



聖若瑟大學  
UNIVERSITY OF  
SAINT JOSEPH



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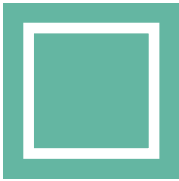
UNIVERSITY OF SAINT JOSEPH

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STUDENT HANDBOOK

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MASTER



MASTER

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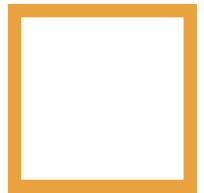
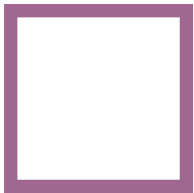
# INTRODUCTION

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We affirm the inherent calling of the University as a catalyst for the development of persons, peoples and communities. The University stands as the foremost promoter of knowledge, the keeper of the world's living history, and a guarantor of tomorrow's promised goodness. We understand that in the pursuit of this mission the University must demonstrate the highest standards of excellence in all endeavors.

The UNIVERSITY OF SAINT JOSEPH recognizes the significance of the legacy of centuries in the catholic tradition of humanistic education in Macau and Southeast Asia, it assumes the responsibility of serving as a dynamic connection between diverse scientific and cultural traditions, and it commits itself to this inheritance, seeking the advancement of science, culture and relations in this part of the world.

The University has strategically elected to be a university on the cutting edge of ideas and knowledge, defined by its adherence to humanitarian and humanistic values and principles, bound to the development of autonomous and creative thinkers, pledged to the highest forms of learning, teaching and research, and committed to the promotion of life, education and culture.



USJ Student Handbook  
UNIVERSITY OF SAINT JOSEPH  
Estrada Marginal da Ilha Verde, 14-17, Macao, China  
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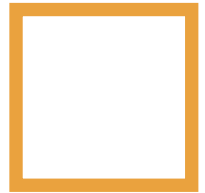
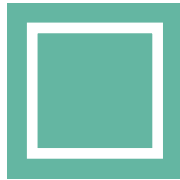
The contents of this Handbook are updated from time to time. An updated version is shared to all students in the Google Document/Drive under your USJ Email (Google Apps).



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# RECTOR'S MESSAGE

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USJ represents Catholic education at its highest, university level.

Our university inherits the longstanding tradition of Catholic humanistic education in Macau, which extended beyond the confines of China to all East and South-East Asia, and the islands of Oceania.

Using English as a medium and teaching Chinese and Portuguese as languages to be known by all, USJ sets the stage for its international staff and multinational student body. In our academy, East and West carry on the centuries-old dialogue through which Macau acquired its unique identity.

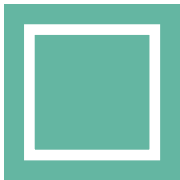
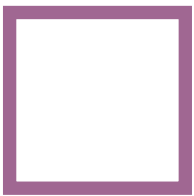
Close links to the Catholic University of Portugal and to Catholic universities in Angola, Brazil and Mozambique, set us in the privileged position of being able to contribute to Macau's present calling as a bridge between Portuguese-speaking countries.

Our study programmes provide students with the essentials of their major field of knowledge but include modules to broaden their outlook on the world and stimulate creative thinking. We care for the competence of our graduates in their future professions, but our privilege and mission is to introduce them to a university environment where they learn to analyze, question, evaluate and decide in the context of consciously assimilated values and culture.

We are committed to improving the quality of our academic life in the light of suggestions from staff, students and society, to better serve higher education in China and Macau.

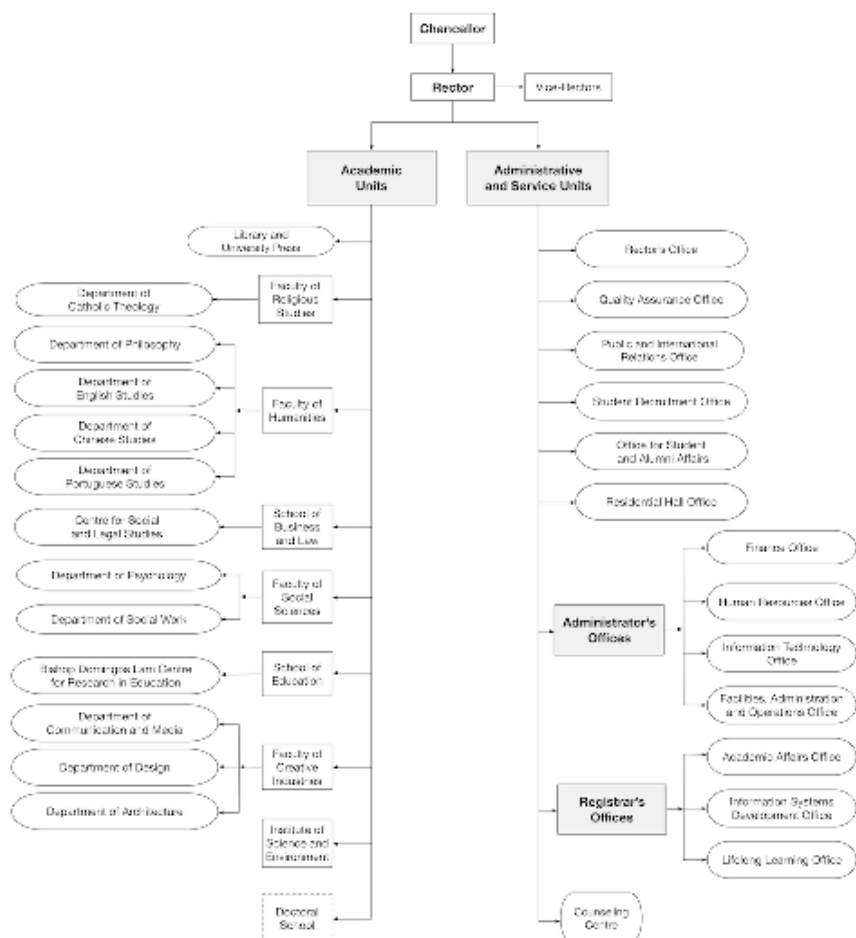
Fr. Peter Stilwell  
Rector

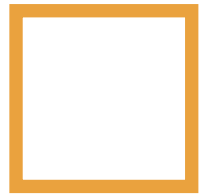
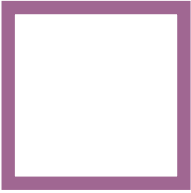






# 1. ORGANOGRAM OF USJ

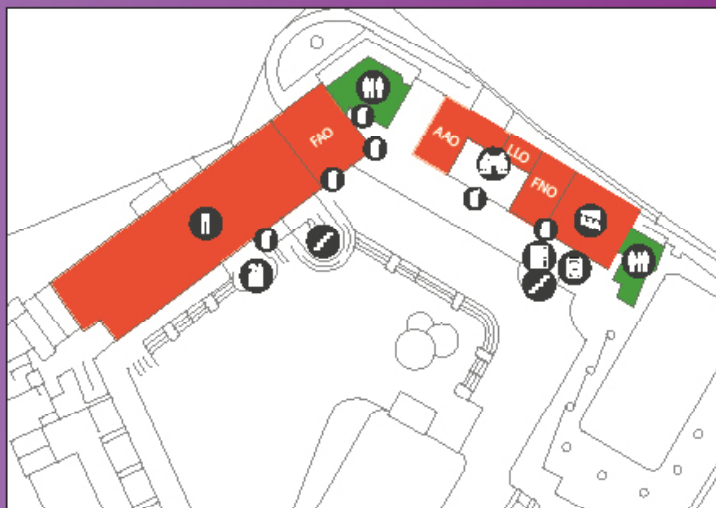















## 2. CAMPUS MAP

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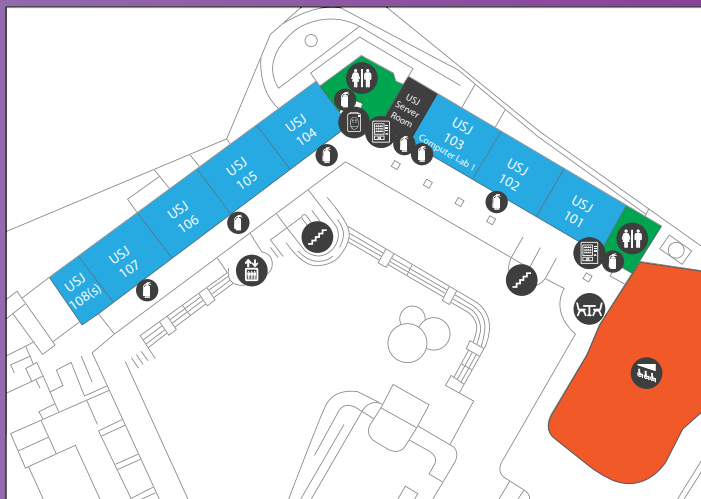









	Don Bosco Auditorium		Fire Extinguisher
	Canteen		Lift
	Offices		Staircase
FAO	Facilities and Administrative Office		Vending Machine
AAO	Academic Affairs Office		Water Machine
LLO	Lifelong Learning Office		Washrooms
FNO	Finance Office		

Tel: +853 8592 5600 | Fax: +853 2872 5517 | Address: Estrada Marginal da Ilha Verde, 14-17

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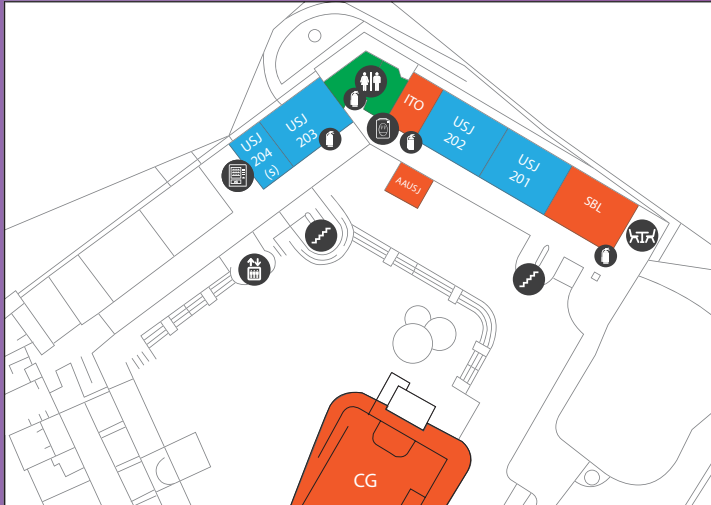
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-  Fatima Canary Auditorium
-  Fire Extinguisher
-  Lift
-  Staircase
-  Vending Machine
-  Washrooms
-  Water Machine

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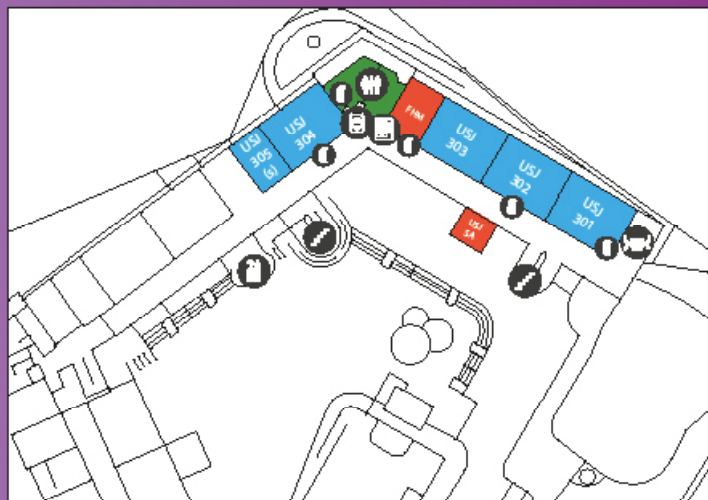
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I/O	Information Technology Office		Fire Extinguisher
AAUSJ	USJ Alumni Association		Lift
CG	Eric Mo Carril Garden		Staircase
SBL	School of Business and Law		Vending Machine
			Water Machine
			Washrooms

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FHM | Faculty of Humanities  
USJSA | USJ Students' Association

-  Fire Extinguisher
-  Lift
-  Staircase
-  Vending Machine
-  Water Machine
-  Washrooms

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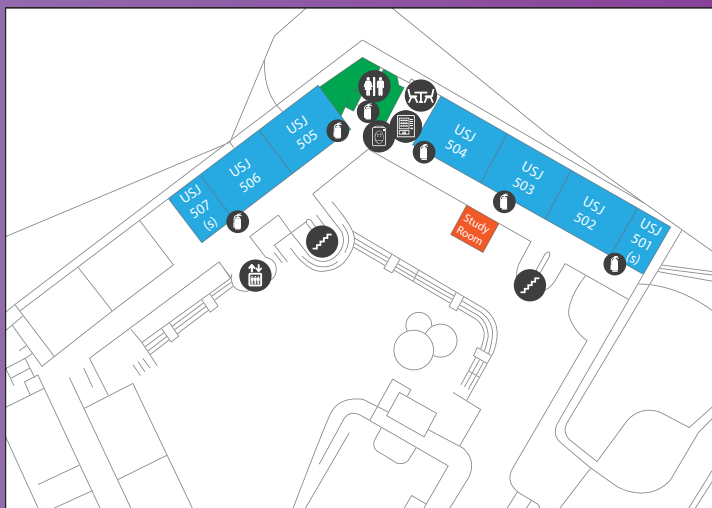








HRO	Human Resources Office	QA	Quality Assurance Office	M.R.	Meeting Room
ISDO	Information System Development Office	CRE	Co-ordinator of the Center for Research in Education		Fire Extinguisher
PIRO	Public and International Relations Office	SED	School of Education		Lift
SRO	Student Recruitment Office	FCI	Faculty of Creative Industries		Staircase
ADM	Administrator	SBL	School of Business and Law		Washrooms
REC	Receptor's Office	FSS	Faculty of Social Sciences		Water Machine

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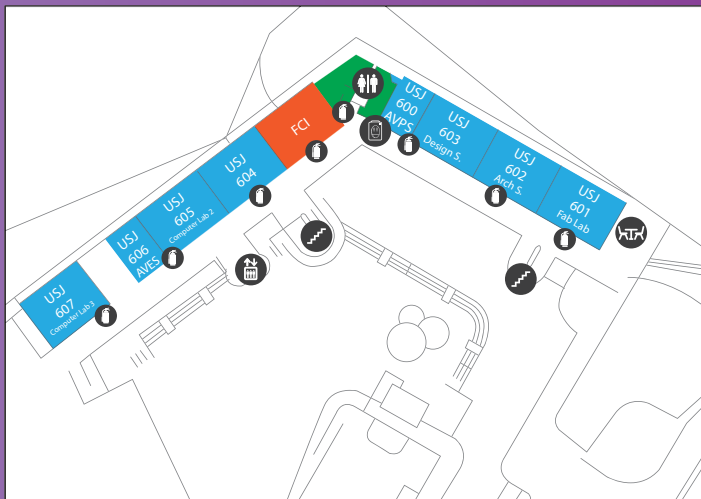




-  Fire Extinguisher
-  Lift
-  Staircase
-  Vending Machine
-  Washrooms
-  Water Machine

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Fab Lab	Digital Fabrication Lab		Fire Extinguisher
Arch S.	Architectural Studio		Lift
Design S.	Design Studio		Staircase
AVPS	Audio Visual Production Studio		Water Machine
AVES	Audio Visual Editing Studio		Washrooms
FCI	Faculty of Creative Industries		

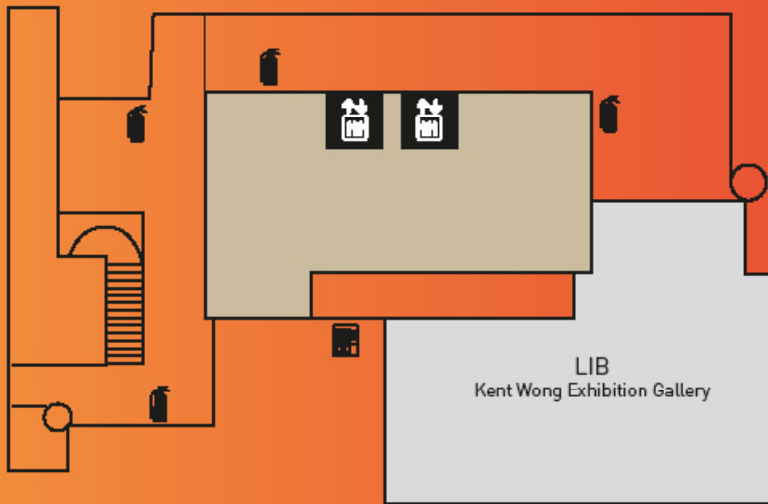
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UNIVERSITY OF  
SAINT JOSEPH

## G/F RESIDENTIAL HALL

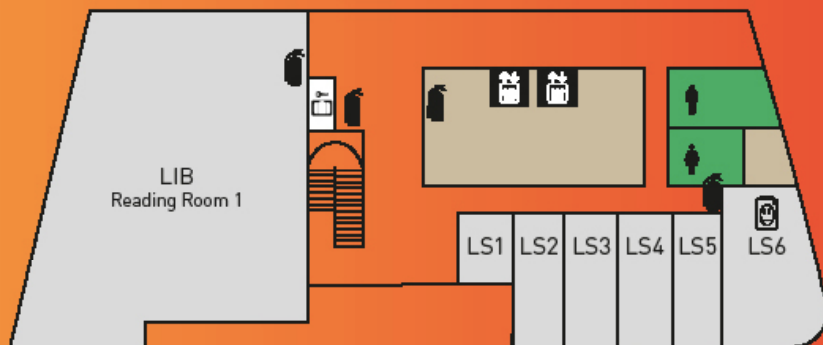


LIB	Library
	Fire Extinguisher
	Lift
	Vending Machine

Tel: +853 8592 5600 | Fax: +853 2872 5517 | Address: Estrada Marginal da Ilha Verde, 14-17

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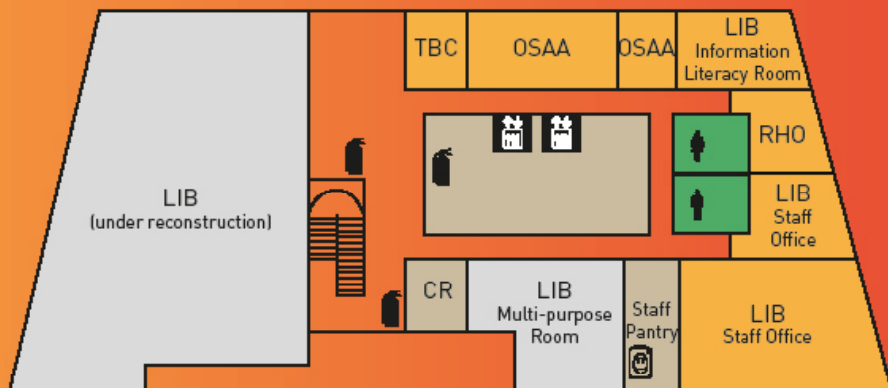


LIB	Library
LS	Library Study
	Fire Extinguisher
	Lift
	Lockers
	Washrooms
	Water Machine

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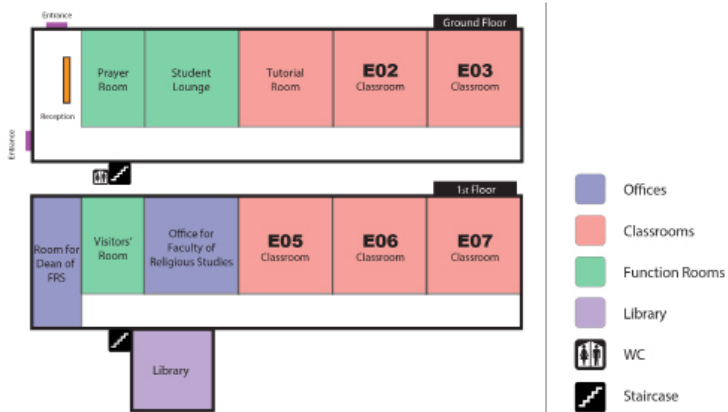


- |      |                                       |
|------|---------------------------------------|
| CR   | Counselling Room                      |
| OSAA | Office for Student and Alumni Affairs |
| LIB  | Library                               |
| RHO  | Residential Hall Office               |
|      | Fire Extinguisher                     |
|      | Lift                                  |
|      | Washrooms                             |
|      | Water Machine                         |

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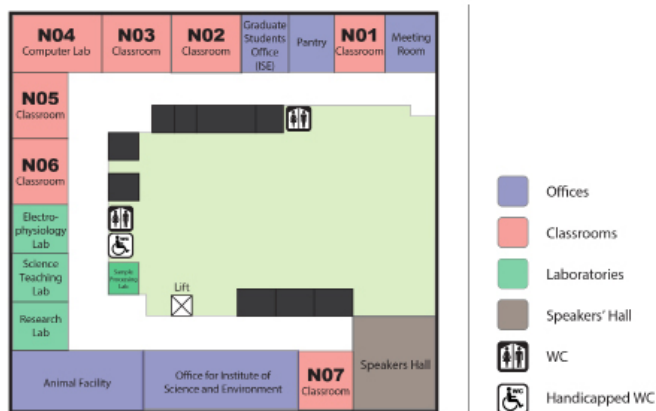
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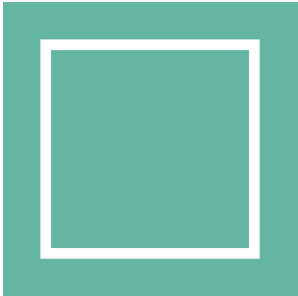
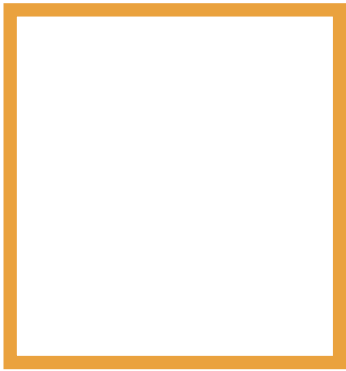
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## 3. LIST OF MASTER PROGRAMMES

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## MASTER

Master of Architecture  
Master of Business Administration  
Master of Choral Conducting  
Master of Communication and Media  
Master of Community Development  
Master of Counselling and Psychotherapy  
Master of Design  
Master of Education  
Master of Environmental Sciences and Management  
Master of Government Studies  
Master of History and Heritage Studies  
Master of Lusophone and International Public Law  
Mestrado em Estudos Lusófonos de Linguística e Literatura  
Master of Organizational Psychology  
Master of Philosophy  
Master of Religious Studies  
Master of Social Work



## 4. REGULATIONS AND RULES FOR PROGRAMMES AND STUDY

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## a. ACADEMIC YEAR AND WORKING TIMES

The academic year starts in September each year and ends in August of the following year. The academic year is divided into three periods. The Fall Semester starts normally in September and the Spring Semester starts in January or February each year, as announced yearly on the Academic Calendar. A Summer Semester may be organised in July and August each year, during which examinations, short-courses and other academic activities may be organized. Academic activities take place normally from Monday to Friday, even though some programmes may include activities also on Saturdays. No academic activities are scheduled on Sundays or public holidays.

## b. TEACHING AND LEARNING THE CREDIT SYSTEM AND ITS OPERATIONS (AAO)

1 unit of credit corresponds approximately to 14 contact hours in graduate programmes (shown on the official transcript)

## c. REGISTRATION FOR, AND ENROLMENT INTO, MODULES

1. Students are required to register each academic year, within the periods specified yearly by the university, except in their year of matriculation.
2. Only registered students will be allowed to attend classes, seminars and examinations.
3. The university may institute language proficiency requirements for advancing to subsequent years or phases of specific academic programmes. Failure to comply with those requirements may result in students being retained in their current year of studies.
4. Late registration is accepted within the supplementary period defined in the university calendar, but will be subject to a penalty fee.
5. Students in debt to the university may be refused registration unless a payment plan has been approved.
6. Registration is valid for one academic year. Failure to register for the next year within the timeline stated in the university calendar may result in the student being classified as "Drop-Out".

## d. ADDING, SWAPPING AND DROPPING MODULES

1. Students may add modules to their schedule during the announced periods each Semester. Requests to add modules are considered based on the following conditions:
  - a. Priority is given to students adding previously failed modules;
  - b. Adding the required module does not create scheduling overlaps;
  - c. The maximum number of students defined for each module is not exceeded;
  - d. Added modules belong to the respective student's study plan and are at the student's current Year of Studies, or below;
  - e. Students can only add modules up to three days before the respective module starts;
  - f. Students cannot enroll in more than 22 credits each semester. An exception is made for students retaking previously failed modules, in which cases this limit is raised to 25 credits / Semester.
2. Students may swap from one module's section to another section of the same module during the announced periods each Semester. Requests to swap modules are considered based on the following conditions.
  - a. The section being swapped has the same name, code and number of credits;
  - b. In the case of language modules, the level of the swapped module is the same as the originally enrolled module;
  - c. The swap does not create a scheduling overlap;
  - d. The maximum number of students defined for each section is not exceeded;
  - e. Students can only swap modules up to three days before the respective module starts.
3. Students may be authorized to drop modules within the first two weeks of classes. Considering the risk that dropping modules poses for a student's timely graduation, drop requests may only be processed after the respective student is informed and assumes responsibility for the following risks:
  - a. Delay in graduation;
  - b. That a specific module may not be offered in the future;
  - c. The maximum number of students defined for each module is not exceeded;
4. Adding, swapping or dropping modules may require the payment of a fee, according to the university's tuition fee table at the time. Whenever payment is required, students must make the respective payment before the request is approved.
5. All add, swap and drop requests are authorized by the Registrar's Office, in accordance with the guidelines described in this article. The Registrar, in consultation with the respective Dean, may authorize exceptions to the listed guidelines.

## f. CREDIT TRANSFER, EXEMPTION AND RECOGNITION OF PRIOR LEARNING

1. Applicants may be exempted, accredited or allowed to substitute certain modules in their chosen programme in the following situations:
  - a. When justified by an applicant's proven achievements and competencies in that respective field, according to criteria established by the Academic Council;
  - b. When justified by an applicant's prior studies in tertiary institutions, at least at the same level, and based on a recommendation from the respective programme coordinator;
  - c. When approval is granted by the respective programme coordinator for the student to complete an equivalent module offered at the university (with at least the same number of credits);
  - d. When an ex-student of the university re-applies to complete a previously unfinished programme or requests to change his/her student status from Extraordinary to Ordinary. In these situations the credits are recognized only if the student met all the programme's requirements at the time of his/her original completion of the module.
2. Exemptions, accreditations and substitutions are acknowledged in a student's study plan as "CR" instead of a grade, except for those referred to in 1d).
3. The maximum number of accreditations that may be granted in the situations described in 1b) is 30% of the total credit load of the respective programme (rounded up to the closest whole number), except where accreditation is awarded on the basis of an institutional agreement between the university and an external tertiary education institution, or where those prior studies took place at USJ. Exceptionally, with the expressly justified approval of the Academic Council, a particular student maybe awarded a higher amount of exemptions and accreditations..
4. In the situations referred to 1d) students must return any award previously received from the university for the completion of those modules whose credits will now be recognized in the new study plan.
5. All exemptions and accreditations are authorized and recorded in the respective student's study plan by the Registrar's Office, in accordance with the procedures described in this article. Exemptions and accreditations may require the payment of fees, in accordance with the university's Tuition Fee Tables.

## Exemption Application Guideline (for language modules) (ARO-450-1117-02)

### *Requirements*

Students proven to have C1 level or above in English can apply for exemption from taking English classes. The exemption requirement for Putonghua is C2 for native speakers of Chinese, and A2 for non-native speakers of Chinese. The exemption requirements for Portuguese is C1 for native speakers of Portuguese and A2 for non-native speakers.

The direct exemption can be granted upon presentation of external language exam results which prove that students have the required level for exemption and approval from the respective programme coordinators. Students can also request an internal exam with the endorsement from a language instructor of the respective language.

### *Process For Direct Exemption*

1. Submit the Exemption Application Form and certificate as proof of language level to the Academic Affairs Office (AAO). [Cambridge = C1, IELTS = 7 or TOEFL = 95 of 120]
2. AAO verifies the certificate and passes it on to the programme coordinator to sign for approval. (Coordinators may reject exemption request depending on significance of the language course relative to the overall programme).
3. Credits for the exempted modules will be counted but the student will not receive a grade for the exempted modules.

### *Process For Internal Exemption Exam Request*

1. Fill in the Exemption Application Form and get the endorsement from an instructor of the language the student is applying for exemption from.
2. Submit the endorsed form to AAO for the arrangement of the language exam.
3. AAO contact the respective language coordinator to set up a panel of two examiners, consisting of the respective language instructors to test the written and/or spoken language ability of the student.
4. Examiners put in the result of the student's exam on the Exemption Application Form.

5. Examiners pass on the form to the student's programme coordinator.
6. Programme coordinator signs for approval/rejection and returns the form to AAO. (Coordinators may reject exemptions request depending on the significance of the language course relative to the overall programme).
7. Once approved, the respective language modules will be taken off the student's study plan.
8. Credits for the exempted modules will be counted but the student will not receive a grade for the exempted modules.

### RPL Application Process for former USJ students (AAO-546-1117-02)

The form must be used exclusively by students seeking recognition for credits completed earlier in a programme offered by USJ at the same level of the programme s/he is applying for.

Application for RPL must be made at the time of application for admission, by submitting the completed enclosed form to the Academic Affairs Office. The RPL processing fee is waived for students seeking recognition of credits completed earlier at USJ.

Following the decision on admission, accepted students will also receive a confirmation on the results of their RPL request. Credits granted, if any, are considered when matriculating students in the programme, which may result in students being automatically matriculated in an advanced Year of Study (e.g. Year 2).

## g. AUDITING

### ECL-523 Policy on Auditing Modules

## i. ATTENDANCE AND LEAVE OF ABSENCE

Attendance and active participation in classroom activities is an important part of the educational experience offered at USJ. The sharing of ideas and experiences is crucial for effective learning, and scheduled classes at USJ are designed to invite discussion and cooperative learning. Thus, students at USJ are expected to attend all classes on time for each scheduled session and to remain actively engaged in the class activities throughout the whole duration of the session.

Students who fail to attend at least 2/3 of the scheduled sessions of a specific module are not eligible to receive a passing grade. Should a student have a medical or other justified reason for being absent from a specific session, s/he should inform the respective Lecturer in advance. If that absence exceeds 5 days, students are also required to submit the supporting documents at the Academic Affairs Office, enclosed to a Special Request Form. In the case of justified absences, students may be given additional opportunities to compensate for missed sessions, assignments and/or examinations, based on the consideration of the respective Lecturer.

Lecturers keep attendance records of each session through MyUSJ.

Students who fail to meet the attendance requirements (as stated in the specific course syllabus or, in case of omission, in the university's academic regulations) are not eligible to pass the respective module. Even though specific Modules may require a higher proportion of attendance, at the very minimum students, are required to attend two-thirds of the scheduled sessions in order to be able to receive a passing grade for the respective Module.

Arriving late and/or leaving early from a class unjustifiably, as well as failure to actively engage in a class, may provide grounds for the Lecturer to consider a specific student absent from class.

### Penalty

Students who fail to meet the attendance requirements of their respective classes automatically fail the module. The repetition of a module or the participation in an exam is subject to a fee, according to the tuition fee schedule at the time.

Students with chronic poor attendance may also be called for an interview by the respective Coordinator and/or by a representative of the Office for Student and Alumni Affairs and, ultimately, may be required to withdraw from the University, according to the University's academic regulations.

### Planned Absences

There may be cases where a student knows s/he will not be able to attend the required number of classes for a course. In these cases, the student must discuss the situation with the respective Lecturer before the first class, to decide whether some alternative arrangement can be made. Supporting evidence showing the serious and special nature of the situation must be provided in all such cases.



## Absences that cannot be Planned

There may be cases where a student cannot meet the attendance requirement. As soon as this situation is known, the student should discuss it with the respective lecturer and explain why s/he cannot meet the attendance requirements. Supporting evidence showing the serious and special nature of the situation must be provided in all such cases.

## Absences for Medical Reasons

Students wishing to have their absences justified due to medical reasons must do one of the following:

1. If the absence is for less than 5 consecutive days, students should approach the respective lecturer(s) directly. The respective lecturer(s) can decide whether the student's absence can be considered justified and whether any requests to compensate their absences should be entertained.
2. If the absence is for more than 5 consecutive days, students are required to submit the following documents to the Academic Affairs Office as soon as they are able to return to university.
  - a. Evidence (e.g original copy of medical certificate)
  - b. Special Request Form indicating the reason and the period for absence

The documentation will be reviewed and a decision made by the Registrar as to whether the absences can be considered justified.

Please note that even though failure to attend classes or examinations due to medical reasons may be considered justified, the university has no obligation to repeat any scheduled class, exam or activity or to provide additional opportunities for the student to compensate for the missed activities. A reasonable effort will be made to accommodate these cases whenever possible, but there are no guarantees and it is possible that students in these situations may fail the respective modules and be required to re-enroll.

## Faculty Attendance

Whenever a Lecturer is late for 15 minutes the respective class is automatically dismissed. A student representative is however required to report the case to the Academic Affairs Office.

## Missing Examinations, or not Submitting Coursework on Time

If a student has strong, approved and documented, reasons for missing an examination or not completing the required coursework on time, he or she may be given an additional opportunity to compensate for the missed assignment or exam, according to the decision of the respective Lecturer.

Whenever possible, such arrangements should be made prior to the examination.

## The Consequences of Non-Attendance or Non-Submission

Students who do not attend the required assessment automatically fail the module.

Students failing a module for non-attendance or failure to submit assessment must make it up by repeating the course when it is next run (usually in the following year). Students must pay additional tuition to retake the course, according to the tuition fee schedule in force.

## Special Arrangements

In exceptional circumstances, special arrangements may be made to cover situations where students cannot attend classes or fail to submit the assessment.

In all cases, these special arrangements must be agreed with the respective Lecturer and formally approved by the respective Coordinator and/or Dean. Private, unofficial arrangements between students and the respective Lecturer are not permitted.

Whenever special arrangements are agreed upon, this agreement must be approved before the last class of the respective module. After the last session, no further requests for special arrangements will be entertained.

## j. SUSPENSION OF CLASSES

Please refer to "Inclement weather/Class Cancellations" in the appendix

## k. RETAKES AND RESITS

A fee is charged for the repetition of modules, according to the tuition fee schedule of the academic year in which the module is retaken.

### 1. Make-up Exams :

- a. Students graded as "Incomplete" may attend a make-up exam to determine their final grade.
- b. The make-up exams are set directly by the academic staff in the form of a written exam or assignment.
- c. Make-up exam(s) must be set and graded within one month of posting an "Incomplete" grade.

### 2. Exams :

- a. Exams are authorized by the Dean of the Faculty and can be offered to students who previously failed the module so long as they have met the minimum attendance requirements.
- b. Exams must consist of a piece of work completed and proctored on-campus. Exams in areas that are more practical in nature may involve also a preparatory component of independent work.
- c. Exams may be used to pass a previously failed module or to improve an existing grade.

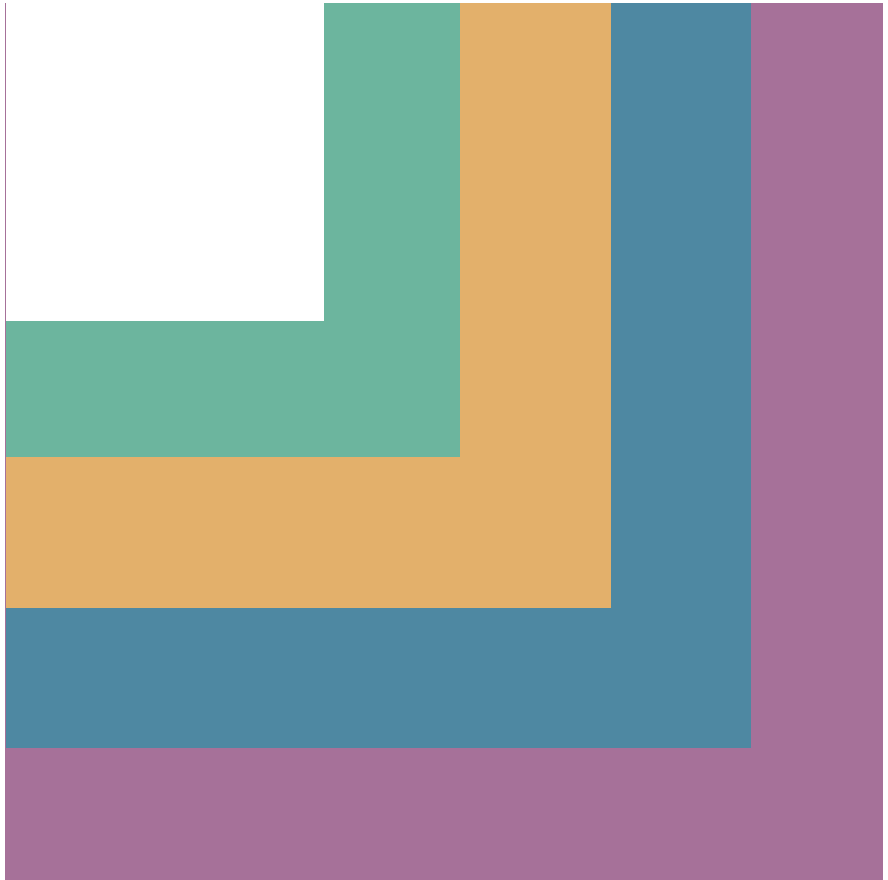
- d. Students are authorized to sit exams for improvement of a specific module's grade once. Whenever exams are used for the improvement of a grade, the exam must take place within the same academic year of the student's enrolment in that specific class and the grade of the exam is only valid if it is higher than the original grade.
- e. Registration for exams is made through the Academic Affairs Office, subject to the fee stated in the Tuition Fee Tables.

## Admission to Exam Form

1. Requisites: Students who meet the following criteria may request to be admitted for the exam:
  - a. Registered as "active" in the programme;
  - b. No outstanding debt to the university;
  - c. Previously enrolled in the respective module meeting the minimum attendance requirements (i.e. two-thirds, or more, of the classes).
2. Request: To request to be admitted to an exam, students must submit the respective form (enclosed below) to the Academic Affairs Office. This request must be made during the months of May or June each year, and exams will take place in July.

Note: Students who receive a grade of "INC" in a specific module may be requested by their lectures to complete special assignments or an exam to determine their final grade. These assignments or exams are arrangements made directly between the respective lecturer and the students and do not have to go through the following process.

3. Internal Process:
  - a. Registered as "active" in the programme;
  - b. No outstanding debt to the university;
  - c. Previously enrolled in the respective module meeting the minimum attendance requirements (i.e. two-thirds, or more, of the classes).
4. Additional Information:
  - a. Exams take place each year during the month of July.
  - b. Exams are graded on a 0-20 scale.





## 5. TEACHING , LEARNING AND ASSESSMENT

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## a. TEACHING AND LEARNING

1. Modules are primarily delivered through lectures, organized on a classroom, face-to-face basis. Distance learning may also be used to complement the learning experience.
2. Modules may be offered primarily through distance learning when so established in the respective programme design approved by the competent authorities.
3. The university may organize modules in the form of tutorials for a particular student or groups of students, subject to the approval of the respective Dean. Tutorials generally involve a reduced number of contact hours, compensated by additional requirements for independent work.

## b. GRADING SYSTEM AND GPA

1. In principle, grades must be submitted to the students within one month of either the last session of the module or its exam date, according to the grading scales referred in this article and summarized in Grading Scale.
2. Generally, grades of modules and Master dissertations must be submitted on a scale of 0 to 20. Additionally, some modules may be graded on a "Pass"/"Fail" scale, as determined by the Academic Council. In exceptional circumstances students may be graded temporarily as "Incomplete", when academic staff requests additional projects or an additional exam from a student, to more accurately determine the final grade. "Incomplete" grades must be replaced by a final grade within one month of being submitted or will be automatically converted to a "Fail" by the Academic Affairs Office.
3. Grades from 0 to 9 represent a fail, whereas 10 to 20 represent a pass.
4. In the computation of the final grade, a decimal part inferior to 0.5 is ignored and a decimal part equal or above 0.5 is rounded up to the next integral number.
5. Students that fail to attend at least two-thirds of the scheduled sessions of a specific module are not eligible to receive a direct passing grade for that module, in accordance with the university's Charter. However, whenever considered justified by the respective Lecturer, students may be graded an "Incomplete" and be requested to complete additional assignments or examinations to compensate for the missed sessions.
6. All grades are considered permanent after three months of publication and may not be altered. Within this period, they may be subject to Grade Appeal or correction of clerical errors.

## Grading Scale Grade Descriptors

Grade	Qualification
20	Excellent
19	
18	
17	Very good
16	
15	Good
14	
13	Sufficient
12	
11	
10	
9 and below	Fail

P	Pass
F	Fail

CR	Credited
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## Graduation with Honours

Final Grade	Corresponding Honour Level
18-20	Summa cum laude
16-17	Magna cum laude
14-15	Feliciter
10-13	Sufficient

\* In a doctoral degree only the honour level is attributed to the final grade.

### Final Grade

1. The student's final grade in the undergraduate and master programmes is the weighted average of the grades obtained in the modules and dissertation, if any, according to their respective credit load.
  - a. Modules graded as Pass/Fail, as well as those marked as "CR" are not included in the computation of the final grade.
  - b. In the computation of the final grade, the decimal part inferior to 0.5 is ignored and the decimal part equal to or above 0.5 is rounded up to the next integral number
  - c. The honour scales accompanying the numerical final grade are as follows:
    - i. 10 to 13 - Sufficient (rite);
    - ii. 14 to 15 - Good (feliciter)
    - iii. 16 to 17 - Very good (magna cum laude)
    - iiii. 18 to 20 - Excellent (summa cum laude)

## c. ACADEMIC APPEALS

1. Students may appeal a grade to the Registrar's Office, subject to the fee in the Tuition Fee Tables. Article 19 (Pedagogy and Assessment, clause 5)
2. All grades are considered permanent after three months of publication and may not be altered. Within this period, they may be subject to Grade Appeal or correction of clerical errors. Article 20 Time and Scale for Grading, clause 7)
3. The decision of the examination committee is final and cannot be appealed. Article 30 (Public Examination, clause 9
4. The decision of the examination committee is final and cannot be appealed. Article 45 (Jury's Deliberation, clause 6)
5. The decision of the examination committee is final and cannot be appealed. Article 52 (Omissions and Doubts, clause 2)

### Grade Review Appeal Process & Improving Grades

1. Students have the right to file a grade review appeal request about a specific grade.
2. Students can only appeal to the university if they have previously appealed directly to the respective lecturer, within 5 days of the publication of the grade.
3. Should the student feel that the direct appeal to the lecturer did not resolve the issue fairly, s/he has the right to file an appeal at the Academic Affairs Office within two weeks of the publication of the grade. A fee of MOP500 is charged for these requests, refundable if the appeal is positive.
4. The appeal request must be made in the form of a written letter, addressed to the Registrar.
5. After receiving a grade appeal request a committee of three members will be appointed by the respective Coordinator to review it. Simultaneously, a report regarding the grade will be requested from the respective lecturer, due within a maximum period of two weeks.
6. The committee will then do the following:
  - i. Review the lecturer's report and interview him/her, if required;
  - ii. Should at least one member of the committee consider that the allegations warrant a hearing, the student will be called for one. Otherwise, the student will be informed of the outcome;
  - iii. The committee must call a hearing, or reply to the appeal, within ten working days of receiving the report from the lecturer.
7. Should there be a hearing, the committee interviews the student and, after discussion with the lecturer, proposes an outcome.
8. Should the outcome be positive, the grade will be updated and the student can claim back the fees paid for the appeal process.
9. The decision reached through this process is final. Students may still request to retake the module, or the exam, in an effort to improve their grade. The following guidelines will apply:
  - i. Requests will be approved according to the seat availability (priority will be given to students who have not yet taken the class);
  - ii. Normal charges will apply, following the tuition tables at the time;
  - iii. The final grade in these cases will be set as the highest between the original and the new grade.



## d. ACADEMIC RECORDS AND TRANSCRIPTS

In principle, grades must be submitted to the students within one month of either the last session of the module or its exam date, according to the grading scales referred in this article and summarized in Appendix 1.

## e. ACADEMIC INTEGRITY COMMITTEE

Please refer to the following link for details

<https://drive.google.com/file/d/1otR1Uz2uuifBA32yiX1HzfYzI31wJNt/view?usp=sharing>

## f. ASSESSMENTS AND EXAMINATIONS

1. Faculty members, Coordinators and Deans must take the following into consideration when planning the academic year:
  - a. The assessment process must contribute to intensifying the learning process and the overall understanding of the subject matter, it must not hinder this process through the multiplication of required grading elements within a module, or across the modules of a given semester;
  - b. The distribution of grading criteria among the different modules must promote the acquisition of a broad range of skills and competencies.
2. The programme and assessment method of each module must be made available to all enrolled students, through the course syllabus, on or before the module's first session.
3. Academic staff are responsible for establishing the plan and assessment methods of their respective modules, taking into consideration the following:
  - a. The expected outcomes, content and pedagogy of the module;
  - b. The size of the class;
  - c. The workload of the students in other modules during the semester;
  - b. The indications of the respective programme coordinator and faculty Dean.
4. Feedback on assessment is part of the learning process and requires that students have access to both the reasons for their grades and how their final grade was computed.
5. Students may appeal a grade to the Registrar's Office, subject to the fee in the Tuition Fee Tables.

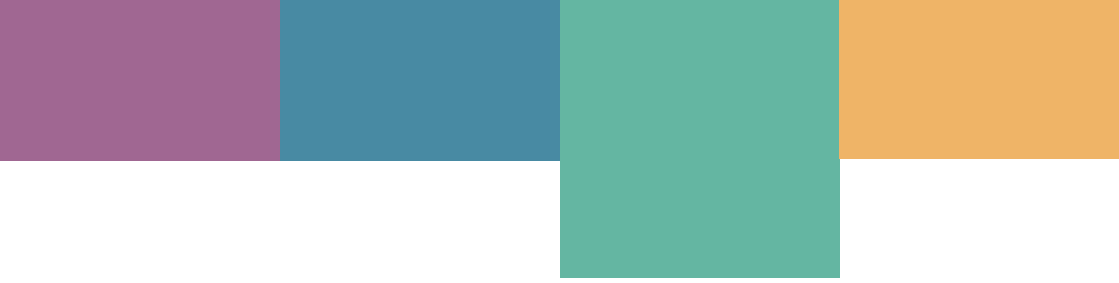
## General Guidelines

1. Assessment is an integral part of the learning process which aims to promote the assimilation of content, the acquisition of skills and competencies, and the development of creative and critical thinking.
2. Students have the right to be assessed and graded in each module.
3. Assessment must refer to written and oral assignments that can be evaluated objectively, such as reading summaries, projects, presentations, quizzes, research reports and exams
4. Grades for a module must be a weighted average of the different assessment components.
5. Academic staff are responsible for keeping student's assignments and exams for a minimum period of three months following the publication of the final grade for the module. Within this period, these assessment components should be available to the respective student for consultation.
6. Academic staff may be required to submit graded assignments and exams, as well as reports on the grades, to the university as a result of a Grade Appeal process initiated by one or more students.

## Exams

1. Make-up Exams:
  - a. Students graded as "Incomplete" may attend a make-up exam to determine their final grade.
  - b. The make-up exams are set directly by the academic staff in the form of a written exam or assignment.
  - c. Make-up exam(s) must be set and graded within one month of posting an "Incomplete" grade.
2. Exams:
  - a. Exams are authorized by the Dean of the Faculty and can be offered to students who previously failed the module so long as they have met the minimum attendance requirements.
  - b. Exams must consist of a piece of work completed and proctored on-campus. Exams in areas that are more practical in nature may involve also a preparatory component of independent work.
  - c. Exams may be used to pass a previously failed module or to improve an existing grade.
  - d. Students are authorized to sit exams for improvement of a specific module's grade once. Whenever exams are used for the improvement of a grade, the exam must take place within the same academic year of the student's enrolment in that specific class and the grade of the exam is only valid if it is higher than the original grade.
  - e. Registration for exams is made through the Academic Affairs Office, subject to the fee stated in the Tuition Fee Tables.





## 6.MANAGEMENT OF STUDENT STATUS

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## a. REGISTRATION AND MATRICULATION

### Registration

1. Students are required to register each academic year, within the periods specified yearly by the university, except in their year of matriculation.
2. Only registered students will be allowed to attend classes, seminars and examinations.
3. Late registration is accepted within the supplementary period defined in the university calendar, but will be subject to a penalty fee.
4. Students in debt to the university may be refused registration unless a payment plan has been approved.
5. Registration is valid for one academic year. Failure to register for the next year within the timeline stated in the university calendar may result in the student being classified as “Drop-Out”.

### Matriculation

1. Applicants who are offered a place at the university must confirm their acceptance of that place within the period stated in the acceptance letter, after complying with all the stated requirements.
2. After completing the requirements mentioned in (1), applicants will be matriculated at the university and enrolled as students of their respective programme.
3. The offer of a place is valid for a limited period, as stated in the respective acceptance letter. Failure to comply with all the stated requirements within that period results in the offer being automatically revoked.
4. The university reserves the right not to open an academic programme or a specific programme's specializations whenever the number of enrolled students is below the minimum stipulated by the university. In such cases, all fees paid shall be reimbursed.

## b. PERSONAL DATA AMENDMENT

Students are required to provide their most up-to date information to the university.

Wherever there is a change of address, contact number or any other personal information, a notification should be sent to the Academic Affairs Office.

## c. TRANSFER OF PROGRAMME

1. Registered students may request authorization from the Registrar's Office to transfer to another programme offered by the university.
2. Transfer requests will be considered based on several factors, including:
  - a. Available places in the desired programme;
  - b. A recommendation from the coordinator of the student's present programme;
  - c. An admissions interview for the new programme.
3. If the request is approved, students will be authorized to transfer to the new programme in the subsequent Semester, or academic year.
4. Transferred students may carry-over credits for modules considered equivalent to those in the new programme, as detailed in article 5.
5. Transferred students will be withdrawn from their original programme and matriculated as new students in their chosen programme. Tuition fees will be adjusted in accordance with the updated Tuition Fee Tables at the time of their new matriculation.
6. Only one transfer will be authorized in each degree cycle.
7. Normally, a minimum enrolment of one academic year is required for a transfer to be authorized, except when a special approval is granted by the Registrar.
8. Exceptions to the above criteria must be referred to the Executive Council for approval.

## d. SUSPENSION AND DEFERRAL

### Programme's Duration

1. Degree programmes at the university have a standard duration, in accordance with their official study plan.
2. The early, or late, completion of any programme of study at the university is subject to approval from the Registrar's Office.
3. Students may be authorized to register consecutively a maximum 150% of their programme's standard duration.
  - a. Where 150% results in a maximum duration that is not a full number of academic years the result is automatically rounded up one full year;
  - b. The maximum duration excludes any formally approved suspension period(s);
  - c. In the case of exclusion for exceeding the maximum duration, students may re-apply for the programme and re-initiate the matriculation process if they are admitted;
  - d. The registration of Master students for periods beyond their respective programme's standard duration requires a recommendation from their supervisor.
4. Students who fail to graduate within the maximum period for their programme will be automatically excluded from the university.

## Suspension

1. Students may request authorization from the Registrar's Office to suspend or withdraw from their studies.
2. Suspensions must be based on relevant medical, professional or personal reasons and can be authorized for a minimum period of one Semester and a maximum period of two consecutive Semesters. Exceptional suspension requests must be reviewed by the respective Dean and approved by the Rector.

### e. REINSTATEMENT OF STUDENT STATUS

Suspended students must inform the Academic Affairs Office of their intention to resume their studies within two weeks of the completion of their suspension period. Failure to do so may result in being classified as a "Drop-out".

### f. WITHDRAWAL AND TERMINATION

1. Students may request authorization from the Registrar's Office to suspend or withdraw from their studies.
2. Students must inform the Registrar's Office of their intention to withdraw from their studies and terminate their registration. Failure to do so may result in continued liability for fees and other duties to the university.
3. Withdrawn students may re-apply to the university, in which cases they will be treated as new applicants. If admitted, students may request accreditation of prior studies, according to the general guidelines outlined in article 5.

### g. CANCELLATION OF MATRICULATION

1. Student's matriculation may be canceled if one of the following conditions is met:
  - a. The student fails to pass the same module three times;
  - b. The student fails to pass any module during two consecutive Semesters;
  - c. The student's registration period exceeds the maximum authorized duration of the programme, as established in article 14.3;
  - d. A disciplinary process that results in a sanction of exclusion.
2. Items a), b) and c) in (1) may be overruled whenever it is determined, after inquiry, that reasonable justification can be provided.

### h. GRADUATION

Graduation with Honours

Honour level	0 - 20 scales
Summa com laude	18 - 20
Magna com laude	16 - 17
Feliciter	14 - 15
Rite	10 - 13

## Requirement of Graduation

Degrees are conferred to students in good standing with the university upon successful completion of their respective programme of studies.

### i. TRANSCRIPTS

#### Student Status (Article 9, clause 10)

Before updating a student's status to "Withdrawn", "Drop-out" or "Graduated" the student is required to complete a range of check-out procedures, including but not limited to the payment of any outstanding fees and the return of any books to the library. Failure to comply with these requirements may result in the student being ineligible to receive official documents from the university, such as transcripts, declarations, certificates or diplomas.

#### Copy of Dissertation for Library (Article 32, clause 1)

After successfully completing the public examination, students are required to submit the updated hardcopy and softcopy versions of the abstract, the thesis and their CV to the university's library before their Diploma, Course Completion Declaration and Transcript may be released.

### Fees

In exceptional circumstances, special arrangements may be made to cover situations where students cannot attend classes or fail to submit assessment.

In all cases these special arrangements must be agreed with the respective Lecturer and formally approved by the respective Coordinator and/or Dean. Private, unofficial arrangements between students and the respective Lecturer are not permitted.

Whenever special arrangements are agreed upon, this agreement must be approved before the last class of the respective module. After the last session, no further requests for special arrangements will be entertained.

Service	Standard charge (per unit, MOP)	Charge for urgent requests (per unit, MOP)	Discount for 3 more simultaneous request
Academic Transcript	100	200	20%
Standard Declaration	100	200	20%
Customized Declaration	250	500	20%
English Translation of Diploma	100	200	20%



- All documents will be ready within 10 working days (standard requests) or within 3 working days (urgent requests).
- A free transcript, course completion declaration, diploma and English translation of diploma are provided to each student upon graduation.
- Documents will only be delivered to the respective student or graduand. If a third-party is expected to pick-up the documents s/he must bring an authorisation letter signed by the student stating that s/he is authorised to receive the documents on her / his behalf. The authorisation letter must clearly state who the third-party is, including the full name and identification number.

## j. COLLECTION OF CERTIFICATES

Within one month of graduation students are given an official course completion declaration and a transcript. The Diplomas are distributed later, on a date to be announced yearly.

These documents are collected at the University's Academic Affairs Office.

Please see the details for collection below:

Location for Collection:  
 Academic Affairs Office  
 G/F Academic Building  
 University of Saint Joseph  
 Estrada Marginal da Ilha Verde 14 -17  
 Office Hours:  
 Mondays to Fridays (09:00 - 19:00)  
 Identification required:  
 Macau ID card/Passport

### Collection Through an Authorised Person

If the graduate cannot come in person to collect these documents, he/she can authorize a third party to collect them. The authorized person must present:

1. His/her Macau ID card/ Passport;
2. A copy of the graduate's Macau ID card; and
3. A letter of authorization (with the graduate's signature and student number) stating the name and identification number (Macau ID or Passport) of the person collecting the Diploma. Letters that do not state the identification details will not be accepted and people other than those stated in the letter will also not be allowed to collect the Diploma.

### Collection Via Mail

Should students be unable to collect these documents in person or through an authorized person, they may request delivery by post. The documents will be sent by registered mail. The university will not accept any responsibility for damage or loss of the documents. This request must be made at the Academic Affairs Office (in person or via email) and requires the payment of all related fees.



## 7.STUDENTS CONDUCT

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## a. STUDENT CONDUCT COMMITTEE REGULATIONS

The Student Conduct Committee Regulations aim to ensure that educational outcomes in respect of raising high-level standards of moral behavior and student conduct are addressed in the University. These regulations are approved by the Executive Council; any modifications to these must follow the same procedure. The Student Conduct committee differs from the Academic Integrity Committee by virtue of its focus on the conduct of students rather than the academic matters which are the focus of the Academic Integrity Committee.

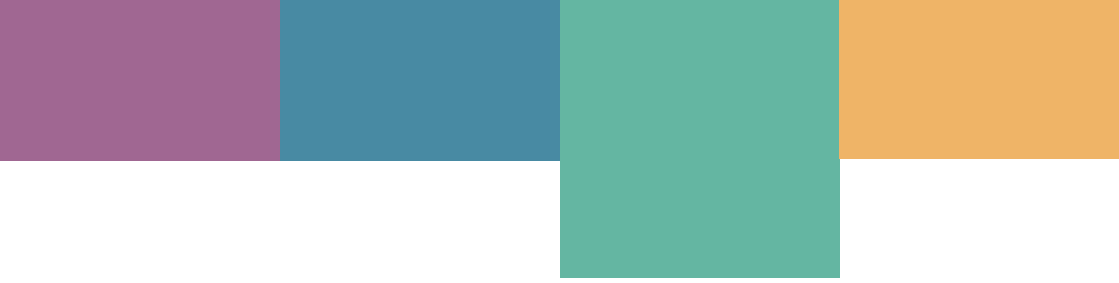
For more detailed information, please refer to the Student Conduct Regulations available at <https://drive.google.com/file/d/1j11-dXG8O135fOkcnixh9rmkAuTh9t-5/view>

## b. STUDENT CONDUCT COMMITTEE TERMS OF REFERENCES AND PROCEDURES

Appropriate student conduct is essential in all aspects of a university's work. The Student Conduct Committee of USJ handles student-related non-academic matters relevant to student conduct. These include, but are not limited to:

1. Promoting positive student conduct across the University;
2. Taking a proactive role in preventing breaches of student conduct; and
3. Allegations of breaches of appropriate conduct by students.

For more detailed information, please refer to the Student Conduct Committee Terms of reference and procedures available at <https://drive.google.com/file/d/1eXuKWU5MxoWwPZK1o5py3oeZSSYZ-lKg/view>



## 8.STUDENT SERVICES AND SUPPORT

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## a. ACADEMIC SUPPORT

Every member of the academic staff assists students in being successful in academic life. All faculty members share in the responsibility of supporting students whenever possible in any element of their studies.

The Coordinator is available to students for any non-modular-specific academic matters, such as planning programs, selecting courses and exploring career options. Students can contact academic staff by email, fax, telephone and letter. Meetings are set up upon request.

Office hours To be set up upon request.

## b. ADAPTATION SUPPORT

### New student orientation and first-year experience

Starting college can cause much anxiety in the heart of a new college student. New student orientation programs are designed to guide students in:

1. Introducing students to college life;
2. Acclimating students to their new surroundings; and
3. Providing an opportunity for the university to meet the newest members of the community.

Both academics, as well as extracurricular activities, will be presented in the first three weeks that allow students to become socially integrated and forming the college experience.

### Buddy Programme

The purpose of the Buddy programme is to assist new students in need, especially international and incoming exchange students with integration in the USJ student life. Buddy mentors (students) were recruited on a volunteer basis.

The buddy on his/her side, get the opportunity to

- Practice a foreign language,
- Get acquainted with different cultures,
- Get involved in the international community.

Buddy mentors will have the opportunity to

- Make a difference in the lives of others.
- Meet new people and making new friends,
- Gain new skills, knowledge and experience.

Students who are interested to be a buddy mentor or to request a buddy mentor, please contact:

Contact No.: (+853) 85925655

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

Location: OSAA, 2/F Residential Building, Ilha Verde Campus

Facebook: USJ Student and Alumni Affairs

## c. ALUMNI RELATIONS

We inspire the alumni community to maintain a lifelong connection with their alma mater and promote the social, cultural, communitarian heritage and development of Macau through the services and support to the Alumni Association (AAUSJ) and individual alumni; meetings are held regularly to plan events, activities and gatherings in:

1. Communicating strategically with graduates to create and enhance affinity with the campus;
2. Enhancing connections between alumni and students and;
3. Expanding opportunity for alumni involvement.

## d. CAMPUS LIFE

Within USJ's community, students will find many ways to get involved and make lifelong friends. We engage to create a vibrant learning, inclusive and belonging environment that promotes caring for student whole-person development and qualified professionals where extracurricular activities are organized to complement the university's academic curriculum and to augment the student's educational experience.

We can help organise events and activities for students and USJ staff in order to build closer relationships between both parties.

### Diversity and Inclusion

In line with our objective to create a community in which students embrace the value of diversity and inclusion, we organize related activities that promote an inclusive culture on campus, values respectful diversity, and recognizes that staff and students from different backgrounds and experiences enhance whole-person education, bring innovative cultural and academic insights to teaching, learning and research.

### Leadership and Social Activities

We engage to organize social activities to foster the bonding among the university community as well as to promote leadership and service.

### Student Government and Clubs

We provide assistance to every student government and clubs by providing activity management advising, fund seeking, venue booking, etc.in order to enrich students' university life.

### Volunteer and Civic Engagement

Volunteer and civic engagement activities are organized for the benefits of the surrounding community, and most importantly, enable students to critically reflect upon their service experiences.

## e. CAREER SERVICES

Career Services would like to welcome you to your one-stop site for the internship, full-time, or part-time work opportunities. Working with employers from business, government, and non-government sectors, Career Services is dedicated to providing students with the help and support needed for personal and career development. Year-round, USJ students can expect the following activities:

- Career Fair for students to explore various career options by networking with local and international employers
- Self-awareness and Career-preparation workshops, seminars, and projects
- Job opportunities and Internship placements
- Career-related events, and information like career guidebook

Employers are always ready and willing to introduce their organisations and industries to you. Do not miss out on the chance to match your talents, skills, interests, personality, knowledge, and educational background to your career choice and passion.

## f. CHAPLAINCY SERVICE

In accord with what Saint John Paul II wrote in the Apostolic Constitution on Catholic Universities Ex Corde Ecclesiae (15 August 1990), where he pointed out that “the objective of a Catholic University is to assure in an institutional manner a Christian presence in the university world confronting the great problems of society and culture” (no 13), the chaplaincy of the University of Saint Joseph endeavors to provide for the doctrinal, moral and spiritual needs of the teaching and non-teaching staff and students of the university.

The Chaplaincy is responsible for:

- Making the Sacraments available (Holy Mass and Sacrament of Reconciliation) to Catholics
- Providing personal spiritual guidance upon request
- Organising activities geared to introduce or deepen knowledge of the Catholic faith
- Supporting the Catholic student society
- Offering a visible presence of the Catholic Church on campus and actively seeking to engage Catholic and non-Catholic students in dialogue on important questions and issues common to all

Email:

Fr. Daniel Antônio de Carvalho Ribeiro ([danielcarvalhoscj@gmail.com](mailto:danielcarvalhoscj@gmail.com)),

Fr. José Mario O Mandia ([jmomandia@gmail.com](mailto:jmomandia@gmail.com)),

Fr. James Law ([servitus11@gmail.com](mailto:servitus11@gmail.com))

Location: Basement, Residential Building, Ilha Verde Campus

Search USJ Chaplaincy: <https://www.usj.edu.mo/en/about/chaplaincy/>

## g. COUNSELLING SERVICE

The team of counselors consists of graduate student interns with backgrounds in psychology and/or other disciplines that are conducive to their counseling responsibilities. Counselors' work is supervised by their USJ professors and possibly other seasoned counseling professionals. Students can discuss their concerns and issues in their native language, our current counseling team members are fluent in the following languages:

- Cantonese
- Putonghua
- English
- Portuguese
- Filipino

All involvements in counseling are private and confidential. That is, the counselor must conform to the ethical code whereby information about counselees (or even that students are receiving counseling) will not be disclosed without the counselees' written permission. Information about students being seen at Counselling Service will not go into the student's academic record and will not be provided to parents. The only exceptions take place when it becomes clear that a person's life is in danger. Students are encouraged to express any concerns they have about confidentiality or about the counseling process with their counselor prior to or during the counseling session.

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

Location: 2/F, Residential Hall, Ilha Verde Campus

## h. INSURANCE

Personal injury insurance for all students

All students can claim compensation for a personal injury resulting from:

- Accidents during school hours;
- Accidents during direct travel between the home and the place where the school hours are spent.

To report an injury you need to complete a claim form and the claim form must be signed by you. Please note that students need to report the injury-causing accident and submit the claim form to the Office for Student and Alumni Affairs. The claim form must be signed by you. The claim form for personal injury can be found.

Download Injury Claim form:

<https://drive.google.com/file/d/1ZH5fYQja9r6fhuhR8GztmkGchElncsz/view?usp=sharing>

### Medical Insurance for international students

To ensure international students have adequate medical support and coverage during their studies at USJ, starting from the academic year 2017/2018, all new non-local students studying any programmes at USJ are requested to purchase medical insurance before they begin their studies at USJ, except with special approval of the university. Insurance plan will cover outpatient treatments, hospitalisation and accidental death in Macao. The scheme operates on an annual basis and therefore students are requested to renew their medical plan every year.

Contact No.: (+853) 85925655

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

Location: 2/F, Residential Building, Ilha Verde Campus



## i. INTERNATIONAL RELATIONS AND EXCHANGE OPPORTUNITIES

With our students and staff coming from 50 different countries, a multicultural and international experience is pursued and celebrated at the University of Saint Joseph (USJ)!

Among other areas of work, like brand quality management and managing the content for the institutional website and social media channels, the Public and International Relations Office (PIRO), with its international staff, works on developing new forms of an international and regional collaboration with partner universities and educational institutions. We now have close to 90 partners from all over the world! We are also an active member of many international organisations, striving to build stronger global connections, and we are the only Higher Education Institution in Macao with Consultative Observer status granted by the Community of Portuguese Language Countries (CPLP).

### Exchange Opportunities

With the help of our partners, we offer exchange opportunities for all USJ degree programme students. While complimenting their studies, the exchange and summer programmes PIRO facilitates simultaneously allow students the opportunity to enhance their academic and language abilities, as well as develop their confidence, networking and interpersonal skills. Students are able to enjoy different components of academic life while exploring different destinations, meeting new people and cultures, and facing a different educational system while broadening horizons in a unique and memorable way!

Outgoing Exchange Programme

<https://www.usj.edu.mo/en/international/exchange-opportunities/outgoing-exchange-students/>

Overseas Summer Programme (short international experience)

<https://www.usj.edu.mo/en/international/overseas-summer-programmes/>

### Incoming Exchange Student

Every semester, we also receive Incoming Exchange Students from countries like Portugal, Brazil, Indonesia, and Italy, so you will also have a chance to learn about different cultures and traditions right here in USJ! We hold several activities for the exchange students' smooth integration in USJ and Macao so feel free to join us whenever you see an event coming up.

### USJ International Cultural Fair & Languages Day

Annually, with the support of the Faculty of Humanities and the Macao Foundation, we organise the USJ International Cultural Fair & Languages Day (ICFLD). Its main objective is the sharing of cultures and learning about the features that characterise us and make us unique. Typical songs and dances, cultural booths, traditional snacks and beverages and an International Parade are some of the things you can expect in the event! To watch the highlights of the USJ ICFLD 2019, visit [https://youtu.be/\\_L1RWFVGIQU](https://youtu.be/_L1RWFVGIQU). This year's edition will be held on April 24th so make sure to save the date!

Contact No.: (+853) 85925643

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

Location: PIRO, 4/F Academic Building, Ilha Verde Campus

Search PIRO

## j. RESIDENCE SERVICE

The University's Residential Hall (RH), located on the Ilha Verde Campus, provides accommodation for around 170 students and a limited number of staff.

It has the goal of creating a safe, supportive and stimulating residential community that embraces diversity, participation and learning of professionalism.

All students and staff of the University of Saint Joseph are eligible to apply for on-campus accommodation, with priority being given to international students and exchange students.

Contact No.: (+853) 85925703

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

Location: 2/F Residential Hall, Ilha Verde Campus

Search USJ Residential Hall <https://www.usj.edu.mo/en/residential-hall/>

## k. STUDENT WITH SPECIAL NEEDS

The University is committed to compliance with the aims of the CRPD (Convention on the Rights of Persons with Disabilities). Students with disabilities can expect to be integrated into the normal University environment. They are encouraged and helped to be responsible for their own learning and so achieve their full academic potential. To ensure that all individuals should be given equal opportunity to learn, all USJ staff is requested to give the best academic and personal support possible and to establish a culture of inclusiveness and respect for the students with any kind of disability.

USJ is committed to enabling our students with special needs to study effectively and to make full use of our opportunities by improving our facilities and provide special arrangements with our faculty and administrative staff to cope with their needs.

Contact No.: (+853) 85925652

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

Location: 2/F, Residential Building, Ilha Verde Campus

Facebook: USJ Student and Alumni Affairs

## l. SPORTS AND RECREATION

A well-rounded student requires both mental and physical training to meet the rigorous challenges of tertiary education and to prepare them for their future careers. Sports are an important and exciting part of student life at USJ. Students grow as individuals by being part of a team and experiencing appropriate competitive opportunities. We initiate sports activities in cooperation with students and associations and seek sports facilities for students and clubs.

Should you be interested in any sports teams or creating a sports club, please contact:

Contact No.: (+853) 85925655

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

Location: 2/F, Residential Building, Ilha Verde Campus

Facebook: USJ Student and Alumni Affairs

### m. STUDENT CARD

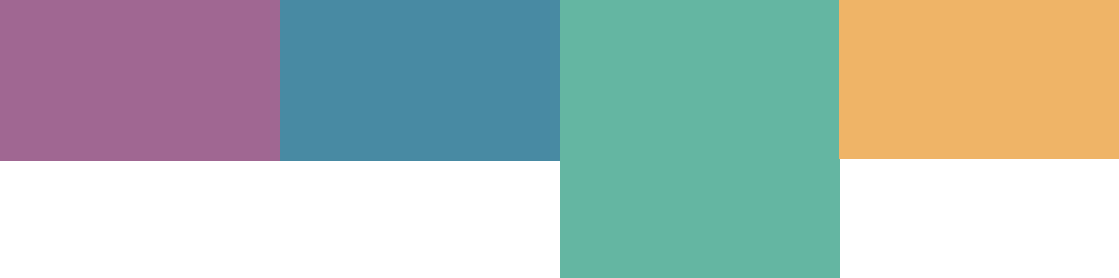
At the beginning of their first year of studies, the students will get a student card for their whole programme. In case you need to make a replacement of Student Card, below please find the fee:

Service	Standard charge (per unit, MOP)	Charge for urgent requests (per unit, MOP)	Discount for 3 more simultaneous request
Replacement of Student Card	200	---	---

Contact No.: (+853) 85925744

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

Location: AAO, G/F Academic Building, Ilha Verde Campus



# 9.CAMPUS FACILITIES AND SUPPORT

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## a. CANTEEN

The university canteen is located on the ground floor of the Academic Building of the Ilha Verde Campus. It provides students, staff and lecturers the option of eating healthy and reasonably-priced food on campus.

Opening hours:

Mondays to Fridays (07:30 - 20:30)

Close on Saturdays, Sundays, University and Government Public holidays

Location: Canteen, G/F Academic Building, Ilha Verde Campus

## b. COMPUTING FACILITIES

USJ provides 5 locations with computers accessible to students for studying and perform online activities and homework.

The following locations contain computers that can be used by students, please note that each location has their usage hours and may be subject to unavailability in case classes are being taken in those locations.

### Room 103 - Language Lab/Computer Lab 1

This room is located in the academic building, the first floor, room 103, there are a total of 20 computers to be used by students, these computers are available for use during all days with the exception of Sundays, and during the opening hours of the university.

Please note that if the room is booked for an existing class, during the period of the said class, students won't be able to use the room.

Platform: Microsoft Windows 10 Operating system

### Room 202 - Language Lab/Computer Lab 2

This room is located in the academic building, the first floor, room 202, there are a total of 20 computers to be used by students, these computers are available for use during all days with the exception of Sundays, and during the opening hours of the university.

Please note that if the room is booked for an existing class, during the period of the said class, students won't be able to use the room.

Platform: Microsoft Windows 10 operating system

### LIBRARY - Residence Building - First Floor at Ilha Verde Campus

Services: Computing facilities and Printing Services

Library provides students and guests of the University of Saint Joseph, with computers to be used for research, study and academic homework and providing printing service.

The computing and printing facilities are open during the Library opening hours, and they are used on a first-come-first-served basis.

Platform: Microsoft Windows 10 operating system and Apple Mac OSX

### Room N04 - Language Lab/Computer Lab 3 - NAPE Building Campus

This room is located in the Nape 1 building, third floor, room N04, there are a total of 20 computers to be used by students, these computers are available for use during all days with the exception of Sundays, and during the opening hours of the university.

Please note that if the room is booked for an existing class, during the period of the said class, students won't be able to use the room.

Platform: Microsoft Windows 10 Operating system

Library - Seminary Building - First Floor at Seminary Campus

Services: Computing facilities and Printing Services

Library in Seminary Building provides students and guests of the University of Saint Joseph, with computers to be used for research, study and academic homework and providing printing service.

The computing and printing facilities are open during the Library opening hours, and they are used on a first-come-first-served basis.

Platform: Apple Mac OSX

Opening hours:

Mondays to Saturdays (09:00 – 22:00)

Close on Sundays, University and Government Public holidays

Contact: (+853) 8592 5777

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

Location: ITO, Room 202, 2/F Academic Building, Ilha Verde Campus

### c. FITNESS ROOM

In order to cultivate a healthy lifestyle to our staff, students, alumni, a state of the art Fitness Room is located on 4/F of the Residential Hall of the USJ Ilha Verde Campus. To safeguard the safety, all users are obliged to follow the fitness room guidelines and rules when using the facilities.

Maximum Capacity: 20 users (on the first-come-first-served basis)

Opening hours:

Mondays to Saturdays (08:00 - 22:00) and Sundays (10:00 - 20:00)

Close on Government Public holidays

Contact No.: (+853) 8592 5703

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

Location: 4/F Residential Hall, Ilha Verde Campus

### d. LIBRARY

Considering the values, principles and goals of the University our mission as an academic Library is to be a key element in the professional, social and human development of the community by supporting the enhancement of their literacy level and information research skills in order to become better informed and self-reliant professionals as well as more responsible citizens.

A comprehensive, high-quality collection of books, journals, electronic databases and other materials are freely available for further research and study either on or off-campus. The library also provides a pleasant environment in which to work with computers and Internet access.

#### Facilities

Library services are running in two branches, Ilha Verde Campus (Residential Building, 1st and 2nd floor) and Saint Joseph Seminary, both having a pleasant environment for study, research or just some light reading between classes. We provide access to computers with Internet access, and the facilities are covered with a wireless network. The Library has rooms available for individual and group work, you can find more information in our Library Portal or stop by the main reading room on the first floor.

## Services

Just a small list of the services you can expect to find in your Library: Facilities with excellent conditions for studying, reading or just to have a break from classes; Reference, Orientation and Loans, to help you find what you are looking for in our physical collection with around 20,000 volumes or using a state of art electronic resources collection; Printing and photocopying; Inter-Library Loan system that offer access to all University Libraries in Macau.

## Useful tools

Originality Check – During the process of researching and writing papers for your assignments, it is very common to copy some sentences without citation. We have a solution called Turnitin that will help you avoid any kind of plagiarism. Kindly get in touch with the library, we will guide on how to make proper citation and how to use this tool.

Bibliographic and Research Management Tools – Starting from day one you should learn how to organise better all the bibliography you will collect while you are studying for your classes and preparing your assignments. Come to the library, and we teach you how to use some useful and impressive systems to manage all your references. These tools, RefWorks or Zotero can be a powerful ally for your research and study.

English Writing Tool - Our students have free premium access to Grammarly, a tool developed to enhance your English writing skills, reinforce proper revision habits and prevent plagiarism. Contact the Library for more information on how to access this tool.

## Library training sessions

We will provide Library training sessions on a regular basis. Stay tuned on your USJ email box and in your Library Portal. We also provide individual training sessions, submit your request using this form <https://goo.gl/forms/L4Ms2fxMIsNnfCxe2>

## Electronic Resources

We have available for our community the most important electronic resources in all fields of study. Being a USJ student gives you access to these valuable resources subscribed by the University. You can access them directly on-campus or off-campus using your MyUSJ username and password. Follow this link to USJ Library Portal. <http://libraryportal.usj.edu.mo/>

## Macau Academic Library Alliance

USJ Library is part of the [Macau Academic Library Alliance](https://library.umac.mo/html/org/mala/index.html).  
<https://library.umac.mo/html/org/mala/index.html>

As a USJ student, you are entitled to use the Libraries of all Universities in Macau including borrowing privileges. Get in touch with us for more information and to request other library's borrowing cards.

## Opening hours

### Ilha Verde Campus

Mondays to Fridays (09:00 -21:00) and Saturdays (10:00 - 14:00)

### Saint Joseph Seminary

Mondays to Fridays (09:00 - 19:00) and Saturdays (10:00 - 14:00)

Except for July, August, Chinese New Year and Christmas break.

Contact No.: (+853) 8592 5633

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

Location: Library, 2/F Residential Hall, Ilha Verde Campus

Search USJ Library <http://libraryportal.usj.edu.mo>

## e. LOCKER RENTAL

Lockers are available by request through the Students' Association (USJSA). The rental period can be either the whole academic year or by semester. For more information, please contact:

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

Location: USJSA, 3/F Academic Building, Ilha Verde Campus

## f. STUDIOS

FCI students have access to a wide range of materials and equipment. In addition to the main studio spaces (e.g. design, architecture, cinema and audio studios), there is a workshop with various tools for building models and full-scale mockups. New iMac computers are provided in the two computer labs, each of which is installed with the essential software applications for 2D and 3D design, including Adobe Creative Suite, Fusion 360 (3D CAD from Autodesk), Rhino and various Open-source software. The fabrication studio contains state-of-the-art equipment for model making and rapid prototyping, including an Epilog Fusion 32 laser cutter, a Roland GX-24 vinyl cutter, and eight 3D printers (FDM Technologies): 5 Lulzbot, 1 Ultimaker, 2 self-made. And 1 powder-based from the 3D system. Our full-time teachers are always available to provide tutorials and technical support. Furthermore, the university library holds a good selection of books related to the three main areas of study in our Faculty, which are Communication & Media, Design, and Architecture.

Location: 6/F Academic Building, Ilha Verde Campus

## g. SMOKING AREA

The smoking area is located on the rooftop of the Academic Building. Users can take the elevator to 6/F and walk to 7/F (rooftop), they should smoke in the smoking area which is inside the barriers and should place the cigarette butts in the ashtray. All other areas are prohibited from smoking.

Location: Rooftop 7/F Academic Building, Ilha Verde Campus





# 10.STUDENTS' AND ALUMNI ASSOCIATIONS



## a. STUDENTS' ASSOCIATION

The University of Saint Joseph Students' Association (USJSA) is an independent student body made up of students that conduct activities and services for the benefit of students first; acting as a bridge between the students and the administration. It is our wish to help bring about an active and progressive university experience. Using rational and transparent methods, with a healthy dose of creativity, as we work for the betterment of USJ student life and the university.

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

Location: USJSA, 3/F Academic Building, Ilha Verde Campus

Search USJSA <https://www.usj.edu.mo/en/usjsa/>

Facebook USJSA

## b. ALUMNI ASSOCIATION (AAUSJ)

The Alumni Association of University of Saint Joseph (AAUSJ) is a non-profit organisation, managed and led by students who have graduated, with the support from University staff. Our mission is to help promote and maintain a close relationship between the University and its graduates, because we believe our former students are the University's most important ambassadors.

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

Location: USJSA, 3/F Academic Building, Ilha Verde Campus

Search AAUSJ <https://www.usj.edu.mo/en/about/alumni/>

Facebook USJ Students and Alumni



# 11.ADMINISTRATIVE SUPPORT

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## a. ACADEMIC AFFAIRS OFFICE

The Academic Affairs Office conducts academic scheduling and is dedicated to the custody and maintenance of accurate student records with a high degree of integrity and security. It provides timely support to the academic community and stakeholders, with academic information and support to students and faculty members. It has responsibilities for circulating and interpreting the university's academic policies and procedures, particularly with reference to scheduling, admissions, credit recognition, special scheduling arrangements and students' records.

### Opening hours:

Mondays to Fridays (09:00 - 19:00)

Close on Saturdays, Sundays, University and Government Public holidays

Contact: Admissions Team (+853) 8592 5678, Academic Records Team: (+853) 8592 5744, Academic Scheduling and Liaison Team (+853) 8592 5755

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

Location: AAO, G/F Academic Building, Ilha Verde Campus

## b. FINANCE OFFICE

The Finance Office is under the supervision of the USJ Administrator. The office is responsible for the central administration, planning and control of the University's finances and for ensuring compliance with statutory requirements, accounting concepts and standards as laid down by professional accounting bodies. Also provide all students the necessary information related to the Tuition Fee Payments, schedule and policy.

### Opening hours

Mondays to Fridays (09:00 - 19:00)

Close on Saturdays, Sundays, University and Government Public holidays

Contact: Accounting Team (+853) 8592 5722, Treasury Team – Telephone: (+853) 8592 5733

Email: [accounting@usj.edu.mo](mailto:accounting@usj.edu.mo) / [treasury@usj.edu.mo](mailto:treasury@usj.edu.mo)

Location: FNO, G/F Academic Building, Ilha Verde Campus

## c. INFORMATION TECHNOLOGY OFFICE

The University of Saint Joseph Information Technology Office (ITO) mainly is responsible for computer support, IT infrastructure, System enhancement and maintenance that run through the campus for all USJ personnel, such as students, professors, staff and guests, etc. The helpdesk support team is one of the teams in the Information Technology Office that is providing troubleshooting for computers as well as answer and help with questions regarding all IT related issues in USJ. Such as the use of all USJ online systems, Email, internet access issues, support for classrooms AV equipment and Computer rooms.

Please note that the support team does not support/troubleshoot personal laptops for students, but students are welcome to approach our colleagues for advice if needs, as our staff is experienced to recommend possible solutions for the student to follow.

### Opening hours:

Mondays to Saturdays (09:00 - 20:00)

Close on Sundays, University and Government Public holidays

Contact: (+853) 8592 5777

Email: [helpdesk@usj.edu.mo](mailto:helpdesk@usj.edu.mo) / [itsupport@usj.edu.mo](mailto:itsupport@usj.edu.mo)

Location: ITO, Room 202, 2/F Academic Building, Ilha Verde Campus

## d. LIFELONG LEARNING OFFICE

The Lifelong Learning office is committed to the provision of short-term programmes for the personal development of local residents of different ages and professions.

### Public Programmes

Generally held in the evenings on weekdays or weekends, the Public Programmes cover disciplines of Religious Studies; Language Learning and Social Studies; Administration and Management; Psychology and Education; Creative Industries; Science and Environmental Studies. All Public Programmes are open for application, and are delivered in a small size class for the sake of better learning experience and quality.

### Training Programmes

Designed and provided exclusively for clients from both the public and private sectors, the Training Programmes aim at enhancing the employability and competitiveness of the participating staff members of the clients. Customisation in curricula, schedules, venues and programme duration are possible upon request so as to meet the actual needs of the clients. Please reach us with the following contacts for details and discussion.

### Summer Programmes

Mainly targeting students from local and foreign senior-year high schools or Universities, Programmes of this category include intensive language courses and Summer Camps usually held in the third quarter of the year. The latest information regarding individual programme or activity will be announced on this website.

### Registration & Enquiries

#### Opening hours:

Mondays to Fridays (10:00 – 13:30, 14:30 – 19:00)

Close on Saturdays, Sundays, University and Government Public holidays

Contact: (+853) 8592 5688

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

Location: LLO, G/F, Academic Building, Ilha Verde Campus



## 12.SCHOLARSHIPS, FELLOWSHIPS AND FINANCIAL DIFFICULTIES

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## a. SCHOLARSHIPS

All USJ Community Scholarships results will be announced through USJ media by the Office for Student and Alumni Affairs in the first semester. It is not necessary for students to apply for USJ Community scholarships and the University of Saint Joseph Scholarship and Fellowship Committee selects the recipients according to the values and purposes defined by the donors with the confirmation of the programme coordinators. Please refer to the USJ Community Scholarships List to check the criteria defined by the donors.

## b. FELLOWSHIPS

As an encouragement for our current students who have worked hard and encountered financial difficulties, USJ community Fellowships will be opened for application in September. Students can submit your application to the Office for Student and Alumni Affairs (OSAA) during the application period.

For more details, please visit our Scholarships and Fellowships page (<https://www.usj.edu.mo/en/scholarships-and-fellowships/>) or Financial Aid page (<https://www.usj.edu.mo/en/admissions/financial-aid/>).

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

## d. STUDENTS WITH FINANCIAL DIFFICULTIES

Students who cannot afford to pay the tuition by either of the payment options referred to in Section 4 of this Policy, should start by contacting the Office for Student and Alumni Affairs to inquire about possible scholarships.

If a scholarship is unavailable, the student can submit a request to the Finance Office – by email to [accounting@usj.edu.mo](mailto:accounting@usj.edu.mo) – asking to be allowed Monthly Payment. If approved, the student will be allowed to pay monthly for a semester.

Please take note of the following:

- a. The request for Monthly Payment should be submitted 2 weeks prior to the payment deadline (late requests will not prevent the blockage of accounts and other consequences).
- b. To apply for Monthly Payment for the Fall Semester, the student must pay the deposit first and submit the request for the balance of the Fall Semester installment.
- c. The Monthly Payment will be processed in 4 installments per semester.
- d. For the Fall Semester, installments are in September, October, November and December. For the Spring Semester, the installments are in February, March, April and May.
- e. Payment is made in advance, up to the 8th of each month. f. The monthly payment amounts to the tuition fee divided equally into four installments, plus a 10% administrative fee.

PLEASE NOTE, it is the student's responsibility to submit the request well in advance of payment deadlines to allow the Finance Office ample time to process it.

Enquiries

Contact: (+853) 8796 4421

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

Location: Finance Office, G/F Academic Building, Ilha Verde Campus

## d. STUDENTS WITH FINANCIAL DIFFICULTIES

Students who cannot afford to pay the tuition by either of the payment options referred to in Section 4 of this Policy, should start by contacting the Office for Student and Alumni Affairs to inquire about possible scholarships.

If a scholarship is unavailable, the student can submit a request to the Finance Office – by email to [accounting@usj.edu.mo](mailto:accounting@usj.edu.mo) – asking to be allowed Monthly Payment. If approved, the student will be allowed to pay monthly for a semester.

Please take note of the following:

- a. The request for Monthly Payment should be submitted 2 weeks prior to the payment deadline (late requests will not prevent the blockage of accounts and other consequences).
- b. To apply for Monthly Payment for the Fall Semester, the student must pay the deposit first and submit the request for the balance of the Fall Semester instalment.
- c. The Monthly Payment will be processed in 4 instalments per semester.
- d. For the Fall Semester, instalments are in September, October, November and December. For the Spring Semester, the instalments are in February, March, April and May.
- e. Payment is made in advance, up to the 8th of each month. f. The monthly payment amounts to the tuition fee divided equally into four instalments, plus a 10% administrative fee.

PLEASE NOTE, it is the student's responsibility to submit the request well in advance of payment deadlines to allow the Finance Office ample time to process it.

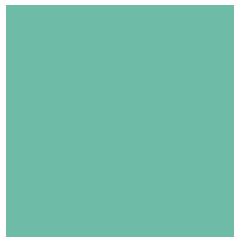
Enquiries

Contact: (+853) 8796 4421

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

Location: Finance Office, G/F Academic Building, Ilha Verde Campus







## 13.TUITION FEES AND OTHER CHARGES

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## a. TUITION PAYMENT POLICY

The Tuition Payment policy provides comprehensive information to students regarding payment of tuition and associated fees at the University of Saint Joseph. All students are advised to read through this document carefully and the policy can be found available online ([click here](#))

Enquiries

Contact: (+853) 8796 4421

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

Location: Finance Office, G/F Academic Building, Ilha Verde Campus

Fee per each outstanding Module taken;

## b. TUITION FEES AND PAYMENTS

### Student Responsibilities

All students are responsible for paying tuition and related fees within the time frame specified by University. Payment is due as stipulated in the University's Tuition and Related Fees applicable to each students' intake year.

Tuition fees must be paid before the semester starts, and related fees must be paid when the service concerned is requested. Students may consider themselves 'PAID' and not at risk of incurring in any penalty if they fulfill the requirements for the definition of PAID outlined below:

- Payment was made in full, resulting in a zero balance.
- A zero balance was verified at 11.59 pm on the due date.

For cases where matriculation is made after the payment due date, payment is due immediately upon matriculation.

Failure to attend classes or properly withdraw does not release the students from this financial obligation.

Students of the bachelor/associate degrees and Pre-University who intend to continue the studies in the University must submit the Mandatory Annual Online Registration and proceed with the Nonrefundable Deposit payment within the time frame specified by the University. Every year at the beginning of April, students will receive an official email from Finance Office reminding them of the Mandatory Annual Online Registration. All the necessary information will be sent to the students in advance by email, and the registration form will be available on My.USJ.

Students should pro-actively seek information about tuition and/or related fees due to the University. Information will be made available through different channels (MyUSJ, USJ Website, Campus Information boards, etc.).

### Payment Schedule and Options

In general, all students are provided with two payment options to settle their annual tuition fees:

Option 1 – Payment in one installment, covering the non-refundable deposit and a single yearly installment (before the academic year starts).

Option 2 – Payment in two installments, covering the non-refundable deposit and an installment for each semester (installments due before the respective semester starts).

On an annual basis, the Finance Office publishes the payment schedule in advance and the information is

## c. STUDENTS WITH FEES FOR RETAKES AND RESITS

### For Re-Taking Dropped Modules

Students who sign up for previously dropped module(s) at a time beyond the programme standard duration must pay the module fee(s) as stipulated in the Tuition and Related Fees table for the Academic Year in which the module(s) is being re-taken.

Students are responsible for re-enrolling in any modules dropped voluntarily during the standard duration of that the University may not re-offer modules dropped by students, so students are strongly recommended not to drop modules.

### Repeating Modules

Students repeating a module are required to pay the corresponding module fee in accordance with the Tuition and Related Fees table for the Academic Year in which the module is being re-taken.

## d. CONSEQUENCE OF LATE PAYMENT

Students who fail to pay the tuition and related fees on or before the due date will have their access to the University services blocked. Below are the effects of late payment:

1. HUB and My USJ Accounts will be blocked.
2. Not allowed to attend any class or examination until the situation is cleared.
3. No supervision support will be given to students working on their dissertations.
4. No official documents (e.g. certificates or declarations) will be provided.
5. Will not be included in the list of students sent to DSEJ for scholarship purposes.
6. Students who have been blocked from the system more than twice will no longer be eligible for USJ Scholarships during their studies at the University.
7. A penalty of 5% will be added to the amount due, immediately after the deadline.
8. Hub and MyUSJ accounts will be unblocked within 3 working days of the settlement of the outstanding balance.

If the situation persists for three months, the student's status will be updated to "Drop-out". To resume studies, the student must re-apply for Admission. However, any balance due to the University plus a charge of 5% interest per year must be paid before re-admission is considered. Once debts have been settled and the request is authorized, normal payment for Academic Year must be made according to the Schedule and Options in Section 4 before Admission becomes effective.

## e. RESIDENTIAL HALL FEES

Search Residential Hall Fees

[https://drive.google.com/file/d/1gbSrAdlzom7O7-Oxy3i3bonDHi\\_zAE1T/view?ts=5d4a34df](https://drive.google.com/file/d/1gbSrAdlzom7O7-Oxy3i3bonDHi_zAE1T/view?ts=5d4a34df)

Residents are responsible for damages incurred accidentally, carelessly, or maliciously to their room/apartment. Residents are required to compensate the University for any loss or damage caused to Residential Hall property as a result of the deliberate acts or negligence of the residents or their guests (4.11.4 of [20190604-REGULATIONS AND RULES GOVERNING RESIDENTIAL HALL-V002](#)).

[https://drive.google.com/open?id=19QX28IAQaPLAoGYa2KGM\\_MHVvT5BP0q](https://drive.google.com/open?id=19QX28IAQaPLAoGYa2KGM_MHVvT5BP0q)

The fees and charges of the loss and damages are posted on the communication board on every single floor. They are also subject to ongoing review and amendment as appropriate. Please note that items without a listed price will be charged according to the supplier's quotation after site inspection.

Late retrieval of luggage may be charged according to the number of pieces and number of days of delay. The charges are subject to ongoing review and amendment as appropriate. For the application and other details about the Luggage Storage Service, please find

<https://www.usj.edu.mo/en/residence-luggage-storage-service/>

## f. MEDICAL INSURANCE FOR INTERNATIONAL STUDENTS (ECL20/2017)

To ensure international students have adequate medical support and coverage during their studies at USJ, starting from the academic year 2017/2018, all new non-local students studying any programmes at USJ are requested to purchase medical insurance before they begin their studies at USJ, except with special approval of the university. The insurance plan will cover outpatient treatments, hospitalization and accidental death in Macao. The scheme operates on an annual basis and therefore students are requested to renew their medical plan every year.

The Medical Insurance Company will set up a booth at USJ at the beginning of every academic year. Should you need to contact the representative of the medical insurance company, please contact:

Contact No.: (+853) 85925655

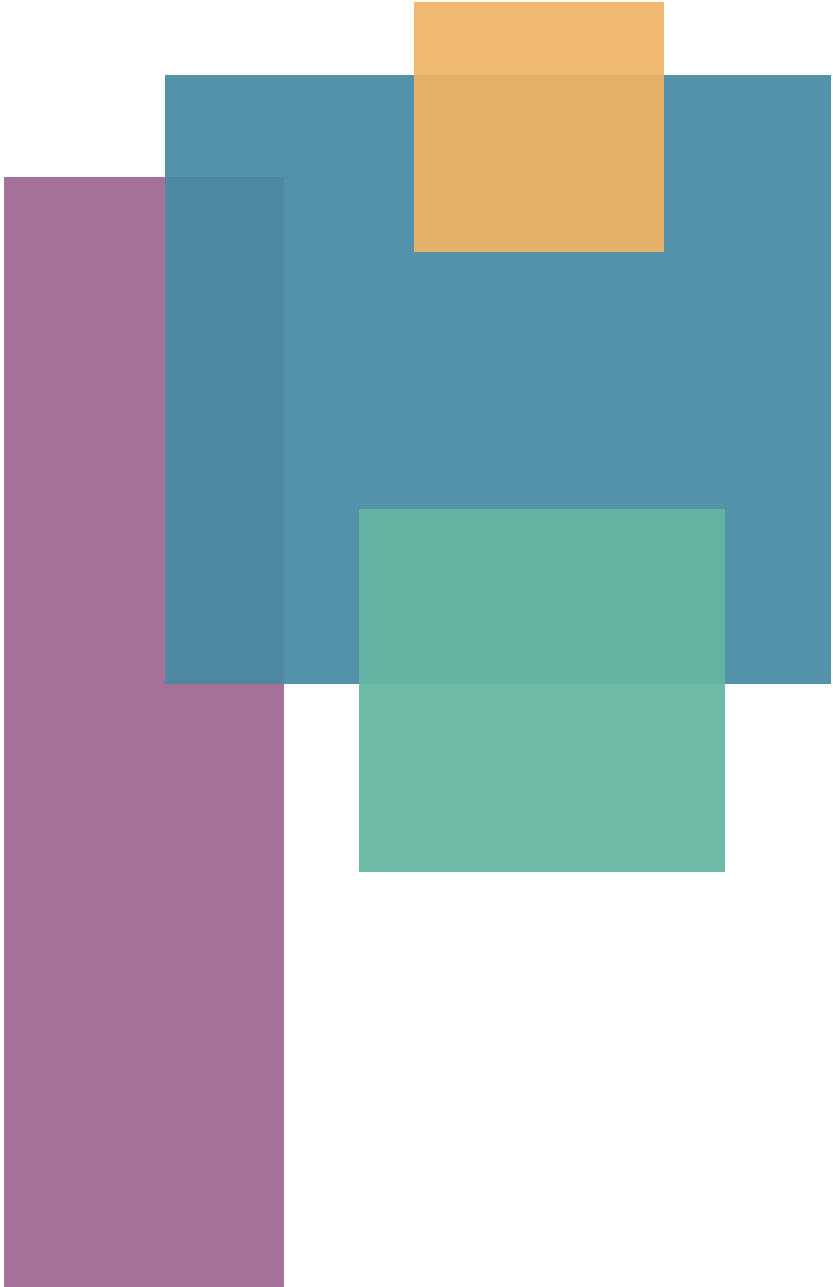
Email: [studentaffairs@usj.edu.mo](mailto:studentaffairs@usj.edu.mo)

Location: 2/F, Residential Building, Ilha Verde Campus

## g. OTHER CHARGES

Service	Standard Charge (per unit, MOP)	Charge for Urgent Requests (per unit, MOP)	Discount for 3 more Simultaneous Request
Replacement for Student Card	200	---	---
Academic Transcript	100	200	20%
Standard Declaration	100	200	20%
Customized Declaration	250	500	20%
English Translation of Diploma	100	200	20%

- All documents will be ready within 10 working days (standard requests) or within 3 working days (urgent requests).
- A free transcript, course completion declaration, diploma and English translation of diploma are provided to each student upon graduation.
- Documents will only be delivered to the respective student or graduand. If a third-party is expected to pick-up the documents s/he must bring an authorisation letter signed by the student stating that s/he is authorised to receive the documents on her / his behalf. The authorisation letter must clearly state who the third-party is, including the full name and identification number.





# 14.ARRANGEMENTS DURING BAD WEATHER

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## ARRANGEMENT DURING BAD WEATHER

### Tropical storm warning signal

#### Warning signal no. 8

1. When tropical storm warning signal no.8 (or above) is hoisted, the following arrangements will apply:

For classes and examinations\* not yet started:

- If it is hoisted or in force AT or AFTER 7:00 am, all morning classes and examinations\* commencing BEFORE 12:30 pm will be CANCELLED automatically.
- If it is hoisted or in force AT or AFTER 11:30 am, all afternoon classes and examinations\* commencing at any time FROM 12:30 pm AND BEFORE 06:30 pm will be CANCELLED automatically.
- If it is hoisted or in force AT or AFTER 05:00 pm, all evening classes and examinations\* commencing from 06:30 pm onwards will be CANCELLED automatically.

For classes and examinations\* already started:

- All classes will be suspended immediately.
- All examinations\* will continue until the end of that examination\* session.

2. The Academic Records Office will post details of examination\* postponement on MyUSJ to inform the students concerned about the details.

#### Warning signal no. 3

When tropical storm warning signal no. 3 is in force, all classes /examinations\* will be held as scheduled.

### Rainstorm warning signal

When the Rainstorm Warning Signal is issued, the following arrangements will apply:

- All examinations\* will be held as scheduled.
- All classes will be held as scheduled. However, due to the weather conditions, delays may occur and students may be given special consideration by the respective Lecturer when duly justified.

#### Remarks:

\*Examinations in this document refer only to those organized through the Academic Records Office.

Below please also find the disaster prevention tips (防災知識) available in both Chinese and English/ Portuguese on the website of the Macao police, please read it carefully.

#### 防災知識：

<http://www.spu.gov.mo/index.php?m=content&c=index&a=show&catid=157&id=8&lang=tw>

#### Disaster Prevention Tips (in Portuguese):

<http://www.spu.gov.mo/index.php?m=content&c=index&a=show&catid=157&id=8&lang=po>

To follow the latest tropical cyclone information, please visit the website of the Macao Meteorological and Geophysical Bureau (地球物理暨氣象局)

Chinese: <https://www.smg.gov.mo/zh>

English: <https://www.smg.gov.mo/en>

Portuguese: <https://www.smg.gov.mo/pt>



# 15.POLICIES AND REGULATIONS

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## a. ACADEMIC REGULATIONS

Academic Regulations are a fundamental part of any university's internal organization. They need to be consensual and strike a reasoned balance between the living tradition of higher education, the law of the land, the university's charter and the rights and responsibilities of staff and students. With time they may change, as experience tests their limits, but their overriding aim is always to ensure a manageable academic system based on the principles of equity and accountability

ECL-502-0416-04 Academic Regulations

## b. ACADEMIC INTEGRITY COMMITTEE REGULATIONS

The Academic Integrity Committee Regulations aim to ensure that academic integrity is maintained in all aspects of the academic work of the University, by staff and students. The Committee promotes academic integrity across the University and all its members and exists to ensure adherence to academic integrity, honesty, ethical practices in academic work, and responsibility by all members of the University. It reviews, hears, considers, adjudicates and reports allegations and issues of breaches of regulations and integrity in academic matters/academic conduct.

The Academic Integrity Committee Regulations (v1-Dec2018)

<https://drive.google.com/file/d/1g9sLMkZfg17fK1YjgdH4W3dj-SxNfbEr/view?usp=sharing>

## c. STUDENT CONDUCT COMMITTEE REGULATIONS

The Student Conduct Committee Regulations aim to ensure that educational outcomes in respect of raising high-level standards of moral behavior and student conduct are addressed in the University. These regulations are approved by the Executive Council; any modifications to these must follow the same procedure. The Student Conduct committee differs from the Academic Integrity Committee by virtue of its focus on the conduct of students rather than the academic matters which are the focus of the Academic Integrity Committee.

For more detailed information, please refer to the Student Conduct Regulations

<https://drive.google.com/file/d/1Gv7rZ2L3EU4A-ktf3N4Yd0AedMJh3C5/view?usp=sharing>

## d. APPEALS COMMITTEE REGULATIONS

The Appeals Committee of the University is established to hear appeals from

- a) Students in respect of academic integrity and student conduct; and
- b) From staff members in respect of academic integrity.

The appeals procedure is designed to ensure transparency and fairness. The several stages of an appeal are designed to ensure that different parties hear an appeal, where necessary.

For more detailed information, please search Appeals Committee Regulations (v1-Dec2018)

[https://drive.google.com/file/d/16k1jCxt0GzX4hcspR6\\_9A6e39ISSuloC/view?usp=sharing](https://drive.google.com/file/d/16k1jCxt0GzX4hcspR6_9A6e39ISSuloC/view?usp=sharing)

## e. EQUALITY AND DIVERSITY POLICY

The University of Saint Joseph is committed to actively promoting an inclusive culture on campus, values respectful diversity, and recognizes that staff and students from different backgrounds and experiences enhance whole-person education, bring innovative cultural and academic insights to teaching, learning and research. This is in line with the institutional mission of the University to develop as an international academy of varied ethnic, social or religious affiliations, welcoming of the physically challenged and committed to fostering a caring, ethically, responsible, economically, socially and environmentally sustainable society.

The Equality and Diversity Policy describes the rationale, principles, and practices that promote the fair and respectful treatment of all members of USJ's community. For more detailed information, please search Equality and Diversity Policy (v1-Apr2019).

## f. TEACHING, LEARNING AND ASSESSMENT POLICY

A variety of learning methods and activities are used to cater for different kinds of learners. Therefore, research workshops, seminars, project-based work, activity-based learning ('learning by doing') and collaborative learning, as well as lectures, are employed.

Emphasis is placed on active, interactive, collaborative and concept-based learning. Lectures are complemented by research activities and/or practical application of the material learned. Opportunities are to be deliberately provided to exchange ideas with other members of the group, towards clarification and application. These learning strategies are to break the familiar pattern based solely on lectures and readings.

It is envisaged that, by having differing membership of discussion groups during the different parts of the course, students benefit from the insights and contributions of others in addressing the relevant issues.

Assessment methods in each module are varied and frequent so that all students have the opportunity to show their strengths and receive timely feedback from the teacher.

## g. STUDENT REPRESENTATION AND INVOLVEMENT

Students' views are taken very seriously on the courses, and there are formal and informal ways of listening to and exchanging their views and concerns.

Feedback from students into the course is gained in two ways. Firstly, student evaluations of each module are routinely undertaken at the end of each module. This is through a link that Students can find on their MyUSJ Platform where they can send feedback regarding the module and the instructor. Secondly, students are asked to write course evaluations of the whole program for the purpose of monitoring and improving the programs that we offer.

## Student Representative for Senate

Two students, chosen annually by USJ's Students Association, are elected to participate in the Senate.

The duties of the Senate are to:

- 1) require of the Executive Council a yearly analysis of the strategic objectives of the University, of the general academic guidelines, and of the implementation of their related action plans;
- 2) require of the Executive Council, and of the academic units, including the Library, research centres and institutes, a strategic plan of academic development, the related action plans, and an annual report on their implementation;
- 3) require periodic reports on other academic and scientific activities of the University, such as research and publications, lifelong learning, and services provided to the community;
- 4) approve and periodically review the University's Teaching, Learning and Assessment Policy (TLA), the general academic guidelines and related action plans;
- 5) advise on the creation, modification or extinction of academic units, including research centres and institutes;
- 6) express its opinion on whether new degree or diploma-granting programmes are opportune, on the revision of existing ones, and approve their respective study plans;
- 7) recognize degrees obtained in other institutions of higher education and grant equivalence of studies, in accordance with the applicable legislation in Macao and the opinion of the scientific council of the competent academic unit;
- 8) decide on the conditions of enrolment in the programmes provided by USJ, after consulting the scientific councils of the competent academic units;
- 9) approve how names for jury panels are proposed to the Rector for doctoral exams and for academic progression;
- 10) comment on the plans for and reports on USJ's activities called for by the General Council;
- 11) propose to the General Council the formalities that should be observed in exams, dissertation and thesis defences, in other academic acts, and in the awarding of degrees and distinctions;
- 12) comment on the names to be put forward to the General Council as honorary and invited professors, or as recipients of honorary degrees and other distinctions;
- 13) assess the academic activity of the teaching staff;
- 14) comment on proposed academic regulations or their revisions which are to be submitted to the Executive Council for approval;
- 15) comment on the University calendar;
- 16) propose to the academic units and relevant offices the development of lifelong learning courses and other non-degree granting academic formation;
- 17) comment on all matters the Rector submits for its consideration;
- 18) approve proposed alterations to this Charter, and approve the alterations to its internal rules of the procedure by a two-thirds majority of its members.

## Student Representative for Pedagogical Council Meeting

1. In academic units that provide teaching, the Pedagogical Council is a forum for academic staff and students from all programmes to discuss, through their representatives, issues related to the smooth running of those programmes, the quality of the teaching and the conditions provided for learning and assessment.
2. The regulations of an academic unit's Pedagogical Council are approved by the Executive Council.

## Students' Rights

The following are students' rights in the University, to be exercised in accordance with the relevant regulation:

- 1) the rights, freedoms and guarantees provided for in the Basic Law of the Macao Special Administrative Region, when exercised in an attitude of respect for the identity and mission of the University;
- 2) attend classes and take part in seminars, colloquiums, and other educational activities of the academic units, unless restrictions apply;
- 3) receive a high-quality human, academic, scientific and technical formation;
- 4) receive from the academic staff quality teaching and a correct assessment of the knowledge, skills and competencies;
- 5) exercise their right of representation under the present Charter;
- 6) submit petitions, appeals and complaints to the USJ's governing and management authorities, its academic, administrative and support services, and to receive help to do so effectively;
- 7) appeal decisions to higher authorities within the hierarchy of the University;
- 8) use the University Library and the online resources under its management;
- 9) have access to the social benefits granted by legislation, the present Charter and the University's regulations;
- 10) promote activities related to university life, individually or with others, and through the Students' Association;
- 11) have a lifelong electronic address at the University

## Students' Duties

1. The duties of the students are to:
  - 1) respect the guiding principles of the University;
  - 2) strive to benefit from the teaching provided;
  - 3) provide feedback as requested for the enhancement of USJ's provision, whether directly to University's governing or managing authorities, or through their student representatives in the pedagogical councils and the Senate, or by replying to surveys authorised by the Executive Council;
  - 4) respect the University's regulations regarding the organization of academic activities, especially regarding presence in class, the timely completion of schoolwork and the payment of tuition and other fees due to USJ;
  - 5) observe the established disciplinary regime, namely by refraining from acts that may lead to disturbances of order, to offences to moral customs, and to disrespect for university authorities and personnel, or to fellow university students;
  - 6) contribute to the prestige and good name of the University;
  - 7) participate in the solemn acts of the University;
  - 8) respect the material assets of the University;
  - 9) cooperate with the University's governing and academic authorities, and with the supporting and administrative services to fulfill USJ's strategic objectives;
  - 10) attend the meetings of the collegial bodies of which they are members;
  - 11) inform the University of their place of residence and fulfill the other obligations arising from the present Charter and USJ's regulations.
2. Teaching at USJ is face-to-face except in the cases provided for in Article 37.2.3) and 37.3, in special regimes established in a programme's own regulations, and in the cases of tutorials authorized by the Rector.

## h. COMPUTING REGULATION

USJ adopts and requires strict compliance with the following statements.

Compliance with local laws, regulations and policies.

The students of USJ should know that the use of IT resources is subject to the local laws of the Macao Special Administrative Region.

This is included but not limited to the copyright, intellectual property, breach of confidence, defamation, privacy, contempt of court, harassment, vilification and anti-discrimination legislation, civil and criminal laws.

Service Termination or Temporary Suspension of Services

The University may block, suspend, or terminate the use of the IT resources at any time for any reason.

Reasons for the University taking such action includes, but is not limited to, the following:

1. Student's/users breaching this agreement; or
2. Student authentication information which cannot be verified or validated;
3. Students actions that the University believes could cause financial loss or legal liability to the University or other users of the IT service;
4. Use of IT services in a manner that violates the law or the University's policies;
5. Use of Information systems that poses security threats to other information systems of the University;
6. Necessary routine preventive/corrective maintenance work

Security, confidentiality and passwords

Student must take care to keep all password which provided by USJ, such as email, and My USJ password, etc. Student must not transfer or share their passwords, or rights to anyone else.

Student must ensure that portable devices used to access University IT resources are being protected by such as anti-virus software, or virus free, whether the device is provided by ITO or own.

## i. ANTI-DISCRIMINATION AND ANTI-HARASSMENT POLICY

University of Saint Joseph is committed to the implementation of the constitutional principle of equality under Article 25 of the Basic Law of Macau Special Administrative Region. All faculties, staff, and students of the university are responsible for maintaining a positive learning and working environment. Discrimination and harassment are strictly prohibited. Complaints of alleged discrimination or harassment shall be subject to effective investigation. Individuals who violate this Policy because of discriminative or harassing conduct, or filing false complaints, shall be subjected to corrective action.

ECL-508 Anti-discrimination and Anti-harassment Policy

<https://drive.google.com/file/d/1uagsCdOmwL9t9LfsEpBELOTPPhzqbHQg/view?usp=sharing>

## j. RULES ON FILING AND SETTLEMENT OF COMPLAINTS AND DISPUTES

To safeguard a decent and friendly working environment and promote mutual respect and cooperation among all staff and students, the University of Saint Joseph has introduced the Rules on Filing and Settlement of Complaints and Disputes.

## k. EMAIL POLICY FOR STUDENTS

The University of Saint Joseph, grants every new student an email address for their academic life. As such, all students must use this email as purpose of official communication between the University and Student.

This email must be used regularly and if inactive for long periods of time after completion of a degree, the University of Saint Joseph may at his own discretion suspend/disable the account.

Usage of this email account is strictly prohibited to be used for any illegal purposes, such as gaming and gambling, solicitation of information, phishing, unauthorised computer activities regarding gaining access to online systems and computing systems, and/or disseminate false information with intentional purpose.

USJ provides its students with an email address while they are studying at USJ. General rules: A USJ email account for students is for life provided it is actively accessed (i.e. logged into, either web, pop3, or imap) by the user on a regular basis. After ceasing to be enrolled as students the email will be [...]

USJ provides its students with an email address while they are studying at USJ.

General rules:

1. A USJ email account for students is for life provided it is actively accessed (i.e. logged into, either web, pop3, or imap) by the user on a regular basis. After ceasing to be enrolled as students the email will be updated accordingly.
2. Any USJ email account not accessed on a regular basis (3 months) and belonging to a user no longer active in USJ (as confirmed by the Academic Affairs Office) will be selected for closure. Standard Account Closure (inactivity) procedures will apply.
3. USJ can, at its own discretion and at any time, select an account for closure even when it is actively accessed by the user. Exceptional Account Closure procedures will apply.

## I. LIBRARY REGULATIONS (LIB)

Please refer to the [Library Regulations](#). Don't forget the Library belongs to all of us.  
<https://drive.google.com/file/d/1ZfL5rPISfqlW0-UwlmEj4r-ukLjelWt6/view?usp=sharing>





## 16.DEANS AND COORDINATORS FOR THE ACADEMIC YEAR 2019/2020

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Faculty	Dean	Coordinators	
FRS	Prof. Stephen Morgan	Prof. Franz Gassner	Dept. of Catholic Theology
FHM	Prof. Alan Baxter	Prof. Romulo Alegre Prof. Vera Borges Prof. Cheng Wah Kwan	Dept. of English Studies Dept. of Portuguese Studies Dept. of Chinese Studies
SBL	Prof. Jenny Lao Phillips	Prof. Alexandre Lobo Prof. Michael Trimarchi Prof. Florence Lei Prof. Douty Diakite	Bachelor of Business Administration Master of Business Administration Dept. of Government Studies Center for Social & Legal Studies
SED	Prof. Ana Correia	Prof. Kiiko Ikegami Prof. Isabel Tchiang Prof. Ng Shun Wing Dr. Alejandro Salcedo	Bachelor of Education PGDE Master of Education Domingos Lam Centre for Research in Education
FSS	Prof. Vitor Teixeira	Prof. Ning Tang Prof. Angus Kuok Prof. Vitor Teixeira	Dept. of Social Work Bachelor in Psychology Master of Organizational Psychology Master of Counseling and Psychotherapy
FCI	Prof. Carlos Caires	Prof. Jose Simões Mr. Nuno Soares Ms. Filipa Martins	Dept. of Communications and Media Acting- Coordinator of Dept. of Architecture Acting – Coordinator of Dept of Design
ISE	Prof. David Gonçalves	Prof. Raquel Vasconcelos	Master of Environmental Sciences and Management
Prof. Librarian	Prof. Stephen Morgan		

## CONTACTS AND LINKS

[https://drive.google.com/file/d/1AyQvhZoZelhy9q1pkle\\_Qpm7JOibZhXr/view?usp=sharing](https://drive.google.com/file/d/1AyQvhZoZelhy9q1pkle_Qpm7JOibZhXr/view?usp=sharing)



# STUDENT HANDBOOK