Beverage Management must declare their major on the application. All admitted students must register in the program and major that are specified on the acceptance letter.
- Applicants who wish to apply for the Bachelor of Science must indicate their intended major (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 at the Student Orientation held by the Faculty.
- The medium of instruction of the above programs is English. For undergraduate programs not listed here, proficiency in Chinese is required.
- 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.
- Applicants who wish to apply for the Bachelor of Pharmacy in Chinese Medicine must be from the science stream and must have senior high school Chemistry grades or equivalent. They must provide the original and copy of Form 5 and Form 6 transcripts, otherwise the applicant's choice for this program will not be considered by the University.

2. General Admission Requirements

- Application can be submitted only once per academic year.
- Applicants who have completed 6 years of high school and graduated or who are finishing high school by August this current year are eligible to apply.
- The English requirement is TOEFL 61 or IELTS 5.5 for applicants whose native language is not English.
- For applicants whose native language is English or whose most recent two years of education is done completely in English, the English requirement is exempted.
- Applicants should have passed high school Mathematics. Applicants to the Bachelor of Science program should also have passed high school Physics.
- For applicants who do not meet the requirements of 2.3 or 2.4, but pass the faculty's interview/evaluation may also be accepted.

3. Important Dates

Application Deadline	July 17, 2014
Notification of Acceptance	August 6, 2014
Tuition Payment Deadline	August 18, 2014
Registration for International Students	September 1, 2014
Commencement of Classes	September 8, 2014

4. Application Procedures

Applicants are required to submit their application through Online Application System (OAS). At the same time, please have the following documents sent to the Admission Office via email (acceptance@must.edu.mo) within the application period:

- 4.1 Signed application form printed from OAS with one photo
- 4.2 High school graduation certificate or certification letter about the student completing high school by August this year
- 4.3 Official high school transcript in English or translated into English with grades from the last 3 years of high school
- 4.4 TOEFL or IELTS score (if any)
- 4.5 Certificates/scores from other public examinations (if any)
- 4.6 Proof of other academic or extra-curricular accomplishments (if any)
- 4.7 Biography page of passport
- 4.8 Recommendation letter(s) (if any)
- 4.9 Proof of payment of application fee

Please note that the original high school graduation certificate or certification letter and transcript have to be presented at registration.

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 choices.
- 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 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. Acceptance

- 6.1 Selection of qualified candidates is based on interviews, TOEFL or IELTS score, high school grades, and any other supplementary documents supporting the application, such as academic or extra-curricular accomplishments, recommendations, etc.
- 6.2 The acceptance package will be sent to the e-mail address as listed on the application form if admission is granted by the University.

7. Notes for Registration

- 7.1 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.
- 7.2 Only those who have paid their tuition are allowed to register.
- 7.3 Students are required to submit documents as listed in 4.1-4.8 during registration.
- 7.4 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.
- 7.5 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.
- 7.6 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 for "Authorization to Enter and Stay" at the Macau Immigration Department of Public Security Police Force for study purpose. They are subsequently required to apply for an extension of stay before their endorsement expires each year. Therefore, 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. Please refer to the Immigration Department website <http://www.fsm.gov.mo/psp/cht/> for details.

8. Orientation Tests

In order to teach students appropriate to their levels and abilities, the University will place students in classes according to their aptitudes. Therefore, students are arranged at orientation to take proficiency tests in Chinese, English and Mathematics before commencement of classes. Depending on the assessment results, exemptions may be granted or students may be required to take basic courses in these subjects and additional tuition fee will apply. Please refer to the Fee Table for Non Macau Residents on MUST website>Home>Admission>Tuition Fees>[Tuition Fee Table for Pre-U & Undergraduate](#).

9. Cancellation of Admission

The University will cancel a student's eligibility for admission when he or she:

- 9.1 does not possess the qualification for admission
- 9.2 is being dishonest (e.g. providing information which is incomplete, incorrect or untrue)
- 9.3 submits falsifying documents (e.g. forged certificates or testimonials)
- 9.4 fails to pay fees or other related charges
- 9.5 does not complete all the registration procedures
- 9.6 fails to submit the required documents
- 9.7 fails to complete the Medical Examination or to submit the Health Examination Report or is diagnosed to be unfit for study in the Report
- 9.8 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
- 9.9 is resolved to be ineligible for admission by the University for other reasons

For students whose admission is cancelled, all documents submitted will not be returned and payment made will not be refunded. The University also reserves the rights to refuse future applications from such students.

10. Cancellation of Program/Major

- 10.1 The University reserves the rights of suspending recruitment or not offering any of the programs/majors.
- 10.2 The University reserves the right of not offering programs/majors with insufficient enrollment.
- 10.3 Except for the application fee, all fees will be refunded if the University decides not to offer the program to which the student is admitted.

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 vice versa, students from other programs are not allowed to apply for transfer into 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 required 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
School of Business	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