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**Guide for Outgoing Exchange Students
USJ Exchange Student Programme**

Guide for Outgoing Exchange Students USJ Exchange Student Programme

University of Saint Joseph

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Macau, China

Published by

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Disclaimer: *The information contained in this guide is indicative only and is designed as an easy-to-read resource for outgoing exchange students from USJ. Every effort is made to provide accurate and complete information at the time of publication but the information is subject to amendments and/or correction at any time.*

CONTENTS

| | |
|---|---|
| <u>Eligibility</u> | 3 |
| <u>Application Periods</u> | 3 |
| <u>Overview of Application Procedure</u> | 3 |
| <u>Selection Criteria</u> | 3 |
| <u>Application Result & Administrative Service Charge</u> | 4 |
| <u>General Information</u> | 4 |
| <u>Checklist of Commonly Required Documents</u> | 4 |
| <u>Frequently Asked Questions (FAQs)</u> | 5 |
| <u>Appendix A: Learning Agreement</u> | 8 |
| <u>Appendix B: Recognition of Credits Form</u> | 9 |

DEFINITIONS

As used herein the terms “Host Institution” and “Home Institution” in this document shall have the following meanings:

- Host Institution: The University or Tertiary Education Institution accepting the University of Saint Joseph student(s) for exchange.
- Home Institution: University of Saint Joseph (USJ).

ELIGIBILITY

- Eligible students must be enrolled full-time in USJ at the time of application.
- Undergraduate students who have completed at least 30 MOC (equivalent to the completion of two regular semesters) and less than 105 MOC (equivalent to the completion of seven regular semesters).
 - For graduate students, please contact your Programme Coordinator for the requirement of completed credits to be eligible for a student exchange programme.
- Students who are in good academic and financial standing at USJ.
- Students who have good knowledge of the language(s) used at the Host Institution.

APPLICATION PERIODS

Fall Semester: 1st February – 12th March

Spring Semester: 1st – 30th September

OVERVIEW OF APPLICATION PROCEDURE

To apply, please follow these steps:

1. Check if you obey the eligibility criteria.
 2. Contact the Public and International Relations Office (PIRO) at exchange@usj.edu.mo to find out which Host Institution offers the best option for your study programme.
 3. Visit the website of the Host Institution for details and do your research about its suitability to your own and your course needs.
 4. Apply by sending an email to PIRO at exchange@usj.edu.mo, with the following documents:
 - Motivation letter to join the Exchange Programme;
 - Copy of your passport (needs to be valid for more than 6 months after the estimated end of your intended exchange programme);
 - Copy of your Academic Transcript;
 - Prioritised list of the Host Institutions (2-3 options) you would like to apply for;
 - Recommendation letter from one professor.
 5. Successful applicants will be notified individually via their USJ e-mail address.
 - Short-listed candidates selected by USJ must proceed with the payment of MOP1,000 administrative service charge due to USJ's Finance Office and provide a copy of the proof of payment to PIRO
 - Review and understand the required documents and procedures at the Host Institution
- PIRO will then nominate student to the Host Institution and Host Institution will inform student directly on their own application procedure. At that time, PIRO will send the USJ Learning Agreement to student to fill out with Programme Coordinator.

SELECTION CRITERIA

When analysing students' application, USJ takes the following into consideration:

- Proficient command of the Host Institution's medium of instruction
- GPA
 - Priority will be given to the applicant with highest GPA.
 - If more than one applicant has the same GPA, seniority will prevail, e.g., in selecting applications from students of 2nd, 3rd and 4th years, priority will be given to the applicants of the 4th year.

Note: If more than the agreed number of applicants between USJ and the Host Institution applies for the exchange programme in the same Host Institution, PIRO will advise the student(s) to consider another Host Institution from their prioritised list.

APPLICATION RESULT & ADMINISTRATIVE SERVICE CHARGE

PIRO will contact the student within 10 working days after the application and, should all the requirements be fulfilled, the student's nomination will then be confirmed via their USJ email address.

The student should then proceed with the payment of the administrative service charge at the Finance Office (Academic Building of the Ilha Verde Campus, G/F) and then provide a copy of the proof of payment to PIRO via email to exchange@usj.edu.mo.

The administrative service charge of MOP1,000 (one thousand Patacas) will be charged to each accepted student to cover all related procedural costs. **The fee is non-refundable.** Should you have any questions regarding the payment, please contact the Finance Office at finance@usj.edu.mo.

Upon the receipt of the proof of payment, PIRO send out the student's nomination email/letter to the Host Institution and advise on how to formalise your application with the Host Institution.

Note: Prior to the validation and confirmation of the application with the Host Institution, PIRO liaises with the Finance Office to confirm the payment of the administrative service charge. Failure to pay will result in the exclusion of the student from the exchange programme.

GENERAL INFORMATION

All exchange students retain their matriculation at USJ during the exchange programme period and do not need to apply for re-admission upon their return to USJ.

If, for any reason, an exchange student withdraws from their study programme prior to the completion of their exchange programme at the Host Institution, USJ's withdrawal and refund policies will apply.

BEFORE THE EXCHANGE PROGRAMME

- Prior to departure, all exchange students are responsible for paying all customary tuition fees, which will be due during their participation in the exchange programme.
- Exchange students are fully responsible for obtaining their visa and other necessary travel documents to pursue studies at the Host Institution prior to the arrival at Host Institution. When necessary, both institutions will help exchange students fulfil the host-site visa requirements.
- Exchange students are strongly advised to obtain all possible information related to the host country and the Host Institution due to the uniqueness of each exchange programme.

DURING THE EXCHANGE PROGRAMME

- During the exchange period, contact between USJ and the exchange students for matters related with USJ or their exchange programme will be made through the student's USJ email address and so it is advised that the students check their email inboxes regularly.
- Exchange students are fully responsible for all expenses during their attendance at the Host Institution including, but not limited to, books and other necessary module materials or fees, accommodation, meals, transportation (round trip flights from/to Macao and local public transportation), personal expenses, and medical expenses.

CHECKLIST OF COMMONLY REQUIRED DOCUMENTS

The following checklist is for reference only and students are fully responsible for visiting the website of the Host Institution of their choice for more detailed information:

- **Academic Transcript:** Available upon request at the Academic Affairs Office (Academic Records Team; acadrecords@usj.edu.mo).
- **Application Form:** Provided by the Host Institution usually through their official website.

- **Financial Statement:** Statement to prove that the applicant has the capacity to cover his/her living expenses while enrolled in the exchange programme. This statement can be provided by the applicant him/herself, by the applicant's parent(s) or by providing a bank statement.
- **Health Certificate:** Available upon request at a Macao Health Centre.
- **International Health Insurance (mandatory):** Exchange students are required to purchase a Comprehensive Medical Insurance Plan and are responsible for the cost of treatment during their stay in the host country.
 - Should any medical emergency arise, students must have international medical insurance coverage and verify that the insurance policy they carry covers hospitalisation and medical care occurring during international travel, as well as repatriation costs to Macao in case of a serious medical emergency.
 - Please consider if additional clauses are needed due to COVID-19.
- **Travel Insurance:** Students are strongly advised to acquire travel insurance.
- **Travel Documents:** Provide a copy of your passport's ID page. Your travel document (typically a passport) must be valid more than 6 months after the end of your exchange programme.
- **Reference Letter:** Kindly ask a Professor to write you a reference letter that illustrates your academic achievements, efficiency and/or good character.
- **Motivation Letter:** Write a brief letter (maximum of a one single-spaced page) explaining the reason(s) you would like to be an exchange student at that specific Host Institution!
- **Passport-sized Pictures:** One picture (1.5 inch full-face on a white background). Photos in electronic format (JPEG, PNG, TIFF) should not exceed 512kb.

NOTE: All submitted documents will **not** be returned.

FREQUENTLY ASKED QUESTIONS (FAQs)

WILL FAILURE TO COMPLY WITH A FEW ITEMS ON THE CHECKLIST EXCLUDE ME FROM APPLYING FOR EXCHANGE?

The checklist is for reference only. Required documents listed in the Host Institution of your choice are mandatory. Please check the institution's website or contact the Host Institution's International Affairs Office (or equivalent) directly!

I HAVE A SCHOLARSHIP/FELLOWSHIP. WILL THAT AFFECT MY ELIGIBILITY?

It is up to the student to understand if their scholarship/fellowship allows for the participation in a mobility programme. If it does, students should also see if there are any special proceedings to consider or added benefits like financial support. On PIRO's side, we only require the student's guarantee that they can fulfill their financial responsibilities in USJ whilst being able to cover all necessary expenses related to their mobility period before, during and after it is completed.

WHEN DO I KNOW THAT I HAVE TO PAY THE ADMINISTRATIVE SERVICE CHARGE FOR MY APPLICATION?

PIRO will inform you via your USJ email address to proceed with the payment of the administrative service charge.

IF I WITHDRAW BEFORE THE STUDENT EXCHANGE PROGRAMME STARTS OR DURING THE PROGRAMME, CAN I RECEIVE A REFUND FOR THE PAYMENT OF THE ADMINISTRATIVE SERVICE CHARGE?

The amount is non-refundable.

HOW DO I ENROLL IN MODULES AT THE HOST INSTITUTION?

In most cases, the Host Institution provides a list of modules available and requires the exchange student to indicate their module selection during the application process. In other cases, the exchange students must enroll immediately upon arrival at the Host Institution.

Be aware that schedule conflicts may result from your chosen module list and/or that some modules may not be offered every semester at the Host Institution. Thus, depending on the situation, you may need to consider alternative choices.

HOW MANY MODULES SHOULD I TAKE?

Equivalencies: It is advisable to enroll in an equivalent number of credits as you would have had if you had studied at USJ during that period. Please note that systems vary and sometimes the word “credit” has slightly different meanings or weights in different universities.

- For example, European universities refer to “ECTS”, which are different from MOC. If you plan to go to a European university, please keep in mind that you should enroll in 2 ECTS for each 1 MOC.

Minimum credit load: Exchange students must enroll in at least 50% of the standard credit load of the Host Institution. So, if the university you go to expects its students to complete 30 credits per semester, you must enroll in at least 15 credits.

Language modules: Sometimes the language modules that students are required to take in USJ may not be available at the Host Institution. If that is the case, or whenever exchange students are not able to produce official proof of successful completion of an equivalent language module, students will be required to complete these modules upon return to USJ.

NOTE: In some cases, this may delay graduation.

MAY I WITHDRAW BEFORE THE EXCHANGE PROGRAMME STARTS?

If an exchange student wishes to withdraw from the exchange programme before the start date of the exchange programme, he/she is required to inform the PIRO in writing via email to exchange@usj.edu.mo and provide a plausible reason. PIRO will then inform the Host Institution.

CAN I WITHDRAW DURING THE EXCHANGE PROGRAMME?

If an exchange student wishes to withdraw in the middle of the exchange programme, he/she is required to inform the appropriate department of the Host Institution (equivalent to the International Relations Office) and PIRO in writing.

Failure to do so may result in:

- Failure of the enrolled modules in the Host Institution;
- Retake of the modules in USJ;
- Non-refund of tuition and other fees, if any;
- Refund of any financial support provided by funding institutions, if any.

WHAT ABOUT TRANSFER OF CREDITS?

Exchange students are responsible for checking and ensuring that the exchange programme at the Host Institution meets their academic needs. Students are required to fill in the USJ Learning Agreement (**Appendix A**, provided by PIRO), and seek advice from their respective USJ Programme Coordinator regarding the modules to study at the Host Institution to then submit to PIRO prior to your departure from Macao.

Recognition of credits is granted to modules of a similar academic level to that of USJ modules and that are successfully completed at the host institution.

- Similar academic level means that both the number of hours of the module and the content must be equivalent to what is required at USJ.

Upon completion of the exchange programme, the Host Institution will send the student's official/original transcript to PIRO.

Students are then required to fill in the Recognition of Credits Form (**Appendix B**, provided by PIRO) indicating, in the left column, which module(s) you believe justifies your request and, in the right column, the module(s) you seek equivalence for at USJ.

The student's Programme Coordinator will then review the request and, afterwards, the completed form must be submitted to PIRO for acknowledgement before submitting to the Academic Affairs Office for their further handling. Students will be contacted directly by the Academic Affairs Office with USJ's decision.

Despite earning credits in the exchange programme, USJ students may still be required to:

- Retake modules failed at USJ in prior semesters;
- Register in modules that were not offered at the Host Institution but are compulsory at USJ, such as language modules.

DO THE NAMES OF THE MODULES TAKEN AT THE HOST INSTITUTION APPEAR IN MY USJ TRANSCRIPT?

No. Modules successfully completed at the Host Institution will appear on the student's transcript under the equivalent USJ module names.



LEARNING AGREEMENT FOR STUDIES

OUTGOING EXCHANGE PROGRAMME

The Student

| | | | |
|---------------|--|---------------------|--|
| Last Name(s) | | First Name(s) | |
| Date of Birth | | Nationality | |
| Gender (M/F) | | Academic Year | |
| Study Cycle | | Subject Area & Code | |
| Telephone | | E-mail Address | |

The Home Institution

| | | | |
|----------------|---------------------------------------|------------------------|---|
| Name | University of Saint Joseph | Department | Public and International Relations Office |
| Address | Estrada Marginal da Ilha Verde, 14-17 | Country | Macao SAR, China |
| Contact Person | Joana Costa | Contact (E-mail/Phone) | exchange@usj.edu.mo +853 8592 5645 |

The Host Institution

| | | | |
|------------------------------|--|------------------------|--|
| Name | | Faculty | |
| Erasmus Code (if applicable) | | Department | |
| Address | | Country | |
| Contact Person | | Contact (E-mail/Phone) | |

SECTION A: To be completed BEFORE THE EXCHANGE PROGRAMME

I. PROPOSED EXCHANGE PROGRAMME

| | | | |
|--------------|--|----------------------|--|
| Student Name | | | |
| Student ID | | Programme of Studies | |



RECOGNITION OF CREDITS

OUTGOING EXCHANGE & SUMMER PROGRAMMES

Please complete the form and submit it to the University's Public and International Relations Office (PIRO hereafter).

| | |
|------------------------|-----------------------|
| Name: | Student ID: |
| Contact (E-mail/Tel.): | Programme of Studies: |

| Modules Successfully Completed at the Host Institution | | | Modules of Your Programme at the University of Saint Joseph | | |
|--|-------|----------------|---|-------------|---------|
| Module Name | Grade | Credits / ECTS | Module Code | Module Name | Credits |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Total Credits/ECTS: | | | Total Credits: | | |

REMARKS & STUDENT ACKNOWLEDGEMENT:

1. Prior to submitting this form to PIRO, students must obtain the recommendation for recognition of credits from their respective Course Coordinator (University of Saint Joseph).
2. When submitting this form to PIRO, students are required to submit the official Academic Transcript issued by their Host Institution.
3. Credits will only be registered into the student's study plan when all the necessary documents are correctly submitted to PIRO and the University's Registrar approves the request. Students will be notified accordingly by the Academic Affairs Office (AAO hereafter; acadrecords@usj.edu.mo).

Student's signature:

Date:

e: exchange@usj.edu.mo
w: www.usj.edu.mo/en/international
t: +853 8592 5645

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