



澳門科技大學  
MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

## Postgraduate Application and Admission Q & A 2017/2018

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## 1. Courses and Admission Requirements

### 1.1 Curriculum

**1. Does the University offers full-time or part-time courses for the Master/Doctoral degree programs?**

A: The University's graduate programs offer both full-time day courses as well as full-time night courses.

**2. Any of the Master/Doctoral degree programs require only coursework but not research work?**

A: No. At this moment all Master/Doctoral degree programs contain both coursework and research work.

**3. What is the duration of each program?**

A: **For Master Degree Programs:** duration of most master degree programs is **2 years** (maximum duration of 3 years). Duration for the Faculty of Chinese Medicine is **2.5 years** (maximum duration of 4 years).

**For the Doctoral Degree Programs:** duration of all Doctoral Degree Programs is **3 years** (maximum of 4.5 or 5 years respectively).

\*The above study period shall prevail to the University's Graduate Student Handbook.

**4. Which language, Chinese or English, will be used in classes?**

A: Majority of the postgraduate programs are bilingual teaching (English and Chinese) with English teaching materials.

**5. Where can I find study plan and course description for each Faculty?**

A: Detail information is available on the University's website: [www.must.edu.mo](http://www.must.edu.mo)> Teaching/Academic Units>respective faculty; or Research>Research Institutes.

**6. Where can I obtain the prospectus?**

A: You may download to view the latest prospectus from the University website [www.must.edu.mo/en/gso/admission](http://www.must.edu.mo/en/gso/admission). You may also request in person at the University.

### 1.2 Admission Qualifications

**1. Applicants from which regions can apply for the Postgraduate Programs at the University?**

A: All regions (includes Macau/Mainland China/Hong Kong/Taiwan/overseas etc.).



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**2. What is the minimum academic requirement for applying for the Master/Doctoral Degree programs?**

A: Minimum academic requirement for:

Master Degree Programs: Bachelor Degree or equivalent academic program.

Doctoral Degree Programs: Master Degree.

**3. Can I apply for the Master Degree Program if I have obtained an Undergraduate Diploma/Bachelor Degree through self-examination?**

A: Yes. You will be able to apply for the Master Degree Program as long as you can provide a Bachelor Degree certificate or an equivalent academic diploma.

**4. Can I still apply for the Doctoral Degree Program if the Master Degree is Master by coursework and not Master by research?**

A: Yes. As long as you have obtained a Master Degree, both studies will weigh in equally during admission application.

**5. Do I need any working experience to apply for the Master/Doctoral Degree Program?**

A: Except for the below professionals, all programs do not require working experience.

**Master of Business Administration:** Must have 2 or more years work experience (any type);

**Executive Master of Business Administration:** Must have 5 or more years **Management** experiences;

**Doctor of Business Administration & PhD of Management in Film Industry:** Must have 5 or more years **Management** experiences;

Employment certification must be submitted during admission application.

**6. Does the specific field of study or professional credential affect the admission assessment result?**

A: For Postgraduate Programs, the University requires applicants to have related academic degree and professional credential. Please refer to the latest prospectus.

**7. Can former graduate students apply for the Master Degree Program? And is there any specific requirements?**

A: (1) All current and former graduate students from Macau, Hong Kong, Taiwan, or overseas are eligible to apply for the Master Degree Programs. Please follow the general procedures to complete the application and attend the admission interview;

(2) Applicants from Mainland China applying for the Master of Business Administration, Executive Master of Business Administration, Master of Public Administration as well as the Doctoral Degree Programs shall follow the general procedures to complete the application and attend admission examination hold by our university. Former graduates, except Master of Business Administration, Master of Public Administration and Executive Master of Business Administration will need to register in accordance to the general procedures. In addition, applicants from mainland must participate in the 2017 National Entrance Examination first. Examination subjects must be consistent with the subjects applying at the University and result of the examination score must be above the standardized test score. Current graduate students will not require participating in the National Entrance Examination.



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## 2. Application Procedures

### 2.1 Application Procedures and Admission Schedule

#### 1. What application procedures should I finish?

A: Application will not be valid until the completion of the following steps:

- (1) Submit an application online: Applicants must register and submit their application through the Online Application System (OAS) from **November 15<sup>th</sup>, 2016** to **March 15<sup>th</sup>, 2017**.
- (2) Upload Application Documents: After submitting the online application, applicants are also required to upload application documents for verification.
- (3) Settlement of Application Fee: Application fee must be settled before the application deadline (exclude recommended applicants).

#### 2. Application schedule for current academic year?

A: Application period for Academic Year 2017 /2018 is from **November 15<sup>th</sup>, 2016** to **March 15<sup>th</sup>, 2017**. Applicants must complete all application procedures before March 15<sup>th</sup> (includes complete the Online Application, upload application documents and pay application fee).

#### 3. Application schedule for recommended applicants?

A: Application period for Academic Year 2016 /2017 is **November 15<sup>th</sup>, 2016** to **December 19<sup>th</sup>, 2016**. Applicants must complete all required application procedures before December 19<sup>th</sup> (includes complete the Online Application and upload application documents). Current undergraduate students from MUST should apply for recommending qualification from their respective Faculties.

#### 4. Application fee payment deadline?

A: Applicants must pay the application fee no later than **March 15<sup>th</sup>, 2017**. Late in payment or if the University was subjected to some sorts of unrecognizable fee; the application will be disqualified and cancelled. Recommended applicants are no need to pay application fee.

#### 5. What is the official class commencement date for academic year 2017/2018?

A: The commencement date is early September. (Specific date is subject to the University's latest announcement.)

#### 6. Can I still apply after the application deadline?

A: No. The University will not accept any late application after the deadline.

### 2.2 Online Application System (OAS)

#### 1. How to submit the application through the Online Application System?

A: All applicants must submit their application using the University's Online Application System (OAS) during the prescribed application period. Applicants must first register as new user, then follow and complete all the application procedures as shown on the application system.



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### 2. What if I forgot my “Username” or “Password” for the Online Application System?

A: Applicant should be able to retrieve the Username from the e-mail “Notification of Account Information for OAS” sent by the University. If the e-mail has been deleted, then applicant can request through the OAS. If forgot the “Username”: click “Forget Username”, input “Identification Number”, “e-mail address” and “Password”. Applicant will receive an e-mail with the registered “Username”. If forgot the “Password”: click “Forget Password”, input “Username”, “Identification Number” and “e-mail”, a new random password will be sent to the applicant’s e-mail address. Please login to the OAS and change the password immediately.

### 3. What if I did not receive a Username or Password after submitting the application?

A: If applicant did not receive an e-mail from the University with his/her username and password, it may be due to the following reasons:

- ☐ Fill in the wrong email address
- ☐ Mail box is full and no longer accepting any new e-mails.
- ☐ Emails may be sent to the junk mail or miscellaneous items folder

If 24 hours after the submittal, the applicant still did not receive a notification e-mail, applicant can contact the University’s Information and Technology Department at (853)8897 2080.

### 4. What to do if the e-mail content is unreadable?

A: If your computer cannot display Chinese characters or the content is in unreadable code, please go to View (V)” at the toolbar of the explorer → “Encoding (E)” → “(Unicode) UTF-8” for viewing Chinese characters.

### 5. Why can’t I login the system?

A: If applicant previously did not log out properly, the system will automatically be idled for 30 minutes. Applicant should be able to log back in after 30 minutes.

### 6. Why can’t I read a PDF document?

A: Most documents are in the Acrobat (PDF) format and if no Acrobat Reader is available in your computer, you will need to install the upgraded Adobe Acrobat Reader version in order to view the documents.

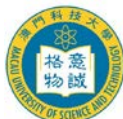
### 7. How to confirm that I have successfully completed the online application?

A: A “Notification of Account” e-mail will be sent from the University confirming your successful registration.

### 8. How will I know if my application has become effective?

A: Application will become effective after applicant submitted the online application in the OAS, uploaded application documents and paid the application fee. The University will notify the applicant by e-mail. Applicant can also view the status by going into the “Application Status” page in the Online Application System.

### 9. How will I know if I am eligible to take the Admission Examination?



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A: The University will notify the confirmed candidates by e-mails of their eligibility of taking the Admission Examination. Applicants can also view the “Notification for Admission Exam” in the OAS.

**10. Can I modify the Identification Number in the OAS?**

A: No. Applicants must submit the “Application for Personal Data Amendment (Applicable the new applicants)” form together with supporting and identification documents to the School of Graduate Studies.

**11. After submitting the application on line, will I still able to amend any personal data or program chosen?**

A: Applicants will still be able to amend their personal data and/or selected program prior to submitting application to the School of Graduate Studies. However, no amendment will be accepted after submission of application documents and settlement of application fee.

**12. Can I make changes to the personal data or program chosen after the application deadline?**

A: After the application deadline, applicants can only amend their personal data by submitting the “Application for Personal Data Amendment” form together with supporting and identification documents to the School of Graduate Studies. Applicants will not be able to change the program chosen thereafter.

**13. I meant to apply for the Postgraduate Program; instead I applied for the Undergraduate Program. What should I do?**

A: Applicants must submit an application for registration amendment in writing to the *Registry* (email: [registry@must.edu.mo](mailto:registry@must.edu.mo)) together with copy of identification documents. Applicants can submit in person or through e-mail. Written amendment application must include applicant’s name, Identification Number, and Username in the OAS. The applicant can re-established a new account once the old account has been cancelled by the Registry.

## 2.3 Upload application documents

**1. After I completed the online application, do I still need to submit any application documents?**

A: Yes. All applicants are required to upload application documents before application deadline. The University reserves the right in cancelling one’s eligibility for application and admission owing to late submission and/or inability to provide the required document(s) during the verification process.

**2. What are the submittal methods?**

Upload scan copy of the application documents to the OAS. Please note that only PDF format is acceptable for uploaded files except personal photo.



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**3. Can current graduates apply for the programs if they have not received their academic qualification/degree certificate/academic transcripts? What is the grace period for late submittal?**

A: Current Undergraduate or Master Degree Graduates can submit their academic records/transcripts (must have the official school stamp) and enrollment testimonial from their academic institutions. Once accepted for admission, students must submit all the required documents during admission registration. The University reserves the right to cancel one's admission eligibility if students fail to submit the required academic documents within the prescribed period. Current undergraduates from MUST (including students from the Continuing Studies) are not required to submit the transcripts or testimonial. They will only need to fill out an Authorization Letter authorizing the School of Graduate Studies to retrieve their academic records from the Registry or the School of Continuing Studies.

**4. Do I need to publish any research result before applying for the Doctoral Program?**

A: Not necessary, however it may take into consideration during admission assessment.

**5. Do I need to provide certification of work experience?**

A: Except for Master of Business Administration, Executive Master of Business Administration, Doctor of Business Administration and PhD of Management in Film Industry, all other programs do not require certification of work experience as long as the working experiences are listed on the application form.

**6. Do I need to provide letters of recommendation? How many?**

A: Yes. At least one letter of recommendation for Master Degree Programs and at least two letters of recommendation for Doctoral Degree Programs are required.

**7. Is there any specific format or requirement for the letter of recommendation?**

A: Applicants can download the format of recommendation form from the University's website at: [/www.must.edu.mo/en/gso/download](http://www.must.edu.mo/en/gso/download). Please complete the Recommendation Form in either English or Chinese.

**8. Who are the preferable recommenders?**

A: Subject experts/Scholars/Professors/Department head or supervisor of the applicant.

**9. Can applicants submit the recommendation form online?**

A: Yes. Applicants can choose to submit the recommendation form online through the "References" page in the OAS. Applicants will fill in referee's information and contact methods. Upon completion, the system will automatically generate an invitation e-mail to the recommender(s). Applicants will receive an e-mail notification from the system that recommender has completed and submitted the recommendation form.





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### **3. Admission Examination**

**1. Do I need to take the Admission Examination if I am applying for the Master Degree/Doctoral Degree Programs?**

A: Yes. Applicants from Macau/Taiwan/Hong Kong and oversea will need to take the Admission Interview in accordance to the result from the initial qualification assessment. Applicants from Mainland China will need to take the Admission Interview and/or Written Examination in accordance to the result from the initial qualification.

**2. How will the University notify the students in regard to the Admission Examination?**

A: The University will notify candidates on the Online Application System (OAS) before the Admission Examination date. Upon receipt of the notification e-mail, applicants should login the OAS and view the “Admission Examination Notification” page.

**3. What is the schedule for the Admission Examination?**

A: For details, please refer to: [www.must.edu.mo/en/gso/admission/admission-examination](http://www.must.edu.mo/en/gso/admission/admission-examination)





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## 4. Fees

### 4.1 Application fee

#### 1. Do I need to pay the application fee? How much? When should I pay?

A: Except for the recommended students, all applicants are required to pay the application fee before the application deadline.

Macau residents: MOP 300

Non-residents: HK\$ 300 (Around MOP 310)

#### 2. How do I pay the application fee?

A: After successfully submitted the online application form, Applicants can download or print the Debit Note. Applicants can make payment via the Union Pay Online Payment (limited to Union Pay cards that are issued by banks in Mainland China), Jetco Online payment (globally accepted Visa or Master cards), designated banks in Macau, or at the University's Accounts Office Service Counter. For non-local residents, payment can be transferred or remitted through the local banks (on the remittance application form, please clearly state the applicant's name, Username of OAS, applied program and Debit Note's number in the Note/Purpose field).

- Upon verification of payment by the Accounts Office, the status of application fee of applicant's online application account will be changed to "Application Fee Paid".

#### 3. Where can I find the remittance account number?

A: Please refer to the University's website at:

<http://www.must.edu.mo/en/admission-en/tuition-fees-and-other-fees/payment-method-of-application-fee>.

#### 4. Why do I have to upload Remittance Application and other evidence of payments through the OAS system?

A: For the University to verify payment status thus speeds up the admission procedure.

#### 5. Why can't I upload the Remittance Application?

A: Please check if the document is too large to upload. The file size limit defaults to 1MB. Acceptable file types: .pdf .doc .xls .jpg .jpeg .bmp .png .tif .gif. You may only upload twice and only one attachment is allowed.

#### 6. I am an applicant from Mainland China, but already paid the application fee in person at the University. Do I still need to upload the proof of application fee payment in the OAS?

A: No. Application fee paid at the University's Accounts Office will be updated automatically to the OAS. Applicants do not need to upload the proof of payment.

#### 7. How will I know if the University has received my remittance/online payment?



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A: Two weeks after settlement of application fee, the applicant can view the status of the application fee payments through the OAS. Applicants can also retrieve the payment status via OAS> “Application Status” page. Upon receipt of payment and after verification, the University will update the applicants’ payment status to “Paid”. If after two weeks, the payment status is still showing as “Unpaid”, then applicants should contact the University’s Accounts Office via e-mail address: [accounts@must.edu.mo](mailto:accounts@must.edu.mo).

**8. How do I deal with the status “transaction processing” if I pay the application fee by Union Pay of Mainland China?**

A: Please retry after two days. If it still remains “transaction processing” before the application deadline, please choose alternative payment (Cash/ Remittance). Payment after the deadline will not be accepted.

**9. Will I get a refund of the application fee if I was rejected?**

A: No. All paid fees will not be refunded or transferred.

## 4.2 Tuition fee

**1. How much is the tuition fee for Master Degree/Doctoral Degree Programs? What is the payment method?**

A: Please refer to Academic Year 2017 /2018 Postgraduate Programs tuition fee table. Tuition fee table can be obtained through the University website: [www.must.edu.mo](http://www.must.edu.mo/admissions)> [admissions](#) > [tuition and fees](#) > [tuition fee table for Postgraduate](#).

**2. What is the tuition payment schedule?**

A: Tuition will be paid in three installments, as indicated below:  
Master Degree: The first installment is paid before specific deadline after the announcement of acceptance result, the second, third and fourth installment would be paid before the commencement of each semester.  
Doctoral Degree: The first installment is paid before specific deadline after the announcement of acceptance result, the second and third installment would be paid before the commencement of each academic year.

\*All payment due date is subject to change; please refer to the Debit Note of tuition fee.

## 4.3 Living Expenses

**What is the estimated monthly living expense in Macau?**

A: Monthly living expense for non-local students is approximately HK \$ 3000~4000 (does not include accommodation). New students are usually suggested to prepare enough money for supporting the first 3~6 months’ expenses.



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## 5. Accommodation

**1. Does the University provide student dormitory? How can I apply?**

A: Yes, the University does provide off campus student dormitories. Due to space limitation, dormitories will only be offered to non-local new students and subjected to availability. Admitted new students can apply for the dormitories through the OAS. The dormitory fee should be paid with the first installment of tuition fee. The University will then allocate rooms and beds in accordance to availability and date of full payment received.

**2. What is the dormitory fee?**

A: Please refer to Academic Year 2017 /2018 Postgraduate Programs tuition fee table. Tuition fee table can be obtained through the University website: [www.must.edu.mo>admissions > tuition and fees > Fee Table for Dormitory](http://www.must.edu.mo/admissions/tuition%20and%20fees/Fee%20Table%20for%20Dormitory).

**3. What is the payment method and payment time?**

A: The dormitory fee and bed-clothing fee must be paid in advance together with the tuition fee before the due date. Students are required to pay the full dormitory fee amount for the Academic Year (approx. 10 months).

**4. When is the move-in date??**

A: Students can arrange the dormitory check-in procedures on the admission registration date (The move-in date is subject to change by the University).

**5. Can I choose my roommate?**

A: Generally speaking, all beds and rooms are being allocated by the University's Student Affair Office. If a student has a special requirement, he/she can submit a written application to the School of Graduate Studies before registration. The University will try to accommodate but cannot guarantee.

**6. If a student did not receive dormitory assignment, what is his/her next option?**

A: New students who did not receive dormitory assignment or did not apply for dormitory must arrange their own accommodation before the registration date. They can browse through the online resources, Postgraduate student association or online forums etc.

**7. I was assigned dormitory accommodation for my first academic year; can I still apply to continue for my second academic year?**

A: Due to space limitation, most dormitories are only available to first year non-local students. Students entering the second academic year should try to locate their own accommodations. Students who are participating and receiving the Academic Research Grants do not need to apply for continuation; it will be arranged by the University.



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## 6. Scholarships

**1. Does the University offer grants or scholarship to Postgraduate students?**

A: Yes. Applicants may submit the Application form of grant or scholarship during the application procedures. No application will be accepted after registration.

**2. What is the requirement?**

A: Any applicants with outstanding academic achievement may apply for the grants or scholarships. Eligibility of such awards shall prevail to the University Grants/Scholarship Committee's final evaluation and approval.

**3. What are the different types of Grants or Scholarships?**

A: (1) **General Scholarships:** Full scholarship (100% Tuition waiver) and half scholarship (50% Tuition waiver).  
(2) **General Grants:** Full grant (100% Tuition waiver) and half grant (50% Tuition waiver). Students need to involve in the research project.  
(3) **PGS:** For such grants, students must participate in the related research projects. Besides benefiting from tuition waiver, those students will also be exempted from other expenses such as medical examination fee, insurance fee, and dormitory fee. In addition, students will receive monthly living allowance.

**4. How many grants or scholarship are available?**

A: Availability will be depending on Admission Index for that Academic Year.

**5. What is the procedure for grants or scholarships application?**

A: Fill in related application form, submit in person to the University's School of Graduate Studies or upload to the OAS. Application form can be downloaded on our website or obtained at the School of Graduate Studies: [www.must.edu.mo/en/gso/download](http://www.must.edu.mo/en/gso/download).

**6. When will I be notified of the grants or scholarships?**

A: All kinds of Scholarships and Grants will be announced simultaneously with the acceptance result.



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## 7. Others

**1. How will the University inform the admission acceptance result to the candidates?**

A: University will announce the acceptance result through the OAS by batch. Accepted students can download the “Acceptance Letter”, “Debit Note for the First Installment of Tuition Fee”, “Admission Handbook” and “Guideline for Health Examination” and other relevant documents from the OAS.

**2. Will the University post the printed version of Acceptance Letter to accepted students?**

A: **(1) Students from Mainland China:** The University will post the Acceptance Letter and other related admission documents to the accepted students via postal service (EMS) one month after confirming that the students have paid the tuition fee and related expenses in full.

\*No written Notification will be sent to the students rejected.

**(2) Students from Macau, Hong Kong, Taiwan and overseas:** Students will need to download the Acceptance Letter and other related admission documents via the OAS. The University will not send out any printed documents.

**3. What is the admission registration date for accepted students?**

A: For Academic year 2017/2018, the tentative schedule for new students’ admission registration is as follows:

(1) Registration date for local new students: Mid-August in 2017

(2) Registration date for non-local students: Late August in 2017

(Please refer to the University’s latest announcement)

**4. How will the accepted students handle the admission registration process?**

A: Students will need to register in person at the University and submit all required documents. For details, please refer to latest *Notes for Registration*.

**5. If accepted, how will the Mainland China students handle their personal file?**

A: The University is considered as an overseas institute from Mainland China, and does not provide service to maintain personal file. Please do not mail any personal file to the University. Accepted mainland students should contact their respective academic institutes to forward their academic and personal files to the labor markets where their permanent residence are registered, as well as to the Ministry of Personnel, PRC.