



## Admissions Handbook 2017/2018

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This handbook compiles information about the application process to the Pre-University, Associate Degree, Bachelor, Post-Graduate Diploma in Education (PGDE), Master and Doctoral programmes at the University of Saint Joseph (USJ). For further information please visit our website or contact our Admissions Office.

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## 1. Programmes Offered

USJ offers Pre-University, Associate Degree, Bachelor, Post Graduate Diploma in Education, Master and Doctoral programmes in different areas of knowledge. All degrees programmes are approved by the Macao Tertiary Education Services Office and are taught in English, except when noted otherwise. Detailed information about the Faculties and its specific programmes can be found in our website ([www.usj.edu.mo](http://www.usj.edu.mo)).

### 1.1. Pre-University

The Pre-University programmes generally last 1 year. These programmes help students transition from high school to university. The following Pre-University programmes are currently open for applications:

- Foundation Year in Philosophy
- Portuguese Intensive Course (1-year daytime or 2-year evening programme)
- Pre-University

### 1.2. Associate Degrees

The Associate Degrees are 2-year evening programmes. The following programmes are currently open for applications:

- Portuguese-Chinese Translation
- Architectural Technology
- Media Production
- Product Design

### 1.3. Bachelors

Bachelors are 4-year daytime programmes. The following Bachelor programmes are currently open for applications:

- Architecture
- Business Administration
- Christian Studies
- Communication and Media
- Design
- Education
- Environmental Science
- Fashion Design
- Philosophy
- Portuguese - Chinese Studies (Language and Culture)
- Psychology
- Social Work



#### 1.4. Post-Graduate Diploma in Education

The PGDE is a one-year professionalising programme that targets in-service teachers and those looking to enter the profession. The programme is offered in English, Chinese or Portuguese and is recognised as an infant, primary or secondary teacher training qualification by the Education and Youth Affairs Bureau of the Macao SAR.

#### 1.5. Masters

Masters are 2-year evening programmes. The university is currently accepting applications for the following Masters:

- Business Administration
- Choral Conducting
- Clinical Social Work
- Communication and Media
- Community Development
- Contemporary China Studies
- Counselling and Psychotherapy
- Design
- Education
- Environmental Sciences and Management
- Estudos Lusófonos de Literatura (offered in Portuguese)
- Government Studies
- History & Heritage Studies
- Philosophy
- Religious Studies

#### 1.6. Doctorates

Our Doctoral degrees have a duration ranging from 3 to 5 years and consist of two phases: firstly, students complete coursework in research methods and foundation knowledge in their research field, then following on to complete their dissertation. The university is currently accepting applications for the following Doctorate specialisations:

- Business Administration
  - Education
  - Global Studies
  - Government Studies
  - History
  - Information Technology
  - Psychology
  - Religious Studies
  - Science
-



## 2. Entry Requirements

The offer of places at the university's programmes is competitive, and applications are considered on a case-by-case basis. The university encourages applicants from different backgrounds and is committed to offer opportunities to all applicants regardless of race, ethnic origin, nationality, sex, age, physical or mental disability, or others.

All applicants that meet the minimum entry requirements for their respective programme will be reviewed and assessed by the university, who then makes the final decision of offering, or not, a place to specific applicants. This section stipulates the minimum entry requirements for the different programmes offered at USJ.

### 2.1. Language Proficiency

Applicants are required to complete a language proficiency test as part of their application. Generally, for direct acceptance into any Pre-University, Associate Degree or Bachelor Degree programmes offered in English at USJ, students must reach a B1 level in the Common European Framework of Reference for Languages (CEFR). Students who fail to reach B1 may still be admitted but will then be required to complete successfully our pre-requisite Intensive English courses.

For direct acceptance into any Master or Doctoral programmes at USJ, students are required to reach a B2 level in the Common European Framework of Reference for Languages (CEFR). Students who fail to reach B2 may still be considered but will then be required to attend our academic English courses.

Table 1 below compares the B1 level with other common English proficiency standards.

**Table 1 – English Language Equivalencies:**

<b>Common European Framework of Reference for Languages (CEFR)</b>	<b>B1 Threshold</b>	<b>B2 Vantage</b>
TOEFL paper	450	500



TOEIC (Test of English for International Communication)	381-540	541-700
IELTS (International English Language Testing System)	Score 3.5-4.5	Score 5-6
English (Cambridge ESOL, English for Speakers of Other Languages)	Preliminary English Test (PET)	First Certificate in English (FCE)

## 2.2. Pre-University

Applicants seeking admission to Pre-University programme should satisfy the following requirements:

- Pre-University applicants must be currently enrolled on, or have completed, Form 5/Senior Middle Two/Grade 11 and be aged 16, or above, at the expected time of matriculation.
- Adequate English proficiency is also required and will be ascertained through the Cambridge English Placement Test. Applicants with a lower English level will be accepted conditionally (see “10. Offer Procedures”)
- Applicants are required to complete an entrance examination and attend an admission interview.

Table 2 below details the documents required of applicants that have not yet met the entry requirements at the time of application to our Pre-University programme:

Category	Compulsory Documents (Application)	Documents for Matriculation (If Accepted)
<sup>1</sup> Applicants from local schools	<ol style="list-style-type: none"> <li>1. <b>Testimonial</b> from the respective school stating that the student is currently a Form 5 student, or</li> <li>2. <b>Academic reports</b> for Form 5 (1<sup>st</sup> term).</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Testimonial/Academic reports</b> issued by the school to prove the student has completed and passed Form 5 successfully.</li> <li>2. <b>Health Certificate</b><sup>3</sup> including <u>Hepatitis B Surface Antigen Test</u> and <u>Chest X-Ray for Tuberculosis</u> filled by a locally registered physician.</li> <li>3. Valid <b>Tetanus Vaccination</b>.</li> </ol>
<sup>2</sup> Applicants from overseas schools	<ol style="list-style-type: none"> <li>1. <b>Testimonial</b> from the respective school stating that the student is currently a Form 5/Senior</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Testimonial/Academic Reports</b> issued by the school to prove the student has completed and passed Form 5/Senior Middle Two/Grade 11</li> </ol>



Middle Two/Grade 11 student, or	successfully. Holders of GCSE results please refer to Appendix 1.
2. <b>Academic reports</b> for Form 5/Senior Middle Two/Grade 11 (1 <sup>st</sup> term).	2. <b>Health Certificate</b> <sup>3</sup> including <u>Hepatitis B Surface Antigen Test</u> and <u>Chest X-Ray for Tuberculosis</u> filled by a locally registered physician.
	3. <b>Financial Statement</b> <sup>4</sup> (for non-Macao resident card holders only)
	4. Valid <b>Tetanus Vaccination</b>
	5. <b>Student Health Insurance</b> <sup>5</sup> (for non-Macao resident card holders only)

1. Applicants from local schools refer to applicants possessing transcripts issued from high schools in Macao.
2. Applicants from overseas schools refer to applicants possessing transcripts issued from high schools abroad.
3. Please refer to Appendix 3.
4. Please refer to Appendix 2. Applicants who are employed in Macao must submit the proof of employment together with the Financial Statement.
5. Non-local students are required to purchase Student Health Insurance at USJ.

**Note:** Original copy of the certificates/results must be provided for verification during the matriculation period. The University of Saint Joseph reserves the right to revoke the acceptance decision if the applicant fails to provide the relevant documents.

### 2.3. Bachelors

We seek students that display high academic promise, coupled with a passionate and enthusiastic attitude. Applicants from different educational systems may refer to Appendix 1 to see whether their qualifications are considered equivalent to USJ's entry requirements. Should your qualifications not be listed in Appendix 1, please contact the Admissions Office for an evaluation of your suitability for acceptance into your chosen programme.

Applicants seeking admission to a Bachelor programme should satisfy the following requirements:

- Applicants must be currently enrolled, or have completed, Form 6 / Senior Middle Three / Grade 12 students and be aged 17, or above, at the expected time of matriculation.
- Applicants that are not currently enrolled in high school must possess a secondary school Diploma that represents the successful completion of 12 years of schooling, or its



equivalent, (applicants aged 25, or above in this coming academic year before September, can be exempted from this requirement).

- Applicants must also demonstrate adequate English proficiency. Selected applicants are required to complete the **Cambridge English Placement Test, admission exam** and **interview**. Other tests may be requested of applicants, depending on the selected programme. The Cambridge English Placement Test can be exempted for applicants who can provide external proof of English proficiency equivalent to B1 CEFR or above.
- Evidence of outstanding achievements in academic and/or non-academic activities, as well as of active community involvement will benefit your application.
- Applicants into the Bachelor of Education programme streams of “Infant Education” or “Primary Education” are also required to demonstrate fluency in written and spoken Chinese.
- Home-schooled applicants should provide external examination results (see Appendix 1.)

Table 3 below details the documents required of students that are Form 6/Senior Middle Three/Grade 12 students at the time of application.

**Table 3 – Entry Requirements for the Bachelor programmes:**

Category	Compulsory Documents (Application)	Documents for Matriculation
<sup>1</sup> <b>Applicants from local schools</b>	<ol style="list-style-type: none"> <li><b>Testimonial</b> from the respective school stating that the student is currently a Form 6 student, or</li> <li><b>Academic reports</b> for Form 5 and Form 6 (1<sup>st</sup> term).</li> </ol>	<ol style="list-style-type: none"> <li><b>Secondary Graduation Certificate (Form 6) /</b> Testimonial issued by the school concerned to prove the student has completed Form 6 successfully (only if the certificate has not been issued at the time for matriculation).</li> <li><b>Academic reports</b> proving the student has completed Form 6 successfully.</li> <li><b>Health Certificate<sup>3</sup></b> including <u>Hepatitis B Surface Antigen Test</u> and <u>Chest X-Ray for Tuberculosis</u> filled by a registered physician in Macao.</li> </ol>





		<b>4. Valid Tetanus Vaccination.</b>
<b><sup>2</sup>Applicants from overseas schools</b>	<ol style="list-style-type: none"> <li><b>1. Testimonial</b> from the respective school stating that the student is currently a Form 6/Senior Middle Three/Grade 12 student, or</li> <li><b>2. Academic reports</b> for Form 5/Senior Middle Two/Grade 11 and Form 6/Senior Middle Three/Grade 12 (1<sup>st</sup> term).</li> </ol>	<ol style="list-style-type: none"> <li><b>1. Secondary graduation certificate / Testimonial</b> issued by the school concerned to prove the student has completed Form 6 successfully, and/or</li> <li>For <b>overseas applicants</b> that cannot provide item 1 for matriculation, the qualifications shown in appendix 1 can be considered for matriculation.</li> <li><b>3. Health Certificate<sup>3</sup></b> including <u>Hepatitis B Surface Antigen Test</u> and <u>Chest X-Ray for Tuberculosis</u> filled by a registered physician in Macao.</li> <li><b>4. Financial Statement<sup>4</sup></b> (for non-Macao resident card holders only)</li> <li><b>5. Valid Tetanus Vaccination</b></li> <li><b>6. Student Health Insurance<sup>5</sup></b> (for non-Macao resident card holders only)</li> </ol>

- 1. Applicants from local schools refer to applicants possessing transcripts issued from high schools in Macao.*
- 2. Applicants from overseas schools refer to applicants possessing transcripts issued from high schools abroad.*
- 3. Please refer to Appendix 3. Applicants who have already submitted the Health Certificate and are graduating from USJ Pre-University programmes are exempted from submitting the Health Certificate again.*
- 4. Please refer to Appendix 2. Applicants who are employed in Macao must submit the proof of employment together with the Financial Statement.*
- 5. Non-local students are required to purchase Student Health Insurance at USJ.*

**Note:** *Original copy of the certificates/results must be provided for verification during the matriculation period. The University of Saint Joseph reserves the right to revoke the acceptance decision if the student fails to provide the relevant documents.*

#### **2.4. Post-Graduate Diploma in Education**

Applicants seeking admission to a Post-Graduate Diploma in Education (PGDE) programme should satisfy the following requirements:

- Applicants must possess an undergraduate degree, or its equivalent.



- Applicants must demonstrate adequate proficiency in the language of instruction.
- Relevant work experience strengthens your application.
- Selected applicants are required to attend an admission interview.
- Transcripts of Form 6/Year 12 must be submitted for reference.

## 2.5. Master Programmes

Applicants seeking admission to a Master programme should satisfy the following requirements:

- Applicants must possess a Bachelor degree, or its equivalent.
- Applicants must demonstrate adequate English proficiency. Selected applicants are required to complete the **Cambridge English Placement Test** and an **admission interview**. The Cambridge English Placement Test can be exempted for applicants who can provide external proof of English proficiency equivalent to B2 CEFR or above and graduates of USJ within 2 years of the enrolment term.
- A *Curriculum Vitae* is also required. Relevant work experience strengthens your application.
- Master students who complete the first year of the curricular part of the programme with a minimum overall grade below 14 (out of 20) will not be allowed to proceed to the dissertation, project or report, but are eligible to receive a post-graduate diploma.

## 2.6. Doctoral Programmes

Applicants seeking admission to a Doctoral programme should satisfy the following requirements:

- Applicants to our Doctoral programmes must possess a Master degree, or its equivalent.
- Applicants must demonstrate adequate English proficiency.
- Admission to a Doctoral programme is decided by the Dean of the respective Faculty, or his/her appointee for that effect. A **preliminary research plan** form addressed to the Dean of the respective faculty, indicating the area of knowledge and specialty of the proposed research project and the intended supervisor for their doctoral thesis is required for application. Please include a justification for the choice of topic, the initial objectives, the methods to be adopted and a general timeline (see “Appendix 5”).
- A *Curriculum Vitae* is also required.
- Selected applicants are required to complete the **Cambridge English Placement Test** and an **admission interview**.



### 3. Application Periods

The application periods for the 2017/2018 academic year are as follows:

• Fall Semester (starting September 2017)	○ <b>1<sup>st</sup> of January to the 28<sup>th</sup> of April 2017</b>
• Spring Semester (starting January 2018)	○ <b>1<sup>st</sup> to the 30<sup>th</sup> of November 2017.</b>

Please note that some programmes are not open for matriculation in the Spring Semester. For detailed information, please contact the Admissions Office.

A detailed admissions timeline can be found on USJ's website:

<http://www.usj.edu.mo/en/admissions/applying-to-usj/admissions-timeline/>

### 4. Application Procedures

All applications must be submitted online, through our website: [www.usj.edu.mo](http://www.usj.edu.mo). The application process is briefly described below:

- a. Fill in the application form before the deadline, including the following information:
  - i. Selected programme;
  - ii. Personal information;
  - iii. Contact details;
  - iv. Academic Background;
  - v. Supporting Documents.
- b. After your application is received, we will send you an email confirming your application has been registered on our system. Should you not receive this email 24 hours after applying, please contact the Admissions Office [[admissions@usj.edu.mo](mailto:admissions@usj.edu.mo); (+853) 8796 4455].
- c. The confirmation email will contain:
  - i. **Your application number** – please quote this number in any future enquiries concerning your application;
  - ii. A link to your **“Personal Dashboard”** – the personal dashboard is your personal page on our system, where you can review the status of your application.
- d. After receiving our email, please access your personal dashboard and upload all required documents (Please refer to Table 4 below).



After we review your application, you may be asked to complete a range of tests to support your application. Before attending these tests, most commonly the admission exam(s) and interview, applicants are requested to upload the necessary documents on the system and pay the application fee. Applicants are not allowed to attend the admission exam and interview if any documents are missing or unclear. The Admissions Office may request applicants to present the original documents if the scanned copies are unclear.

All applicants should check regularly their personal email and the Admission's Office webpage to get the latest admission information: <http://www.usj.edu.mo/en/admissions/>.

**Table 4 – Required Documents for Application**

Items	Pre-University &	Associate Degree	Master	Doctoral	PGDE
1. Online Application Form	✓	✓	✓	✓	✓
2. Photo	✓	✓	✓	✓	✓
3. ID Card/Passport	✓	✓	✓	✓	✓
4. Transcript(s)	✓	✓	✓	✓	✓
5. Certificate(s)/Testimonial	✓	✓	✓	✓	✓
6. Curriculum Vitae	x	x	✓	✓	✓
7. Portfolio	Design, Fashion Design and Architecture only	Architectural Technology	Design, and Architecture only	x	x
8. Reference Letter(s)	Optional	Optional	Optional	Optional	Optional
9. Preliminary Research Plan Form	x	x	x	✓	x
10. External proof of English proficiency (e.g. Toefl, IELTS)	Optional	Optional	Optional	Optional	Optional



## 5. Direct Admissions

Besides the standard application process, the university has also agreements with a range of high schools for Direct Admissions. These agreements allow the schools to recommend applicants who display great academic potential, or reveal outstanding maturity, achievements or aptitude in other areas, for Direct Admissions into USJ's bachelor programmes. Students recruited through the Direct Admissions are waived certain entrance tests, as well as the application fee. For more information on our Direct Admissions scheme please contact your school or our Admissions Office directly.

**Table 5 - The Timeline for Direct Admissions are detailed in the table below:**

Date	Action
6 <sup>th</sup> January 2017	Schools submit the list of names for "Direct Admissions Scheme"
10 <sup>th</sup> January 2017	Applicants complete the online application at <a href="http://www.usj.edu.mo">www.usj.edu.mo</a>
Mid-January 2017	Cambridge English Placement Test and Interviews
End of January 2017	Admission Results released via emails

## 6. Applicants with Special Needs

As a Catholic university, our goal is to create a community of rich learning and ensure the equality of opportunity to all students. We encourage applicants to share any special need upon application with our Admissions Office so that we can discuss appropriate support.

## 7. International Applicants

Documents must be submitted in **English, Chinese or Portuguese**. Documents submitted in other languages must be accompanied by an official translation by the respective issuing entity, consular service or notary's office. After reviewing your information, the Admissions Office will contact you for



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further clarifications, if needed. Shortlisted applicants will be contacted to arrange the subsequent steps in the application process. Others will be informed that their application has been unsuccessful.



### 7.1. Student Residence

Applicants may apply for a place at the university's residences. Priority is given to international students in their first year of studies on a first-come, first-served basis. All the rooms are fully but simply furnished and equipped with Wireless Internet. Cleaning services on all common areas is also provided on a regular basis. To apply or request additional information, please click on the following link: <http://www.usj.edu.mo/en/university-residence/> or contact our University Residence Office [email: [residence@usj.edu.mo](mailto:residence@usj.edu.mo)].

### 7.2. Student Visa

All students without a valid Macao ID card are required to obtain a student visa. Please note the following:

- The Macao Immigration Department normally issues student visas to non-ID card holders matriculated in full-time accredited academic degrees in Macao;
- Applications for student visa require the submission of the **(1) original passport, (2) Acceptance Letter, (3) Declaration and (4) Receipt of Payment of Tuition Fee**. Hence, students are recommended to apply for a student visa upon arrival to Macao\*;
- The duration for visa processing varies depending on the applicant's nationality. Students are allowed to stay in Macao on a Tourist Visa while their application is being processed;
- Students are not eligible to work in Macao with a student visa;
- According to the local law, students under the age of 18 are not eligible to sign any legal documents, including the application and/or renewal of student visa. In such cases, a parent or legal guardian must accompany the student and sign the relevant documents.

*Note: Students from some countries are required to obtain an entry visa before arrival to Macao. For more information, please visit the Macao Immigration's Office website (<http://www.fsm.gov.mo/psp/eng/AfMV.html>).*

### 7.3. Student Health Insurance

International students are required to purchase the Student Health Insurance upon arrival at the university. The premium for one academic year is approximately USD200. The actual premium may vary depending on plan availability for each academic year. The coverage includes visits to a doctor, hospital expenses and accidental death benefits with certain restrictions apply according to the insurance policy.



## 8. Application Fee

To complete your application, you are required to pay a non-refundable application fee at the USJ Finance Office. This fee must be settled before the admission exam(s) and interview at the university's premises. International applicants may settle this fee together with the deposit via bank transfer, if accepted. Should the university cancel a programme of study, the application fee paid will be refunded.

## 9. Admission Examinations and Interview

Typically, applicants for Pre-University, Associate Degrees, and Bachelor programmes will be asked to complete the following:

1. Cambridge English Placement Test;
2. Admission exam on specific topics relevant to your programme of choice;
3. Chinese exam (for Bachelor of Education, Infant and Primary specialisations only);
4. Portuguese exam (for Bachelor of Education, Portuguese secondary specialisation)
5. Interview (Interviews for international applicants are done via Skype).

Applicants for Graduate programmes are required to complete the Cambridge English Placement Test and the entrance interview. PGDE applicants are required to complete an entrance interview only.

A notification regarding the admission examinations will be sent by email and SMS one week before the Admissions Exam Date. International applicants will be contacted by email for Skype interviews.

## 10. Offer Procedures

Once the application process is completed, the Admissions Office will inform the applicants of the outcome of their application, which can be one of the following:

- a. Accepted Conditionally:** You are offered a place in your chosen programme. The specific conditions for matriculation will be stated in the acceptance letter and normally concern academic qualifications and/or language proficiency. The conditional acceptance has a time validity during which you need to meet all the requirements stated in the acceptance letter.





- b. **Standby:** The result of your application has not yet been determined but you have been put on a standby list and it is possible that you may be accepted shortly thereafter. The final decision will be made normally within 15 days.
- c. **Rejected:** Your application has been unsuccessful.

The admissions results will be sent to applicants by email. Accepted applicants are required to complete the admission procedures stated in the offer letter, including the payment of the deposit (MOP10,000) within the period stated in the letter to secure their place.

If the applicants fail to submit the required documents for matriculation as stipulated by the Academic Records Office, **the acceptance will be revoked and the deposit paid will not be refunded.**

The pre-requisite **Intensive English Course** is offered to applicants whose English proficiency has not reached the required proficiency. Classes will be scheduled in July and August. Conditionally accepted applicants who fail to complete and pass the course will be disqualified from admission and all fees paid will not be refunded.

Decision reversals are uncommon since all decisions are made after careful review by the university. However if you wish to **appeal** your admission decision, the appeal must be sent in writing to the Admissions Office. You are recommended to add significant new academic information not previously presented within 15 days of receiving the admission result. Applicants will be notified of the decision regarding their appeal by email. The university does not disclose any examination papers or information regarding the application process with applicants.

## 11. Deferment of Study

New students who have received the Acceptance Letter can apply for deferment of study for up to one academic year. Such applications will only be considered in exceptional cases. To request a deferment of study, write to the Admissions Office, and attach supporting documents for review before the matriculation period. Independently of making a deferment request, applicants must follow the schedule to settle the non-refundable deposit in order to secure their places.



## 12. Credit Exemption and Transfer Application

Applicants may request to be exempted from certain credits in their chosen programme of studies, based on prior studies at a similar academic level in other tertiary education institutions. Typically, the maximum amount of exemptions and accreditations that may be awarded to each student corresponds to 30% of the total credit load of the respective programme (25% in the case of the Bachelor in Education). The final decision to grant credit exemptions relies solely on the university. All processing fees paid for the exemption of modules are non-refundable. Please refer to Appendix 4 for more information on how to apply for exemptions and accreditations.

## 13. Returning students

Returning students (i.e. those applying to a programme they had been previously matriculated) are required to follow the standard application process. Credits completed earlier at USJ may be transferrable into your new matriculation, depending on whether the respective programme's study plan changed during your absence and on a recommendation from the respective coordinator.

## 14. Financial Aid

There are scholarships and other sources of financial aid available to students. USJ encourages students to apply for scholarships from external entities before applying to USJ's fellowships. Besides scholarships, students may also apply for student loans with local banks. Our Office for Student Affairs provides support in student's application for financial aid.

The university's fellowships are offered on the basis of financial needs and academic merit. Students are selected at the beginning of each Semester. To apply or request additional information, please click on the following link: <http://www.usj.edu.mo/en/students/financial-support/> or contact our Office for Student Affairs [email: [studentaffairs@usj.edu.mo](mailto:studentaffairs@usj.edu.mo)]



## 15. Tuition & Related Fees

### TUITION & RELATED FEES - ACADEMIC YEAR 2017/2018

#### 1. TUITION FEES

<i>Programme</i>	<i>Local Students<sup>1</sup></i>	<i>Non-Local Students</i>
1.1 Pre-University	MOP 34,000	MOP 34,000
1.2 Associate Degrees in Architectural Technology and Product Design	MOP 53,000 / Year	MOP 73,000 / Year
1.3 Associate Degree in Portuguese-Chinese Translation and Media Production	MOP 43,000 / Year	MOP 63,000 / Year
1.4 Bachelors of Architecture, Design and Fashion Design	MOP 53,000 / Year	MOP 73,000 / Year
1.5 Other Bachelors & Foundation Course Theology	MOP 43,000 / Year	MOP 63,000 / Year
1.6 Post Graduate Diploma in Education	MOP 30,500	MOP 30,500
1.7 Masters of Business Administration	MOP 54,000 / Year	MOP 74,000 / Year
1.8 Other Masters	MOP 44,000 / Year	MOP 64,000 / Year
1.9 Doctorates	MOP 52,000 / Year	MOP 72,000 / Year
1.10 Postdoctoral Studies	MOP 21,000 / Year	MOP 21,000 / Year

#### 2. MINIMUM PAYMENT<sup>2</sup>

2.1 All Degree programmes ( <i>per Semester</i> )	MOP 10,000
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#### 3. MODULES & EXTENSIONS

3.1 Pre-University	MOP 4,200
3.2 Associate Degrees & Bachelor Degrees	MOP 4,700
3.3 Post Graduate Diploma in Education	MOP 5,500
3.4 Graduate ( <i>non-MBA</i> )	MOP 6,300
3.5 Graduate ( <i>MBA</i> )	MOP 7,300
3.6 Master supervision ( <i>per Semester</i> )	MOP 4,000

#### 4. ADMINISTRATIVE FEES

4.1 Application Fee ( <i>Pre-University, Associate Degrees &amp; Bachelor Degree programmes</i> )	MOP 300
4.2 Application Fee ( <i>Graduate programmes &amp; PGDE</i> )	MOP 500



4.3 Graduation Fee ( <i>Diplomas &amp; Advanced Diplomas only</i> )	MOP 500
4.4 Graduation Fee ( <i>Degree programmes</i> )	TBC <sup>3</sup>
4.5 Recognition of Prior Learning ( <i>Processing fee</i> )	MOP 2,000
4.6 Thesis Assessment Fee ( <i>Doctorates only</i> )	MOP 10,000
4.7 Exam Fee ( <i>Undergraduates retake only</i> )	MOP 1,000
4.8 Grade Appeal Process	MOP 500

**Remarks:**

- *Students should always refer to the University's Tuition Payment Policy for details.*
- *Deposit & Matriculation, Modules and Administrative Fees are applicable to both local and non-local students.*
- *In case of doubt, only the Executive Council of the University of Saint Joseph has the authority to clarify or interpret the terminology and values in this document.*
- *The stated fees are non-refundable except in extraordinary circumstances duly approved.*
- *Module fees are available exclusively to extraordinary students enrolling in a limited number of modules or to ordinary students retaking modules.*

## 16. Cancellation of Programmes

The university reserves the right to not offer a programme of study before the start of any given academic year. Should that happen, applicants are given the option to change to another programme or to cancel their application and receive any deposit or tuition paid to the university for their application.

## 17. Graduation Requirements

In order to graduate from their respective programme at USJ, students are required to complete successfully all the modules and other academic requirements of the programme (e.g. internship, dissertation or others). Bachelor programmes taught in English generally require also all graduating students to reach a minimum English level of B2 in the Common European Framework of Reference for Languages. Graduates of the Bachelor of Education are also required to:

- Graduates in the Secondary English Teaching specialisation must reach the English level of C1, or above, in the Common European Framework of Reference for Languages.



- Graduates in the Secondary Portuguese Teaching specialisation, must reach a Portuguese level of C1, or above, in the Common European Framework of Reference for Languages.

## 18. Disclaimer & Privacy

1. False or misleading information provided by applicants may result in immediate disqualification for acceptance. Ultimately, the university may decide to withdraw its admissions offer.
2. USJ reserves the right to change information contained in this handbook without prior notice. Applicants are recommended to communicate regularly with the Admissions Office and to visit our website for updated information.
3. Personal data collected from applicants will be used for the purpose of processing their application. We are committed to protecting applicant's personal information by complying with the requirements of Macao's 8/2005 Personal Protection Data Act. Please note however that despite our best efforts to protect applicant's data, information collected may be circulated on our internal network and may be at risk of being seen and used by unauthorised third parties.

## 19. Contacts

### Admissions Office

Address: 14-17, Estrada Marginal da Ilha Verde  
Macau, China

Email: [admissions@usj.edu.mo](mailto:admissions@usj.edu.mo)

Telephone: +853 8796 4455

Website: [www.usj.edu.mo](http://www.usj.edu.mo)

Office Hours: Monday – Friday from 9:00am to 7:00pm (Closed on weekends and public holidays)



## Appendix 1 – Overseas’ Students requirement

Overseas applicants into our Bachelor programmes that cannot provide the documents stated in Table 3 may provide the documents listed below as a replacement:

Country/Region	General Minimum Requirements
<b>Africa</b>	<b>Lusophone Africa</b> Certificado do Ensino Secundário
	<b>South Africa</b> National Senior Certificate; or Senior Certificate with Matriculation endorsement
	<b>West Africa</b> West African Senior School Certificate
<b>Austria</b>	Reifezeugnis/Matura
<b>Bangladesh</b>	Senior School Leaving Certificate
<b>Canada</b>	<b>Alberta</b> High School Graduation Diploma with an average of at least 70% in five Grade 12 courses
	<b>British Columbia</b> Senior Secondary Graduation Diploma with an average of at least 70% in five Grade 12 or BC Provincially Examinable courses
	<b>Ontario</b> Ontario Secondary School Diploma with an average of 70% in six Grade 12 U or M courses
	<b>Quebec</b> Diplome d'Etudes Collegiales (DEC) with an average of at least 70% (Diploma of Collegial Studies)
	<b>Other provinces</b> Provincial High School Graduation Diploma with an average of at least 70% in five Grade 12 subjects
<b>Chile</b>	Licencia de Enseñanza Media (Certificate of Secondary Education)
<b>Czech Republic</b>	Maturitni Zkouška / Maturita
<b>Denmark</b>	Studentereksamen (Upper Secondary School Leaving Certificate)



<b>Finland</b>	Ylioppilastutkintotodistus/Studentexamensbetyg (national matriculation examination)
<b>France</b>	Baccalaureate d'Enseignement du Second Degre; or Baccalaureate General; or Option Internationale du Baccalaureate (OIB); or European Baccalaureate
<b>Germany</b>	Zeugnis der Allgemeinen Hochschulreife (German Abitur)
<b>Greece</b>	Apolytirio Eniaiou Lykeiou
<b>Hong Kong SAR</b>	Applicants that attain two Level 3 & two Level 2 (HKDSE “3322”) in the following subjects: <ul style="list-style-type: none"> <li>• English Language</li> <li>• Chinese</li> <li>• Mathematics</li> <li>• Liberal Studies</li> </ul> One Elective subject
<b>India</b>	Pass Certificates obtained on completion of Standard X and Standard XII (State and National boards)
<b>Indonesia</b>	Completion of SMA Ujian Nasional
<b>Iran</b>	Peeshadaneshgahe (Pre-University Certificate)
<b>Ireland</b>	Ardteistiméireacht (Leaving Certificate)
<b>Israel</b>	Bagrut
<b>Italy</b>	Diploma di Stato (Upper Secondary School Leaving Certificate)
<b>Japan</b>	Senior secondary school-leaving certificate (e.g. Kotogakko Sotsugyo Shomeisho (Upper Secondary School Leaving Certificate)
<b>Malaysia</b>	STPM; or Unified Examination Certificate (UEC-Senior subjects)
<b>Mexico</b>	Mexican Bachillerato
<b>The Netherlands</b>	Diploma Voorbereidend Wetenschappelijk Onderwijs (VWO)
<b>New Zealand</b>	National Certificate of Education Achievement (NCEA) Level Three
<b>Norway</b>	Vitnemål - videregaende opplæring (generell studiekompetanse)
<b>Pakistan</b>	Completion of Higher Secondary School Certificate (HSS)
<b>Poland</b>	Matura, with three subjects at extended level
<b>Portugal</b>	Certificado de fim de Estudos Secundários (previously Certidão do Décimo Segundo Ano)
<b>Romania</b>	Diploma de Bacalaureat



<b>Russia</b>	Attestat o Srednem Obshchem Obrazova
<b>Scotland</b>	Scottish Certificate of Education (Higher Levels / Advanced Higher Levels)
<b>Singapore</b>	Passes in three H2 subjects or two H2 + two H1 subjects in one sitting in the Singapore-Cambridge GCEAL; or  An acceptable Diploma obtained from one of the following 5 polytechnics in Singapore: Nanyang Polytechnic, Ngee Ann Polytechnic, Republic Polytechnic, Singapore Polytechnic, and Temasek Polytechnic
<b>South Korea</b>	Senior Secondary School Graduation Diploma/Certificate
<b>Spain</b>	Titulo de Bachillerato and Prueba de Aptitud para Acceso a la Universidad (PAU – University Entrance Examination)
<b>Sweden</b>	Slutbetyg Från Gymnasieskolan
<b>Switzerland</b>	Maturitätszeugnis (Certificat De Maturité / Baccalauréat / Attestato Di Maturità / Eidgenössisch Anerkanntes Kantonales Maturitätszeugnis / Certificat De Maturité Cantonal Reconnu Par La Confédération / Attestato Di Maturità Cantonale Riconosciuto Dalla Confederazione / Cantonal Maturity Certificate)
<b>Taiwan</b>	General Scholastic Ability Test (GSAT); or Advanced Subjects Test (AST)
<b>Thailand</b>	Mathayom Suksa (M6)
<b>Turkey</b>	Turkey Anadolu Lisesi / Devlet Lise Diplomasi / Lise Bitirme Diplomasi
<b>United Kingdom</b>	<b>Bachelor applications:</b> Passed or above for the following: <ul style="list-style-type: none"><li>• 3 Advanced level subjects (GCE/IAL A Level - Grade A* - D), or</li><li>• 2 Advanced level subjects (GCE/IAL A Level - Grade A* - D) plus (a) 2 distinct Advanced Subsidiary (AS) Level, or (b) 1 BTEC Level 3 (Pass with Merit or Distinction) Single Award, or</li><li>• 1 Advanced level subject (GCE/IAL A Level - Grade A* - D) plus (a) 4 distinct Advanced Subsidiary (AS) Level, or (b) 1 BTEC Level 3 (Pass with Merit or Distinction) Double Award, or</li></ul> <b>International Baccalaureate Diploma Programme (IBDP)</b> Successfully completed the International Baccalaureate Diploma Programme Curriculum and awarded the International Baccalaureate Diploma, or





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**Business and Technician Education Council (BTEC)**

BTEC Higher National Certificate (HNC); or

BTEC Higher National Diploma (HND); or

BTEC National Certificate (NC) / BTEC Level 3 Diploma, or National Diploma (ND) /

BTEC Level 3 Extended Diploma, provided that an overall grade of MM or MMM is achieved.

**Cambridge Pre-U**

**Pre-University applications:**

- 5 GCSE results (Grade A\* - D)
- 1 GCSE result (Grade A\* - D) and BTEC Level 2 (Pass with Merit or Distinction)

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**United States of  
America**

Senior Secondary School Graduation Diploma/Certificate; and SAT (New) / ACT; and preferably with 2 SAT Subject Tests / 2 Advanced Placement (AP) Tests

\*SAT Reasoning Test (Old) is also acceptable

For applicants pursuing an Associate Degree (AD) in the US:

Associate Degree; or successful completion of one year's study on a full-time AD programme at a recognised US university/community college

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**Vietnam**

Bằng Tốt Nghiệp Phó Thông Trung Học (Upper Secondary School Graduation Certificate)



**Appendix 2 – Financial Statement (FNO-002-0116-01) – Sample Form**

This is a sample form for your reference. The official form will be sent to you if your application is accepted.



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**Financial Statement**

I \_\_\_\_\_ guarantee that I will have all necessary funds available for the length of my studies at the University of Saint Joseph. I attach herewith (please put a  in one of the box below):

- 1. Bank statement indicating that I possess a minimum amount of MOP100,000 / USD12,500 in my own name, or in the name of the sponsor of my studies\*, or
- 2. Proof of Employment indicating that I am currently employed in Macao\*, or
- 3. Proof indicating that \_\_\_\_\_ (Name of the organisation) will sponsor my tuition fee,

revealing my capacity to fund the initial costs of my studies in Macao (e.g. one-year tuition, travel and relocation expenses and general living expenses for initial period).

Name of Sponsor (If self-supported or sponsored by organisation please write your own name):

(Printed)

(Signature)

Affiliation and contact of sponsor (if any):

Relationship

Phone

Email

Address

Date: \_\_\_\_\_ Student's signature: \_\_\_\_\_

Sponsor's signature (if applicable): \_\_\_\_\_

Please attach the bank statement/proof of employment as a separate document.

Note:

1. Applicants that are underage (below 18) must have this form signed by their respective parent or legal guardian.



2. Applicants who are currently employed in Macao and covered with group health insurance can be exempted by purchasing the student health insurance. For exemption, please attach the proof of group health insurance during the matriculation period (refer to Admissions Timeline).



**Appendix 3 – Health Certificate (ADO-502-0116-03) – Sample Form**

This is a sample form for your reference. The official form will be attached to you by email once your application is accepted.



**Health Certificate**

Part I: Applicant's Information (completed by applicant)			
Name			Gender <input type="checkbox"/> M <input type="checkbox"/> F
ID / Passport No.	Applicant / Student ID No.		
Date of Birth (MM/DD/YYYY)	Email Address		
Present Mailing Address			

**Part II: Medical History (all questions must be completed by the applicant)**

1. Have you ever been diagnosed with, or had to take treatment for Tuberculosis (TB)?  
閣下曾否患有或接受肺結核病治療？

Yes \_\_\_\_\_  No
2. Have you ever been in close contact with a person known to have Tuberculosis (TB)?  
閣下曾否與肺結核病患者有密切接觸？

Yes \_\_\_\_\_  No
3. Do you have any conditions or medical history that requires the university's attention (e.g. physical disability, mental illness)? If you choose "Yes", please provide details which will be reviewed to ensure the university can provide the necessary conditions for your study.  
閣下有否任何狀況或病史須要本大學留意（例如：肢體障礙、精神病等）？倘若閣下選擇“有”，請詳細說明以便本大學能有效評估並提供相應學習條件。

Yes \_\_\_\_\_  No

I declare the information I have provided on this form is correct. I understand also that if I have given false or misleading information, my application will be refused and the acceptance will be revoked.

**Applicant's signature**

**Date:** \_\_\_\_\_



**Note:** Applicant must complete this medical assessment and tetanus vaccination at hospital or health center listed below in Macao. The medical assessment completed overseas will be considered invalid :

1. Hospital ([http://en.macaoutourism.gov.mo/plan/practical\\_info\\_detail.php?id=7](http://en.macaoutourism.gov.mo/plan/practical_info_detail.php?id=7))
2. Health Center (<http://www.ssm.gov.mo/Portal/portal.aspx?lang=pt>)
3. Popular Medical Centre (<http://www.hngroup.com.mo/en/healthcare/medical>)
4. Centro de Radiologia Oriental. LDA (<http://www.oriental-xray.com/contact.html>)

**Part III: Medical Assessment (completed by the registered physician)**

1. Blood pressure: \_\_\_\_\_
2. Eyes (other than myopia):  Normal  Abnormal \_\_\_\_\_
3. Hepatitis B Surface Antigen Test:  Positive  Negative  
a.  EIA b.  RIA c.  CMIA d.  Others
4. Chest X- Ray for Tuberculosis (TB) (Valid for three months only): Date of X-Ray: \_\_\_\_\_  
 Normal  Abnormal \_\_\_\_\_

Overall Suggestion:  Fit for study  Not fit for study

Signature of Physician: \_\_\_\_\_ (Valid for three months only)

Name & Signature

Official Stamp: \_\_\_\_\_ Date: \_\_\_\_\_



## Appendix 4 – Recognition of Prior Learning (ADO-503-0913-01) – Sample Form

This is a sample form for your reference. Please request the official form from the Admissions Office.

Recognition of Prior Learning: Protocol and Application Form



### Recognition of Prior Learning (RPL) – Application Form

Applications must be submitted to the Admissions Office

Name:

Applicant's (or Student's) No:

Chosen Programme of Studies:

E-mail:

Contact Number:

### General Information on the RPL Process

Credits may be granted to applicants transferring (or for those that studied previously) from other universities. Applicants may request to be granted credits only for Modules that they have studied before at a similar academic level. By similar it is meant that the number of hours of the module and the content it covered must be equivalent to, or beyond, what is required at USJ.

Our policy on RPL is to recognise and reward previous performance while, at the same time, ensuring that students complete a sufficient number of modules at USJ to justify the conferral of an award. Appendix 1 guides you through the application process.

*For Internal Use Only: To be filled in by the Admissions Office & Main Office*

Application received on (date):

Application received and verified by:

- All required documents are included and have been verified ( Y / N )
- Processing fee paid - Receipt number :
- Scanned the application form (Y / N)



## RPL – Application details

Fill-in the Table below, indicating on the left Column which modules you seek accreditation for and, on the middle column, the previously completed module that you believe justifies your request. An example is provided, in blue, for your reference. If more space is required please add more lines.

For details on our programs of studies please check our website. For more information please do not hesitate to contact the Admissions Office (admissions@usj.edu.mo / 8796 4455).

USJ modules Module name and credits	Prior Learning Module name, contact hours, institution, program, year (include module description in attachment).	Summarized Assessment by Program Coordinator - (For internal use)
<i>Example: Computer Applications, 2 cr.</i>	<i>Example: Introduction to Computing, 30 hours Catholic University of Portugal, Bachelor of Arts, 2006 (Attachment 1)</i>	<i>Example: Accepted</i>

**INTERNAL USE - To be filled-in by the respective Program Coordinator:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\* if more space is required for your assessment, please attach your comments in a separate*

## Attachments

Include all relevant information that supports your accreditation request.



## Appendix 1 – Process and evidence required for RPL

### Process of Application for RPL

		Action	By
Step 1	<b>Identify modules that may be credited</b>	Review your previous studies and identify modules in your program of studies at USJ that may be creditable (check our website for information on your program and the description of each specific module).	Student
Step 2	<b>Provide evidence of your prior learning</b>	Collect all required evidence to support your claim for RPL and attach it to this form.	Student
Step 3	<b>Application</b>	Submit your application to the University's Admissions Office, paying the processing fee.	Student
Step 4	<b>Assessment</b>	The application will be sent to the respective Program Coordinator for assessment and then to the Registrar for ratification.	USJ
Step 5	<b>Decision</b>	Written feedback to applicant on the RPL decision.	USJ
Step 6	<b>Status Update</b>	The result of the RPL application is sent to the Academic Records Office to be officially recorded.	USJ

### Evidence Required (include as attachments, originals or authenticated copies)

- Copies of transcripts revealing modules previously completed stating clearly the awarding institution, the year when the modules were completed, the number of credits of each respective module and the grades received.
- Syllabus (authenticated and/or revealing its source, if publicly available) of coursework completed, including description of the studied module, contact hours and level of the course.
- Proof that a relevant national or international body authorizes the original program of studies and the respective awarding institution.

#### Notes:

- All documents must be submitted in English. If the original is in another language, an authenticated translation must be provided.
- Insufficient evidence is likely to result in limited recognition of your prior studies.
- The decision made by the university regarding RPL applications is final and not subject to appeal.
- Generally, the maximum amount of exemptions and accreditations that may be awarded to each student corresponds to maximum 30% of the total credit load of the respective programme.



Appendix 5 – Preliminary Research Plan Form – Sample Form



**Preliminary Research Plan – Doctoral Programme**

To the Dean of the Faculty of \_\_\_\_\_

A – Candidate's information (Applicant No: \_\_\_\_\_)

Full Name	
Email Address	
Contact number	
Area of knowledge <sup>b)</sup>	
Area of specialization of the proposed research project	
Intended supervisor	

**B – Preliminary research plan** (*brief justification for the choice of the topic, initial objectives, methods to be adopted and expected timeline*)

[Large empty rectangular box for writing the preliminary research plan]

*Preliminary research plan (cont.)*

[Empty rectangular box for continuing the preliminary research plan]





### Request for Admissions – Doctoral Programme

**C – Comments by intended supervisor on the proposed research plan** (*relevance and feasibility of the research project, adequacy of the proposed methods for the intended objectives, adequacy of the research plan to the candidate's CV*)

Macau,            /            /           

\_\_\_\_\_  
Candidate's signature

\_\_\_\_\_  
Intended supervisor's  
signature\*

*\* By signing this form the intended supervisor agrees to the proposed preliminary research plan and to supervise the doctoral candidate's research work towards completion of the doctoral thesis.*