



澳門科技大學

MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

2022/2023學年

# 研究生 新生手冊

POSTGRADUATE  
NEW STUDENT  
HANDBOOK

非本地新生適用

For Non-local New Students





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# Welcome Message

## WELCOME TO JOIN MUST!

Congratulations! You have been successfully admitted to **Macau University of Science and Technology**! Upon receipt of the acceptance result, you are suggested to read this new student handbook first to make sure you understand all related admission regulations and arrangements.

Macau University of Science and Technology is a recognized University registered in Macau. Graduation certificates will be awarded to students who have satisfied the requirements for graduation within the stipulated study period.

For any enquiries of admission, please contact the School of Graduate Studies, respective faculty/institute or related departments. For details, please refer to the enquiry in Section 7 in this handbook.





# IMPORTANT DATES

## I. Confirm Admission

Step	Item	Schedule	System/location	Detail	Check
1	Acceptance result	Before the <u>Due Date</u> printed on the “Debit Note for First Installment of Tuition Fee”	OAS	Page 5	
2	Acceptance documents				
3	Confirm admission				
4	Correspondence		Bank	Page 6	
5	Settle tuition payment				
6	Upload payment proof				OAS

## II. Services for New Students (If needed)

Step	Item	Schedule	System/location	Detail	Check
1	Dormitory application	Refer to the latest announcement in June 2022	WeMust student	Page 8	
2	Order textbooks	Refer to the latest announcement in June 2022	WeMust student	Page 9	

## III. Online Registration

Step	Item	Schedule	System/location	Detail	Check
1	Student VISA	As soon as possible	Immigration department	Page 11	
2	Prepare registration documents	As soon as possible	--	Page 12	
3	Complete the online registration	After receipt of online registration notification	OAS	Page 13	

## IV. In-person Registration

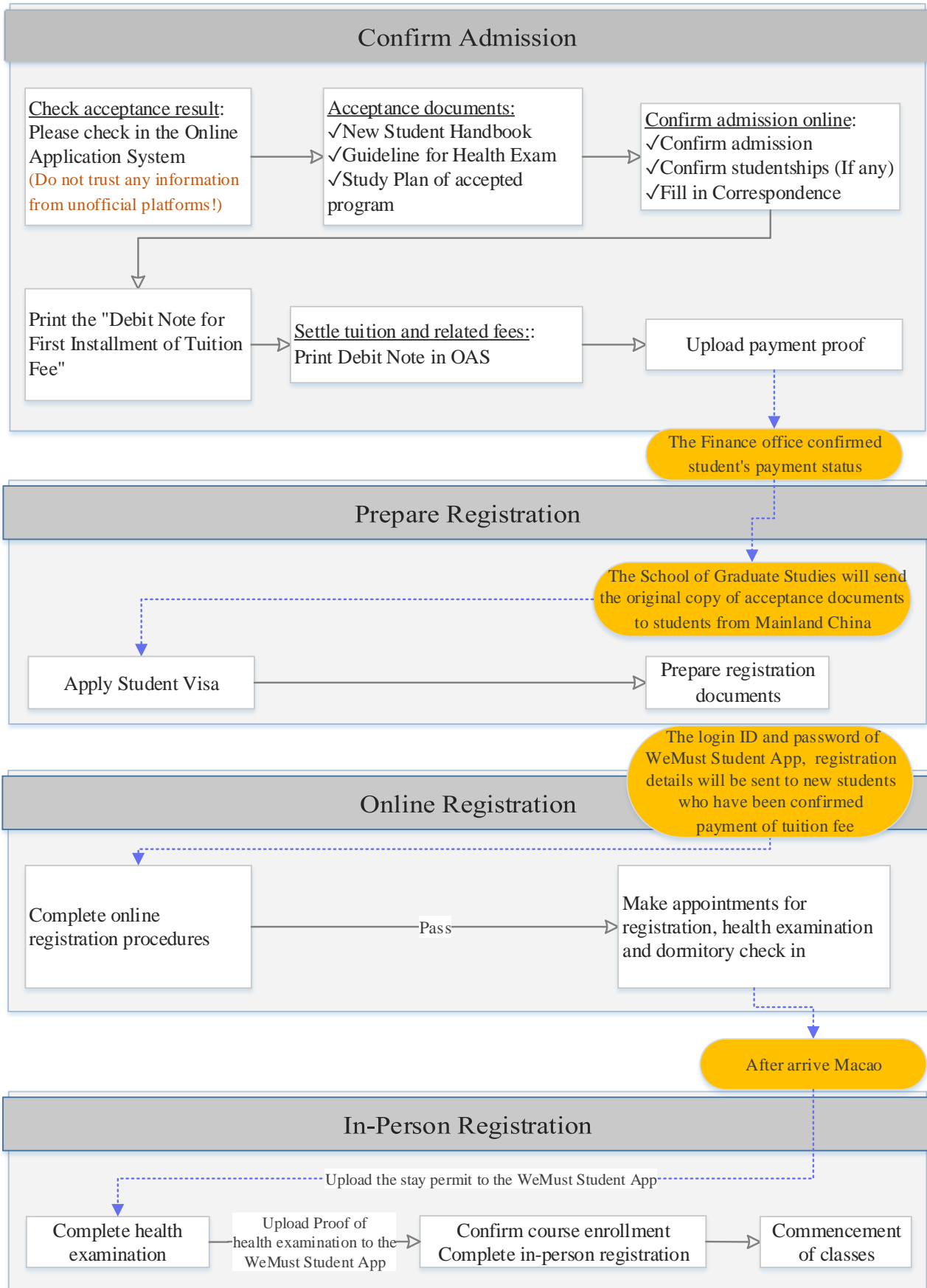
Step	Item	Schedule	System/location	Detail	Check
1	Health examination	Make appointment after pass the registration assessment	University Hospital	Page 13-14	
2	Courses enrollment	Late August	COES		
3	In-person registration	Make appointment after pass the registration assessment	MUST		
4	Class commencement for postgraduate new students	September 1, 2022	MUST		

Notes: The above schedule is subject to change; please refer to the latest announcement by the University.

OAS: [Online Application System](#) / COES: [Course Online Enrollment System](#) / WeMust Student: [Student Portal](#)



# Admission and Registration Procedures





# I. Confirm Admission

All admission results will only be announced through the [Online Application System \(OAS\)](#). Please note that MUST has no cooperation with any agents.

## 1.1 Admission result

Admission result will be announced through the [Online Application System \(OAS\)](#), applicants should be aware of email notification, and log in to the OAS.

「Accepted」	It means the applicant has been accepted to admit in our postgraduate program. Accepted applicants must register in the <b>program</b> and <b>major</b> as listed in the OAS. <b>Please note that change of program is not allowed after admission.</b> If the accepted program/major is different from the applied program/major, that means the applicant is not qualified to admit in the original applied program/major, but has been automatically transferred to another program/major.
「Rejected」	It means the applicant is not qualified to admit in our postgraduate program and do not have the chance to be transferred to other program/major.
Studentships	The information of granting studentships will be released at the same time with the acceptance result. Students who are offered studentships have to download, print, sign and upload the “Confirmation of Studentships” to the Online Application System. Original copy of the “Confirmation of Studentships” has to be submitted on the date of in-person registration.
Thesis supervisor	A portion of the admission pages will list out the name of the assigned thesis supervisor. Students should comply with the related arrangements. Students have to submit application and pay related fees if they want to change the thesis supervisor after admission. If the name of the thesis supervisor is not shown on the admission page, that means respective faculty/institute will notify students to choose their own thesis supervisor at specific time after admission.

## 1.2 Acceptance documents

New students are highly suggested to fully acquainted with the following documents including: “Acceptance document”, “New Student Handbook”, “Debit Note for First Installment of Tuition Fee”, “Guideline for Health Examination”, “Study Plan of the accepted program”, etc.

## 1.3 Confirm admission

Please login to the Online Application System and click the “Confirm Admission” page, download and print the “Declaration of Admission”, read it carefully and sign your signature, which acknowledge that you have read and understood all the regulations of admission. Please upload the scan copy of the signed declaration to the OAS before the due date of tuition payment. Those who fail to upload the Declaration of Admission or the uploaded Declaration of Admission without a valid signature will be deemed to have given up admission automatically, admission place will not be reserved, and the invited fee will not be refunded or transferred.

The original copy of the “Declaration of Admission” has to be submitted on the date of in-person registration. Please keep it properly.



## 1.4 Fill in Correspondence

After confirming admission, please login to the OAS and click the “Correspondence” page and fill in the latest correspondence information.

The correspondence information will become a part of student’s profile; students can login to the [COES](#) to make amendment for any updates during study.

Only students from Mainland China will receive the original copy of the acceptance documents. Other non-local new students can login to the OAS to download the acceptance documents.

## 1.5 Tuition and Dormitory fees

Please login to the OAS and click the “Acceptance document” page and print the “Debit Note for First Installment of Tuition Fee”<sup>1</sup>. Students have to pay the following fees before the due date printed on the Debit Note:

- ✓ The first installment of tuition fee
- ✓ Caution fee<sup>2</sup>
- ✓ Health examination fee
- ✓ Health care insurance premium

New students who fail to pay and/or upload payment proof before the due date will be considered as giving up admission. No retention of student admission qualification will be made.

Students should pay the total amount shown on the Debit Note<sup>3</sup>; or it will be treated as tuition fee unpaid. No unauthorized alteration is allowed. Students should read the “Important Notes” listed on the second page in the attachment of the Debit Note carefully. For the details of tuition fee, please refer the University website at: [Admission>Tuition Fees>Tuition Fee Table for Postgraduate](#).

### **Guidelines for payment:**

New students should make payment to our designated bank account<sup>4</sup> before the due date by bank remittance. The information of our bank account has been listed in the attachment of the Debit Note. In the “remark” column of the **bank remittance application form**, student should write/ print legibly: Name of student, application number and the debit note number. Any illegibility of any of the above information will be treated as unpaid tuition fee that students will be considered as forfeiting their admission qualification.

### Remarks:

<sup>1</sup> The debit note is print only and cannot be downloaded. Please print it after installing the printer program on the computer or print it as a PDF file.

<sup>2</sup> Students’ caution fee will be refunded on request after registration and deduction against any outstanding penalties or fees and after they have completed the clearance/withdrawal procedures or the program of study.

<sup>3</sup> All bank service charges should be paid by students, or related charges will be debited from student’s caution fee account. All fees paid are not refundable, transferable or retainable.

<sup>4</sup> If the remittance is cross-bank remittance, the processing time required will be longer, it is recommended to choose the same bank to process the remittance.



## 1.6 Upload payment proof

New students who have duly paid the tuition fee should upload the payment slip for verification to the “Payment Proof” page in the [OAS](#). Students who pay the tuition fee through bank remittance should upload the bank remittance application form to the OAS. Students who pay the tuition fee through the bank in Macau should upload the receipt of “Debit Note for First Installment of Tuition Fee” with bank chop to the [OAS](#).

**Confirmation of tuition:** Student’s tuition fee payment status will be confirmed and updated on the [OAS](#) by our Finance Office. Please login to the [OAS](#) and check the “Application Status” page after payment. A message of “We have received your tuition fee!” will be shown in section H, which indicates the confirmation of your payment.

### **Notes:**

New students should read and be aware of all regulations in the latest Graduate Student Handbook. After commencement of classes, all notices about fees payment will be posted at WeMust Student (<https://i.must.edu.mo>). Students may also login to the [COES](#) for downloading and printing out the related debit note for fee payment. Students may login to [COES](#) for viewing their account details on caution fee.





## II. Services for New Students

Whether students live in the University's dormitories or own rental housing should pay attention to their own safety.

### 2.1 Dormitory

To help with accommodation in Macau, the University provides **off-campus dormitories** for non-local new students.

The Student Affairs Office will announce the application details after all admissions are completed. For details, please refer to the dormitory application notices issued by the Student Affairs Office.

Note: The University recommends that students should stay in Macao to study and live during their studies.

### 2.2 Order textbooks

Some of the postgraduate programs listed out a textbook list for students. The Library provide textbooks ordering service for those new students. For details of the method of ordering textbooks, the Library will inform new students by email in around June, please refer to the latest announcement.

For details of the book list, please refer to the University website at: [Academic support>MUST Library>Textbook Supply>Latest Books](#). Students who do not have a textbook list means they do not need to order textbooks.

### 2.3 Student group insurance

All master's degree students (for the first two years of enrollment) and all doctoral degree students (for the first three years of enrollment) are required to get medical insurance coverage (including hospitalization and out-patient services) offered by specific insurance company. The annual insurance premium is already included in the "Debit Note for First Installment of Tuition Fee" and is paid together with the tuition fee. All student insurance is enrolled at specific insurance company by the University, new students should submit the "Declaration of Enrollment of Student Group insurance" to the Students Affairs Office after enrollment.

If student is being covered by other medical insurance which is applicable in Macau for both hospitalization and out-patient services, he/she can apply for exemption at the **Student Affairs Office** with the original copy and photocopy of the receipt and insurance coverage details **after pass the online registration**. If the student's own insurance coverage is confirmed to be valid, the remaining insurance premium will be refunded. (From the date of the approval)

Annual insurance premium is subject to adjustment by the insurance company. Whatever terms and issues related to insurance policy will be dealt with and responsible by the insurance company. For payment after the debit note due date (late payment), the medical insurance coverage commencement date will thereby be postponed and will only be commenced from the following month after the confirmation of related insurance premium payment.

For the details of student group insurance, please refer to the University website at: [Academic support>Student Affairs Office >Student Service >Group Insurance](#).



## III. Online Registration

### 3.1 Student VISA

- (1) All non-local students must hold valid personal identification documents and must be aware that such documents must be in compliance with the Law of Macau to apply for stay permit for study purpose in Macao.
- (2) For the details of student visa for students from Mainland China, please refer to the Chinese version of this handbook.
- (3) **Authorization to stay in Macao** (Applicable to non-local citizens):

Type of Authorization	In accordance with the stipulation of Macau Special Administrative Region, all non-local students are required to apply at the immigration building of the Public Security Police Force for “Special Authorization to Stay” (“Student Visa”) for study purpose. For details, please refer to the Residence and Stay Affairs Department website at: <a href="https://www.fsm.gov.mo/psp/eng/main.html">https://www.fsm.gov.mo/psp/eng/main.html</a> .
Arrival Card	Non-local residents will be granted an “Stay permit” when entering to Macao. Please keep this permit properly while staying in Macao and remember to apply for the “Special Authorization to Stay” permit for study purpose.
Application Time	Non-local students should go personally to immigration building to apply the “Special Authorization to Stay” before the expiration date as stated on the “Stay permit”. A testimonial issued by the University and other related documents are needed to submit during application. For details, please refer to the Stay Subdivision of the Residence and Stay Affairs Department website.
Expiry date of the “Special Authorization to Stay”	Students should be aware of the expiration date of their visa and the approved period of stay in Macau. The maximum period of the “Special Authorization to Stay” for study purpose is usually one year. Students must go personally to the Stay Subdivision of the Residence and Stay Affairs Department at the beginning of each academic year or before the expiration date of their visa for renewal during study.
! Notes	<p>(1) During the period of study, if the student withdraws, defers, is being terminated study by the University or transfers to another higher education institutes, upon completion of the University’s clearance procedures, the student must go to the Stay Subdivision of the Residence and Stay Affairs Department on the next government working day to cancel the student’s “Special Authorization to Stay” for study purpose and apply for the ordinary “Authorization to Stay” for departure preparation. Student should leave Macau before the expiration of the ordinary “Authorization to Stay”. As soon as the Department receives a notification letter from the University about the leaving of a student owing to any of the above reasons, his/her “Special Authorization to Stay” becomes invalid immediately. If the student continues to stay without any valid “Authorization to Stay”, he/she will be considered as illegally overstaying in Macau.</p> <p>(2) For graduates in Macao who already have a “Special Authorization to Stay” must follow the University to apply for a new one after class commencement.</p>



## 3.2 Prepare Registration Documents

The School of Graduate Studies will send a registration email notification to the new students who have confirmed payment of tuition fee. After receiving the email notification, please follow the instructions to upload the registration documents. Registration documents to be uploaded include: Identity documents, academic certificates and transcripts, etc.

New students from Mainland China will need to upload the previous degree qualification certification documents during registration. Please prepare in advance. (For details, please refer to the Chinese version of this handbook.)

**! Note:** New students who do not complete the online registration within the time limit will be deemed to be automatically disqualified from admission.



## IV. In-person Registration

### 4.1 Make Appointment and complete Health Examination

All non-local new students must go to the University Hospital after arrival to Macau to complete the health examination and submit the vaccination record. The “Health Examination Report” will indicate whether students are physically fit to pursue study at the University. The health examination fee is indicated in the “Debit Note for the first installment of tuition fee”, which has to be paid together with the tuition fee.

Students have to make appointment for health examination in advance after pass the online registration. For details, please refer to the “**Guidelines for Health Examination**”.

### 4.2 Course Enrollment

All new students are required to complete the confirmation procedures of course enrollment by logging into the “**Course Online Enrollment System**” (COES), (<https://coes-stud.must.edu.mo/coes/login.do>). The University reserves the right to terminate a student’s study when he/she fails to enroll in any courses within the designated period.

Course timetables will be sent to students through email from the respective Faculty/Institute. Students may also check the enrolled class schedule in COES.

### 4.3 In-person Registration

All accepted applicants are not officially regarded as registered students until they have completed registration **in person** within the specified period. For registration details, please refer the following:

The in-person registration period for postgraduate new students in **August, 2022**.

To smoothing the registration process, all new students are required to make an appointment for in-person registration first. Students will only be permitted to enter the registration site by presenting the “Appointment Registration Slip” and identification document during registration. Please be aware of the email sent by the School of Graduate Studies.

### 4.4 Class Commencement

For the first semester of academic year 2022/2023, classes will commence on **September 1, 2022**. The latest University Calendar and the list of Macau Public Holidays can be downloaded at the University website: <https://www.must.edu.mo/en/sgs/students>.



## V. Special circumstances

### 5.1 Unable to Graduate on Time

All registered new students have to submit the required graduation certificate of bachelor or master degree. For students who cannot graduate or submit the graduation certificate before registration, the University will cancel their eligibility of admission. All fees paid will not be refunded or transferred.

### 5.2 Termination of Admission

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

- cancel admission due to personal reasons (whether or not stated in writing);
- fails to complete the online and in-person registration procedures within the designated period;
- unable to present required documents for registration, visas or staying permit; or submitted documents do not meet the university's requirement;
- fails to pay tuition fees, dormitory fees or any other expenses within the designated period;
- fails to complete Health Examination or is found to be unfit for study in the Report
- misconduct behavior (e.g. presented forgery documents, presented documents in which the information is different from those provided during application etc.)
- is resolved to be ineligible for admission by the University for other reasons

All submitted documents and fees paid will not be returned, refunded or transferred to terminated students and the University reserves the right to refuse admission application from terminated students in the future.



## VI. Notes

**Identification documents:** In accordance to the laws of Macau SAR Government, all adults must have their valid identification documents (such as I.D. card /EEP/Passport) with them at all times.

**Living expenses:** Students should bring enough money for their expenditures for the first six months in Macau. Living expenses (not include dormitory fees) are estimated at around HKD 40,000 assuming daily meals are taken in the campus canteen.

## VII. Enquiries

**University address:** Macau University of Science and Technology, Avenida Wai Long, Taipa, Macau

**Service Hours:** Monday to Friday, 9:00-13:00, 14:30-18:20 , closed on Public Holidays

### Admission / Registration enquiry - School of Graduate Studies



Services Counter of School of Graduate Studies, 5th floor, Block O



sgsad@must.edu.mo (Please provide your Application Number or Identity Number during enquiry)



(853) 8897 2262

### Tuition and other fees - Finance Office



Room R102, Block R



fo\_news@must.edu.mo



(853) 8897 2298

### Health examination – University Hospital



Block H, University Hospital



hospital\_enquiry@must.edu.mo



(853) 8897 2688

### Program Enquiries



Contact us

※This English version is for reference purpose only. In case of discrepancies between the English and Chinese version, the Chinese version shall apply and prevail. ※