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International Exchange Programme  
Guide for Outgoing Students

## International Exchange Programme (IEP) Guide for Outgoing Students

### University of Saint Joseph

Estrada Marginal da Ilha Verde, 14-17,  
Macao, 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. 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.*

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# 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).
- Exchange Student: Any USJ student accepted to a Student Exchange Programme (SEP).

## ELIGIBILITY

- Eligible students must be enrolled full-time in USJ at the time of application.
- Undergraduate students who have completed at least 37 credits (equivalent to the completion of two regular semesters) and less than 130 credits (equivalent to the completion of seven regular semesters).
  - ❖ For graduate students, please contact your course 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: 1<sup>st</sup> February – 12<sup>th</sup> March

Spring Semester: 1<sup>st</sup> – 30<sup>th</sup> September

## APPLICATION PROCEDURES

To apply, please follow these steps:

- Contact the Public and International Relations Office (PIRO) at [international@usj.edu.mo](mailto:international@usj.edu.mo) to find out which host institution offers the best option for your study programme.
- Visit the website of the host institution for details and do your own research about its suitability with your own and your course needs.
- Send an email to PIRO at [international@usj.edu.mo](mailto:international@usj.edu.mo), with the following documents:
  - ❖ Motivation letter to join the Exchange Programme;
  - ❖ Copy of your transcript;
  - ❖ Copy of your passport (needs to be valid for more than 6 months after the estimated end of your SEP);
  - ❖ A prioritised list of the host institutions you would like to apply for;
  - ❖ Recommendation letter from one professor.
- Successful applicants will be notified individually via their USJ e-mail address.
- Short-listed candidates selected by USJ must apply directly through the website of the host institution.

## USJ SELECTION CRITERIA

When analysing students' application, PIRO considers the following:

- 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 SEP 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 Treasury 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 [international@usj.edu.mo](mailto:international@usj.edu.mo).

The administrative service charge costs MOP1,000 (one thousand Patacas) and 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 Treasury Office at [treasury@usj.edu.mo](mailto:treasury@usj.edu.mo).

Upon the receipt of the proof of payment, PIRO will then advise you on how to formalise your application with the host institution and the student's nomination letter will then be sent by PIRO to the host institution accordingly.

**Note:** Prior to the validation and confirmation of the applications with the host institutions, PIRO liaises with the Treasury Office to confirm payment of the administrative service charge. Failure to pay will result in the exclusion of the student from participating in the SEP.

## GENERAL INFORMATION

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

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

### BEFORE THE SEP

- Prior to departure, all exchange students are responsible for paying all customary tuition fees, which will be due during their participation in the SEP.
- 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 to 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 SEP.

### DURING THE SEP

- During the exchange period, contact between USJ and the exchange students for matters related with USJ or their SEP 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 USJ Academic Records Team (part of the Academic Affairs Office; 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 SEP. This statement can be provided by the applicant him/herself, by the applicant's parents 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.
- **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 SEP.
- **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!

### 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 the USJ credits. If you plan to go to a European university, please keep in mind that you should enroll in 1 ECTS for each USJ 0,625 credits.

**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 your graduation.

## **MAY I WITHDRAW BEFORE THE EXCHANGE PROGRAMME STARTS?**

If an exchange student wishes to withdraw from the SEP before the start date of the exchange programme, he/she is required to inform the PIRO in writing via email to [international@usj.edu.mo](mailto:international@usj.edu.mo) and provide a plausible reason. PIRO will then inform the host institution.

## **MAY I WITHDRAW DURING THE EXCHANGE PROGRAMME?**

If an exchange student wishes to withdraw from the SEP 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 SEP at the host institution meets their academic needs. Students are required to fill in the **Appendix A** (Learning Agreement), and seek advice from their respective USJ Course Programme Coordinator regarding the modules to study at the host institution and 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 SEP, the host institution will send the student's official/original transcript to PIRO.

Students are then required to fill in the **Appendix B** (Recognition of Academic Work done by USJ students through exchange programmes), 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 Course Programme Coordinator will then review the transcript and request and, afterwards, submit the proposal to PIRO and to the Academic Records Team for the final decision on the equivalencies of the modules successfully completed during the SEP.

Despite earning credits in SEP, 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 institutions 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.





## Appendix A

### Learning Agreement for Studies - Outgoing Exchange Students

#### The Student

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

#### The Home Institution

Name	University of Saint Joseph	Department	Public and International Relations Office
Address	Estrada Marginal da Ilha Verde, 14-17	Country	Macao, China
Contact Person	Mr. Brian Cheong	Contact (E-mail/Phone)	global@usj.edu.mo +853 8592 5644

#### 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 \_\_\_\_\_  
 Planned period of the exchange programme: from [month/year] \_\_\_\_\_ till [month/year] \_\_\_\_\_ of the Academic Year \_\_\_\_\_

**Table A: Study programme abroad**

Module code (if any)	Module name (as indicate in the course catalogue/list) at the host institution	[Fall/Spring Semester]	Number of ECTS/ Credits to be awarded by the host institution upon successful completion
Total of ECTS/ Credits			

#### II. RESPONSIBLE PERSONS

<b>Home institution</b> Coordinator's Name: Signature:	Date: E-mail: Contact number:
<b>Host institution</b> Name: Function:	Date: E-mail: Contact number:

#### III. COMMITMENT OF THE PARTIES

By signing this document, the student, the home and the host institutions confirm that they approve the proposed Learning Agreement and that they will comply with all the arrangements agreed by all parties.





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## Appendix B

### Recognition of Academic Work Done Through Exchange & Summer Programmes

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

Name:			Student ID:		
Contact (E-mail/Phone):			Programme of Studies:		
<b>Modules Successfully Completed at the Host University</b>			<b>Modules of Your Programme at the University of Saint Joseph</b>		
Module Name	Grade	Credit/ECTS	Module Code	Module Name	Credits
Total Credits/ECTS				Total Credits	
<b>NOTES:</b>					
1. Students are required to submit the official transcript of records of the host university and must obtain recommendation for recognition of credits from the coordinator prior to submitting this form to PIRO.					
2. The recognition of credits will only be reflected in the student's study plan after PIRO receives the official transcript from the host university and the Registrar endorses the student's request.					
Signature:			Date:		
<b>RECOMMENDATION FROM THE COORDINATOR</b>					
Name:			Date:		
Signature:					
<b>OFFICIAL USE ONLY</b>					
Request Received by PIRO:	Request Received by Academic Records Office:		Student Notified by Academic Records Office:		
(Name/Date)	(Name/Date)		(Name/Date)		
<b>DECISION BY THE REGISTRAR</b>					
<input type="checkbox"/> Approved		<input type="checkbox"/> Rejected			
Comments (if any):					
Signature:			Date:		

If you have any questions, please contact the Public and International Relations Office (PIRO).

E-mail: [global@usj.edu.mo](mailto:global@usj.edu.mo); Tel: +853 8592 5644; Fax: +853 2872 5517

PIRO-F002-2019-01

**Note:** These forms are available at the Public and International Relations Office (PIRO), located on the 4/F of the Academic Building of the Ilha Verde Campus.

**e: [international@usj.edu.mo](mailto:international@usj.edu.mo)**  
**w: [www.usj.edu.mo/en/international](http://www.usj.edu.mo/en/international)**  
**t: +853 8592 5643/44/45**

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