



STUDENT EXCHANGE PROGRAMME

Guide for Outgoing Students



聖若瑟大學
UNIVERSITY OF
SAINT JOSEPH



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The content of this guide is updated from time to time. An updated version is shared to public in the USJ website under Student Exchange.

DEFINITIONS

As used herein the terms “host institution” and “home institution” in this document shall have the following meanings:

- a) **Host Institution** - the University or Tertiary Education Institution accepting USJ students for exchange.
- b) **Home Institution** - University of Saint Joseph (USJ).
- c) **Exchange Student** – any USJ student accepted to a Student Exchange Programme (SEP).

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Eligibility

- ❖ All USJ students are eligible.
- ❖ Undergraduate students who have completed at least 37 credits (equivalent to completion of two regular Semesters) and less than 130 credits (equivalent to completion of seven regular Semesters).
 - For graduate students, please contact your coordinator for the requirement of completed credits to be eligible for 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

Application Procedures

Steps:

1. Contact the Public and International Relations Office at global@usj.edu.mo to learn which host institution offers better option for your study programme.
2. Visit the website of the host institution for details.
3. Send an email to PIRO at global@usj.edu.mo, with followings materials:
 - Your motivation letter to join the Exchange Programme;
 - Copy of your transcript;
 - Copy of your passport;
 - A prioritized list of the host institutions;
 - Recommendation letter from one professor.
4. Successful applicants will be notified individually.
5. Short-listed candidates selected by USJ need to apply directly through the website of the host institution.

USJ Selection Criteria

- ❖ A student with proficient command of the host institution's medium of instruction.
- ❖ Priority will be given to the applicant with highest GPA.
- ❖ If more than one applicant has the same GPA, seniority will prevail, i.e. in selecting applications from students of 2nd, 3rd and 4th years, priority will be given to the applicants of the 4th year.
- ❖ If more than the agreed number of applicants applies to the same host institution, USJ-OIR will advise the student to consider another host institution.

Application Result

- ❖ Within 10 working days, the Office for International Relations and Regional Cooperation (OIR) will contact you. Should all the requirements be fulfilled, your nomination will then be confirmed via email.
- ❖ You should proceed with the payment of the administrative service charge and provide a copy of the confirmation payment to the OIR. The OIR will advise how to formalize your application with the host institution.
- ❖ A nomination letter will then be sent to the host institution accordingly.

Administrative Service Charge

- ❖ An administrative service fee of MOP1,000 (One Thousand Patacas) will be charged to each accepted student to cover related administrative costs. **This amount is not refundable.** Please send a copy of the payment receipt to PIRO via email at global@usj.edu.mo.
- ❖ This amount must be paid at the Treasury Office as a regular payment to USJ.
- ❖ Should you have any queries, please send email to treasury@usj.edu.mo.

Note: Prior to validation / confirmation of the applications with the host institutions, the USJ-PIRO liaises with the Treasury Office to confirm your payment. Failure to make the payment will exclude the applicant from participating in the student exchange programme.

General Issues

- ❖ Exchange Students retain their matriculation at USJ during the exchange period and do not need to apply for re-admission upon return to USJ.
- ❖ Prior to departure, exchange students are responsible for paying all customary tuition fees, which will be due during their participation in the SEP.
- ❖ During the exchange period, the contact between USJ and the exchange students, for matters related with USJ will be made through the student USJ email address.
- ❖ Exchange students are fully responsible for the expenses during their attendance at the host institution such as books and other necessary module materials fees, housing, meals, transportation (round trip and local ground), personal expenses, and medical expenses.
- ❖ Exchange students are responsible for obtaining the visa and related travel documents necessary to pursue studies at the host institution prior to the arrival at host institution. If necessary, both institutions will provide necessary assistance to exchange students to fulfil the host-site visa requirements.

- ❖ If an exchange student withdraws from the programme of study prior to the completion of the corresponding studies at the host institution, for any reason, USJ's withdrawal and refund policies will be applied.

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 experience.

Checklist of Commonly Required Documents

- ✓ **Academic Transcript:** Available upon request at the USJ Academic Records Office.
- ✓ **Application Form:** Provided by the host institution through their websites.
- ✓ **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 applicants themselves or by the applicant's parents or bank statement.
- ✓ **Health Certificate:** Available upon request at the Macao Health Centre.
- ✓ **International Health Insurance (Mandatory).** Exchange students are required to buy 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 hospitalization and medical care occurring during international travel, as well as repatriation costs to Macao in case of medical emergency.
- ✓ **Reference letter:** Ask your professors to write them for you.
- ✓ **Motivation letter:** Write a brief letter mentioning the reasons you would like to be an exchange student.
- ✓ **Travel Documents:** Provide a copy of your passport. Your travel document (passport) must be valid more than 6 months after the end of your SEP.
- ✓ **Travel Insurance:** Students are strongly advised to acquire travel insurance.
- ✓ **Passport-sized photos:** 1 (one) (1.5inch full-face on a white background). Photos in electronic format (JPEG, TIFF) should not exceed 512kb.

Note: The above-mentioned list of documents is for reference only. Students are responsible for visiting the website of the host institution of their choice for detailed information.

Remarks: All documents submitted to SEP will **not** be returned.

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 website!

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

- ❖ The Office for International Relations and Regional Cooperation (OIR) will inform you via email 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 HAVE THE PAYMENT OF THE ADMINISTRATIVE CHARGE REFUNDED?

- ❖ This amount is not refundable.

HOW TO ENROLL IN MODULES AT THE HOST INSTITUTION?

- ❖ In most cases the host institution provides a list of modules available and requires the exchange students 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 there may be schedule conflicts for your preferred modules and/or some modules may not be offered every Semester at the host institution. Thus, you 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 if you stayed at USJ during that period. Please note that systems vary and sometimes the word 'credit' at different universities may have slightly different meanings. For example, European universities refer to ECTS, which are different from our credits. If you plan to go to a European university the reference is that you must 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. Please note that 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 Public and International Relations Office (PIRO) in writing. 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 and the Public and International Relations Office (PIRO) in writing.

Failure to do so may result in:

- Failure of 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.

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 - Table A - Study Programme abroad, and seek advice from their respective Programme Coordinator regarding the modules to study at the host institution and submit to the Public and International Relations Office (PIRO) prior departure from Macao.
- ❖ Recognition of credits is granted to modules, of a similar academic level to USJ modules, successfully completed at the host institution. By similar, is meant 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 required to fill in the **Appendix B** - "Recognition of academic work done by USJ students through exchange programmes". Indicate in the left column which module you believe justifies your request and in the right column the module you seek accreditations for at USJ.
- ❖ The Programme Coordinator will review the transcript and the request and submit the proposal to the PIRO and afterwards to the Academic Records Office for the final decision on accreditation 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 not offered at the host institutions, but compulsory at USJ. For example, 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.

***Disclaimer:** The information contained in this Guide is indicative only and is designed as a help to prospective outgoing exchange students. Every effort is made to provide accurate and complete information at the time of publication, the information is subject to amendments and/or correction any*



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	Universidade de São José	Faculty/Department	
Address	Estrada Marginal da Ilha Verde, 14-17	Country, Country Code	Macao, China
Contact Person	Mr. Brian Cheong	Contact (E-mail/Phone)	global@usj.edu.mo Tel: +853 8592 5644

The Host Institution

Name		Faculty	
Erasmus Code (if applicable)		Department	
Address		Country, Country Code	
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

Home institution Coordinator's Name: Signature:	Date: E-mail: Contact number:
Host institution Name: Function: _____ Signature	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.

The host institution confirms that the educational components listed in **Table A** are in line with its course catalogue/list.



The student and host institution will communicate with the home institution for any problems or changes regarding the proposed exchange programme, responsible persons and/or study period. If there is any change to the original Learning Agreement, please fill-in **Section B**.

The student Student's Signature:	Date:
The home institution Coordinator's Signature	Date:
The host institution Coordinator's Signature	Date:

SECTION B: To be completed DURING THE EXCHANGE PROGRAMME

AMMENDMENTS TO THE LEARNING AGREEMENT

I. EXCEPTIONAL CHANGES TO THE PROPOSED EXCHANGE PROGRAMME

Student's Name _____ Student ID _____ Programme of Studies _____

Table B: Exceptional changes of study programme(s) abroad or additional components in case of extension of stay abroad.

Module code (if any)	Module name (as indicate in the course catalogue/list) at the host institution	Deleted Module (tick if applicable)	Added Module (tick if applicable)	Reason for change	Number of ECTS/ credits to be awarded by the host institution upon successful completion
Total ECTS/ Credits					

By filling out Part I above, the student confirms that s/he approves the proposed amendments to the exchange programme.

By signing Part II below, the home and the host institutions confirm that they approve the proposed amendments to the exchange programme.

II. CHANGES IN THE RESPONSIBLE PERSON(S), if any:

Person at the home institution Name: Function:	Contact number: E-mail: Signature:
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Person at the host institution Name: Function:	Contact number: E-mail: Signature:
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Note: This form is available at the Public and International Relations Office (PIRO)

Remarks: If there is any change to the study programme, please complete and submit **Section B** to USJ's Public and International Relations Office (global@usj.edu.mo). Failure to submit the form within 30 days of the student's arrival at the host Institution may affect the recognition of credits.



Appendix B

RECOGNITION OF ACADEMIC WORK DONE BY USJ STUDENTS THROUGH EXCHANGE & SUMMER PROGRAMMES

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

Student's Name:			Student ID:		
Contact N°:			Programme of Studies:		
MODULES SUCCESSFULLY COMPLETED AT THE HOST UNIVERSITY			MODULES OF YOUR PROGRAMME AT THE UNIVERSITY OF SAINT JOSEPH		
Module Name	Grade	Credit/ ECTS	Module Code	Module Name	Credits
Total Credits/ECTS				Total Credits	
NOTES:					
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 OIR receives the official transcript from the host university and the Registrar endorses the student's request.					
Signature:		Date:			
RECOMMENDATION FROM THE COORDINATOR					
Name:			Date:		
Signature:					
OFFICIAL USE ONLY					
Request Received by PIRO:		Request Received by Academic Records Office:		Student Notified by Academic Records Office:	
(Name/Date)		(Name/Date)		(Name/Date)	
DECISION BY THE REGISTRAR					
<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;
Tel: +853 8796 4440; Fax: +853 2872 5517

Note: This form is available at the Public and International Relations Office (PIRO).