



## Admissions Handbook

---

This handbook compiles information about the application process for the following University of Saint Joseph (USJ) programmes: Pre-University, Associate Diploma, Bachelor, Post-Graduate Diploma, Master and Doctorate.

For additional information, please visit our [website](#) or, alternatively, contact the Academic Affairs Office - Admissions, located on the ground floor of the Academic Building at the Ilha Verde Campus.

<b>1. PROGRAMMES OFFERED</b>	<b>2</b>
<b>2. ENTRY REQUIREMENTS</b>	<b>3</b>
<b>3. APPLICATION PERIOD</b>	<b>9</b>
<b>4. APPLICATION PROCEDURE</b>	<b>9</b>
<b>5. DIRECT ADMISSIONS</b>	<b>11</b>
<b>6. APPLICANTS WITH SPECIAL NEEDS</b>	<b>11</b>
<b>7. INTERNATIONAL APPLICANTS</b>	<b>11</b>
<b>8. APPLICATION FEE</b>	<b>12</b>
<b>9. ADMISSION EXAMINATION AND INTERVIEW</b>	<b>13</b>
<b>10. OFFER PROCEDURES</b>	<b>13</b>
<b>11. DEFERMENT OF STUDY</b>	<b>13</b>
<b>12. CREDIT EXEMPTION AND TRANSFER APPLICATION</b>	<b>14</b>
<b>13. RETURNING STUDENTS</b>	<b>14</b>
<b>14. FINANCIAL AID</b>	<b>14</b>
<b>15. TUITION &amp; RELATED FEES</b>	<b>14</b>
<b>16. CANCELLATION OF PROGRAMMES</b>	<b>15</b>
<b>17. DISCLAIMER &amp; PRIVACY</b>	<b>15</b>
<b>18. CONTACT us</b>	<b>15</b>
<b>APPENDIX 1 – OVERSEAS STUDENTS’ REQUIREMENTS</b>	<b>16</b>
<b>APPENDIX 2 – 20200911- PHD PRELIMINARY RESEARCH PLAN FORM-V002 – SAMPLE FORM</b>	<b>19</b>



## 1. PROGRAMMES OFFERED

USJ offers Pre-University, Associate Diploma, Bachelor, Post Graduate Diploma, Master and Doctoral programmes in different fields of knowledge. All degree programmes are approved by the Macao S. A. R. Government and are taught in English, except when noted otherwise. Detailed information about the Faculties and their specific programmes can be found on our website ([www.usj.edu.mo](http://www.usj.edu.mo)).

### 1.1. Pre-University

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

- Foundation Course in Philosophy
- Pre-University

### 1.2. Associate Diploma

Associate Diploma programmes run in a 2-year evening format. The following programmes are currently open for application:

- Portuguese-Chinese Translation

### 1.3. Bachelor

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

- Architectural Studies
- Business Administration
- Christian Studies
- Communication and Media
- Design
- Education
- Environmental Science
- Philosophy
- Portuguese–Chinese Translation Studies
- Psychology
- Social Work

### 1.4. Post-Graduate Diploma

Post-Graduate Diplomas are 1-year evening programmes. The following Post-Graduate Diploma programmes are currently open for application:

- Post-Graduate Diploma in Education

The Post-Graduate Diploma in Education (PGDE) offered by the University of Saint Joseph is a one-year full-time evening programme aimed at graduates wishing to teach in Infant, Primary or Secondary schools or in-service teachers wishing to receive professional qualifications in teaching. This programme is recognised by the Education Bureau of the Macao SAR as a teacher training qualification.



- Post-Graduate Diploma in Legislative Sciences

Among Higher Education Institutions in Macau and in Asia, the USJ Post-Graduate Diploma in Legislative Sciences is unique in its particular technical-legal thematic focus. The programme is innovative and hands-on, catering for both legal professionals and legal interpreters and translators. The programme has been accompanied by, and had input from both academics in the legal area in Macau and Portugal (at the Catholic University of Porto) and by long-standing practitioners of the law, in Macau. Indeed, the eventual staffing of the programme will benefit from specialists and long-term practitioners also drawn from these sources.

### 1.5. Master

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

- Architecture
- Business Administration
- Communication and Media
- Community Development
- Counselling and Psychotherapy
- Design
- Education
- Environmental Sciences and Management
- Government Studies
- History and Heritage Studies
- Lusophone and International Public Law
- Lusophone Studies in Linguistics and Literature
- Organisational Psychology
- Philosophy
- Religious Studies
- Social Work

### 1.6. Doctoral

Our Doctoral programmes range from 3 to 5 years in duration and consist of two phases: firstly, students complete coursework in research methods and further develop their knowledge in their respective research fields, then they proceed to conducting their own research and writing a dissertation. The University is currently accepting applications for the following specialisations:

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

## 2. ENTRY REQUIREMENTS

All completed applications that meet the minimum entry requirements for their respective programme will be reviewed and assessed by the University, which then makes the final admission decision. Each year, a large number of excellent local and international prospective students apply to study at USJ. Due to the limited places available in each programme, meeting the admissions requirements does not guarantee admission into USJ. The University encourages applicants from



any background to apply and is committed to providing opportunities to all applicants regardless of race, ethnic origin, nationality, sex, age, physical or mental disability, or others.

This section stipulates the minimum entry requirements for the various USJ programmes.

## 2.1. Language Proficiency

### 2.1.1. Undergraduate programme

All applicants to Bachelor degree, Associate diploma, and the Foundation Year in Philosophy programmes are required to show evidence of having studied English to an appropriate level before applying to USJ. For example, a score of 5.5 in the IELTS or 46 and above in the TOEFL (iBT) tests would indicate an acceptable level of proficiency on entry.

In addition, all entrants to USJ will be required to take an English placement test, after being accepted to the university. Applicants whose test results do not meet the minimum requirement will be required to take additional courses in the English language.

### 2.1.2. Graduate programme

Applicants who applied for our Master's and Doctoral Degree programmes should follow the below admissions requirements.

**Local applicant:** Language proficiency will be examined by Faculty directly via face-to-face interview.

**International applicant:** Non-local applications to Master and Doctoral programmes must demonstrate proficiency by providing a certificate with a grade equivalent to the IELTS overall score of 6 or above. The certificate must have been issued within two years from the intended programme enrolment term. Applicants may be exempt from this requirement if they (a) are from an English-speaking country or (b) can provide a declaration which proves that their Bachelor/Master's degree was obtained from a university where the medium of instruction is English. Depending on interview performance, applicants unable to provide the external proof of English proficiency equivalent may be required to take the English placement test administered by USJ.

**Table 1 – English language equivalencies as compared to common English proficiency standards:**

Common European Framework of Reference for Languages (CEFR)	B1 Threshold
TOEFL (iBT)	42
IELTS (International English Language Testing System)	Score 5.0
Cambridge ESOL	B1 Preliminary
PTE Academic	43-58

## 2.2. Pre-University

### 2.2.1. Pre-University Programme

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

- Be currently enrolled in, or have completed Senior Secondary School.
- Submission of a Personal Statement.



Additionally, applicants are required to attend an interview.

**Table 2 - Qualification documents required for the Pre-University programme:**

Category	Documents required for Admission	Documents required for Matriculation
<b>Applicants from secondary schools in Macao</b>	<ol style="list-style-type: none"> <li>1. <b>A Testimonial</b> stating that the student is currently studying in Form 6/Grade 12; <u>OR</u></li> <li>2. <b>An Official Transcript</b> for the first semester of Form 6/Grade 12.</li> </ol>	<b>An Official Transcript</b> demonstrating that the student has successfully completed Senior Secondary School; or equivalent.
<b>Applicants from overseas schools</b>	<ol style="list-style-type: none"> <li>1. <b>Testimonial</b> or <b>Academic report</b> stating that the student is expected to graduate senior secondary school in the current year.</li> </ol>	<b>A Testimonial and Academic Reports</b> demonstrating that the student has successfully completed Senior Secondary School; or equivalent.

***Note:** The original copy of the certificates/results must be provided for verification during the matriculation period. USJ reserves the right to revoke the acceptance decision should the applicant fail to provide the required documents. Please refer to the Matriculation Information for the detailed required documents.*

### 2.2.2. Foundation Course in Philosophy

Applicants seeking admission to the Foundation Course in Philosophy programme should satisfy the following requirements:

- Be currently enrolled in, or have completed, Form 6 / Senior Middle Three / Grade 12; or
- Possess a secondary school diploma that represents the successful completion of 12 years of schooling, or its equivalent; or
- Be 23 years of age, or over, before September of the upcoming academic year.
- Submission of a Personal Statement.

**Table 3 - Qualification documents required for the Foundation Course in Philosophy programme:**

Category	Compulsory Documents (Application)	Documents for Matriculation
<b>Applicants from secondary schools in Macao</b>	<ol style="list-style-type: none"> <li>1. <b>A Testimonial</b> stating that the student is currently studying in Form 6/Grade 12; <u>OR</u></li> </ol>	<b>A Certificate of Graduation and Official Transcript/Academic Reports</b> for Form 6/Grade 12.



	<p><b>2. A Academic Report</b> for Form 5 and the first semester of Form 6/Grade 12.</p>	
<p><b>Applicants from overseas schools</b></p>	<p><b>1. A Testimonial</b> stating that the student is currently studying in Form 6/Senior Middle Three/Grade 12; <u>OR</u> <b>2. An Academic Report</b> for Form 5/Senior Middle Two/Grade 11 and the first semester of Form 6/Senior Middle Three/Grade 12.</p>	<p><b>A Certificate of Graduation and an Official Transcript/Academic Report</b> for Form 6/Grade 12.</p>

**Note:** The original copy of the certificates/results must be provided for verification during the matriculation period. USJ reserves the right to revoke the acceptance decision should the applicant fail to provide the required documents. Please refer to the Matriculation Information for the detailed required documents.

### 2.3. Bachelor

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

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

- Be currently enrolled in, or have completed, Form 6 / Senior Middle Three / Grade 12; or
- Possess a secondary school diploma that represents the successful completion of 12 years of schooling, or its equivalent; or
- Be 23 years of age, or over, before September of the upcoming academic year.
- Submission of a Personal Statement.

Additionally, applicants should also fulfil the following criteria:

- Demonstrate adequate English proficiency. Selected applicants are required to complete the interview and are required to show evidence of having studied English to an appropriate level before applying to USJ. For example, a score of 5.5 in the IELTS or 46 and above in the TOEFL (iBT) tests would indicate an acceptable level of proficiency on entry.



In addition, all entrants to USJ will be required to take an English placement test, after being accepted to the university.

- Home-schooled applicants should provide external examination results (see Appendix 1).

Additionally, evidence of outstanding achievements in academic and/or non-academic activities, as well as of active community involvement will benefit your application.

**Table 4 - Qualification document requirements for the Bachelor degree programme:**

Category	Compulsory Documents (Application)	Documents for Matriculation
<b>Applicants from local schools</b>	<ol style="list-style-type: none"> <li>1. <b>A Testimonial</b> from the respective school stating that the student is currently a Form 6 student; <u>OR</u></li> <li>2. <b>An Academic Report</b> for Form 6 (1<sup>st</sup> term).</li> </ol>	<b>A Certificate and Official Transcript/Academic Report</b> for Secondary School Graduation proving that the student has successfully completed Form 6/Grade 12.
<b>Applicants from overseas schools</b>	<ol style="list-style-type: none"> <li>1. <b>Testimonial</b> from the respective school stating that the student is currently a Form 6/Senior Middle Three/Grade 12 student; <u>OR</u></li> <li>2. <b>An Academic Report</b> for Form 6/Senior Middle Three/Grade 12 (1<sup>st</sup> term).</li> </ol>	<b>A Certificate and Official Transcript/Academic Report</b> issued by the school, proving that the student has successfully completed Form 6/Grade 12; or the relevant documents referred to the Appendix 1.

**Note:** The original copy of the certificates/results must be provided for verification during the matriculation period. USJ reserves the right to revoke the acceptance decision should the applicant fail to provide the required documents. Please refer to the Matriculation Information for the detailed required documents.

#### 2.4. Post-Graduate Diploma

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

- Possess a Bachelor degree, or its equivalent.



- Demonstrate adequate proficiency in the language of instruction.
- Only for PGDE: Please refer to the website link: <https://www.usj.edu.mo/en/courses/post-graduate-diploma-education/>
- Submission of a Personal Statement.

Please be advised that relevant work experience may strengthen an application.

## 2.5. Master

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

- Possess a Bachelor degree, or its equivalent.
- Demonstrate adequate English proficiency (see 2.1.2. above). Selected applicants are required to complete an interview and Cambridge English Placement Test if necessary.
- Submission of an updated *Curriculum Vitae*. Relevant work experience may strengthen your application.
- Submission of a Personal Statement.

Master students who complete the first year of the curricular part of the programme with a minimum overall grade below 14 (out of 20) will not be allowed to proceed to the dissertation, project or report.

## 2.6. Doctoral

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

- Possess a Master's degree, or its equivalent.
- Demonstrate adequate English proficiency (see 2.1.2. above). Selected applicants are required to complete an interview and Cambridge English Placement Test if necessary.
- Submission of an updated *Curriculum Vitae*.
- Submission of a Personal Statement.
- Submission of a **preliminary research plan** form which can be completed in the online application, this form must indicate which topic the student is interested in pursuing, the respective faculty, indicating the area of knowledge and specialty of the proposed research project and the intended supervisor for the doctoral thesis. The plan should include a justification for the choice of topic, initial objectives, methods to be adopted and a general timeline (see Appendix 2 for more information).

Admission to a Doctoral programme is decided by the Dean of the respective Faculty, or his/her appointee for that effect. The University of Saint Joseph offers a pool of Doctoral Thesis Proposals (<https://www.usj.edu.mo/en/open-doctoral-proposals/>) at the admission stage. The proposals listed on this page are associated with a specific supervisor and candidates can choose to apply by introducing the proposal code during the admission stage.





### 3. APPLICATION PERIOD

The application period for each academic year is as follows:

<ul style="list-style-type: none"><li>● Fall Semester (starting September each academic year)</li></ul>	<ul style="list-style-type: none"><li>● January to April (Round 1)</li><li>● May to June (Round 2)</li><li>● July to August (Round 3)</li></ul>
---	---

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

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



### 4. APPLICATION PROCEDURES

All applications must be submitted online, through our website:

[www.usj.edu.mo](http://www.usj.edu.mo). The application process is briefly described below (divided into 4 stages):

a. Stage 1: Online Application and application fee payment

When you have chosen a programme and reviewed the admissions requirements for the degree level you wish to apply, you are ready to fill-in the online application. The online application includes the following fields:

- i. Personal Information
- ii. Contact Information
- iii. Academic Background
- iv. Programme Selection
- v. Application Fee Payment

After your application submission and the settlement of the application fee, applicants will receive the receipt of the application fee and a confirmation email.

b. Stage 2: Upload documents

After your application is initiated, you will receive an email stating that your application has been registered in our system. The confirmation email will contain your **application number** and a link to your **admissions portal** where you can upload required documents and review the status of your application.

Applicants are required to upload all the necessary documents and information to Admissions for review. The Academic Affairs Office may request the submission of the original documents if the scanned copies are unclear. Applicants are required to upload the following documents and submit to Admissions for review:

- i. Photo
- ii. Identification / Passport



- iii. Academic Transcript & Diploma
  - iv. Personal Statement
  - v. External Proof of proficiency in English
  - vi. Curriculum Vitae (only for specific programmes)
  - vii. Additional documents for specific programmes required by Faculty
- c. Stage 3: Admissions Assessments  
Only applications that have settled the application fee and successfully uploaded all required documents will be reviewed. During the review period, you may be asked to submit additional documentation, or sit for a virtual admissions interview. Please check your email regularly for correspondence from USJ regarding your application in order to prevent processing delays.
- d. Stage 4: Results announcement and Matriculation  
Once admissions decisions have been made, the Academic Affairs Office will notify the applicants with an official email. The result may be an offer of admission in the form of an acceptance letter, a letter indicating waitlist placement or a rejection notification. Offers of admission are accompanied by USJ's Matriculation Package which must be completed as directed in the email. After receiving the acceptance letter by email, applicants are required to settle the deposit within 15 days and prepare the documents listed in the Matriculation Information (attached in the acceptance letter) to the Academic Affairs Office for matriculation.

All applicants should regularly check their email inbox and the Admissions webpage to get the latest admissions information: <http://www.usj.edu.mo/en/admissions/>.

**Table 5 – Required documents for application:**

Items	Pre-University	Associate Diploma/FCP	Bachelor	Master	Doctoral	Post-Graduate Diploma
Online Application Form	✓	✓	✓	✓	✓	✓
Photo	✓	✓	✓	✓	✓	✓
ID Card/Passport	✓	✓	✓	✓	✓	✓
Transcript(s)	✓	✓	✓	✓	✓	✓
Certificate(s)/Testimonial	✓	✓	✓	✓	✓	✓
Curriculum Vitae	×	×	×	✓	✓	✓
Art Work Portfolio	×	×	Department of Creative Industries	Department of Creative Industries	×	×
Reference Letter(s)	Optional	Optional	Optional	Optional	Optional	✓*
Preliminary Research Form to the Dean	×	×	×	×	✓	×
Certificate of proficiency in English (e.g. TOEFL, IELTS)	Optional	Optional	Optional	Optional	Optional	Optional



Personal Statement	✓	✓	✓	✓	✓	✓
Other qualification(s)	x	x	x	x	x	Optional

\*Reference letters are optional for the Post-Graduate Diploma in Legislative Sciences.

## 5. DIRECT ADMISSIONS

The University of Saint Joseph offers priority placement in our bachelor degree programmes to graduating students of local Macao secondary schools who demonstrate superb academic achievement, outstanding leadership in the community, or extraordinary aptitude in other areas. The Direct Admission process takes place prior to USJ's regular admission period.

Students enter the direct admission process via nomination by their secondary school. Nominated students then complete USJ's online application before being scheduled for an admission interview and English Placement Test. The purpose of the admission interview is to allow students to share their academic interests and motivation so that professors at USJ can become familiar with the students entering their programmes.

Students interested in USJ's Direct Admission process can speak with their school's guidance or university counselor.

## 6. STUDENTS WITH SPECIAL NEEDS

The University of Saint Joseph (USJ) is committed to comply with the aims of the Convention on the Rights of Persons with Disabilities (CRPD). Once a student has been accepted to our University, we bear the responsibility to ensure appropriate provision for that student throughout his/her course.

Students with disabilities can expect to be integrated into the normal University environment. They are encouraged and assisted to be responsible for their own learning in order to achieve their full academic potential. To ensure that every individual is given an equal opportunity to learn, all our staff are requested to give the best possible academic and personal support, and to establish a culture of inclusiveness and respect for students with any kind of disability.

Our University provides appropriate care and support for students who have special needs. We try our best to provide any necessary support to enable students to study effectively and to make full use of the opportunities at the University. Continual efforts are made to improve our facilities and provide special arrangements with our faculty and administrative staff to cope with such needs.

## 7. INTERNATIONAL APPLICANTS

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



for further clarifications, if needed. Waitlisted applicants will be contacted to discuss the subsequent steps in the application process.

### 7.1. Student Residence

The University's Residential Hall (RH), located on the Ilha Verde Campus, provides accommodation for around 170 students and a limited number of staff. The residence has the goal of creating a safe, supportive and stimulating residential community that embraces diversity, participation and learning of professionalism. All active students, exchange 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. To apply or request additional information, please click on the following link: <https://www.usj.edu.mo/en/residential-hall/> or contact [residence@usj.edu.mo](mailto:residence@usj.edu.mo) directly.

### 7.2. Student Visa

All students without a valid Macao ID card (except Hong Kong SAR Resident) studying in Macao's higher education institutions have to apply for the "Special Authorization to Stay" (Student Visa). Please see the information below:

- The Stay Subdivision of the Residence and Stay Affairs Department (Macao Immigration Department) normally issues student visas to the full-time non-resident students matriculated in accredited degree programmes in Macao;
- Documents required to apply for a student visa are: **(1) A recent 1.5-inch photo; (2) Valid Passport; (3) Declaration of Enrolment.** Hence, students are recommended to apply for a student visa upon arrival in Macao\*;
- The Student Visa is valid for 1 year and has to be renewed every academic year;
- Students holding a student visa are not eligible to work in Macao;
- According to the law in Macao, students under the age of 18 are not eligible to sign any legal documents, including the application and/or renewal of student visa. In such cases, a parent or legal guardian must accompany the student and sign the relevant documents.

*\* Students from specific countries may be required to obtain an entry visa before arrival in Macao. To confirm if this is your situation, or to obtain more information, please visit the website of the Stay Subdivision of the Residence and Stay Affairs Department ([https://www.fsm.gov.mo/psp/eng/psp\\_top5\\_4\\_1.html](https://www.fsm.gov.mo/psp/eng/psp_top5_4_1.html)).*

### 7.3. Student Health Insurance

International students must have the student health insurance for the entire duration of your studies. The premium for one academic year is approximately US\$250. However, the actual premium may vary depending on plan availability for each academic year. The coverage includes visits to a doctor, hospital expenses and accidental death benefits with certain restrictions according to the specific insurance policy.

## 8. APPLICATION FEE

To complete your application, you are required to pay a **non-refundable** application fee either by credit card; online bank transfer or cash at the USJ Finance Department, located on the ground floor of the Academic Building in the Ilha Verde Campus. This fee must be settled at the beginning of the



online application. Should the University cancel a programme of study, paid application fees will be refunded.

## 9. ADMISSION INTERVIEW AND ASSESSMENT

All applicants are required to complete an interview. Interviews for international applicants are conducted via online.

Applications are evaluated against the pool of other applications according to the information in the submitted documents, an applicant's English proficiency, and (if necessary) performance during a virtual interview.

## 10. OFFER PROCEDURES

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

- a. **Accepted (Conditionally):** You are offered a place in your chosen programme, provided you meet all the requirements stated in the acceptance letter, in a specific time frame as informed by the University. The specific conditions for matriculation will be stated in the acceptance letter and normally concern academic qualifications and/or language proficiency.
- b. **Waitlist:** The result of your application has not yet been finalised and therefore you have been put on a waitlist for further review. The final decision of a waitlisted applicant will be explicitly stated in the Waitlist Letter.
- c. **Rejected:** Your application was unsuccessful.

Admission results will be release by ranking according to the assessment criteria. Accepted applicants are required to complete the admission procedures stated in the offer letter, including the payment of a deposit (MOP 10,000) to secure their place within the period stated in the letter.

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

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

## 11. DEFERMENT OF STUDY

Applicants who have received an Acceptance Letter may apply for deferment of study for up to one academic year. Such applications will only be considered in exceptional cases.



To request a deferment of study, write to the Admissions, with the attachment of any supporting documents, for review before the matriculation period. Independently of making a deferment request, applicants must follow the schedule to settle the non-refundable deposit in order to secure their places.

## 12. CREDIT EXEMPTION AND ACCREDITATION APPLICATION

Applicants (except those for the Pre-University programme) may request to be exempted from certain credits in their chosen programme of studies, based on prior studies at a similar academic level taken elsewhere and/or when justified by an applicant's proven achievements and competencies in the respective field. The minimum recognition/exemption is normally one module and the maximum recognition/exemption that is available is one third of a whole programme (e.g. a whole degree or whole diploma). For Recognition of Prior Experiential Learning (RPEL), it cannot exceed 20% of the credits of the programme or curricula in which they are accredited. All processing fees paid for the exemption of modules are non-refundable. For more information about the Policy and Procedures for Recognition of Prior Learning, please visit our website (<https://www.usj.edu.mo/en/admissions/credit-exemption-and-accreditation-application/>).

## 13. RETURNING STUDENTS

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

## 14. SCHOLARSHIPS AND FINANCIAL AID

For the latest Scholarships and Financial Aid information, please refer to USJ Scholarships and Financial Aid website at <https://www.usj.edu.mo/en/scholarships-and-fellowships/>.

## 15. TUITION & RELATED FEES

- Students should always refer to the University's Tuition Payment Policy for details.
- Deposit & Matriculation, Modules and Administrative Fees are applicable to both local and non-local students.
- In case of doubt, only the Executive Council of the University of Saint Joseph has the authority to clarify or interpret the terminology and values in this document.
- Fees are non-refundable except in extraordinary circumstances duly approved.

For detailed tuition and related fees will be posted to USJ's website:

<https://www.usj.edu.mo/en/admissions/tuition-fees/>.



## 16. CANCELLATION OF PROGRAMMES

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

## 17. DISCLAIMER & PRIVACY

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

## 18. CONTACT US

### Academic Affairs Office - Admissions

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

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

Telephone: +853 8592 5678

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

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



## Appendix 1 – Overseas’ Students Requirements

Non-Local Applicants for Bachelor Programmes who cannot provide the required documents stated in Table 3 and 4 of the Admissions Handbook may, alternately, provide the documents listed below:

Country/Region	General Minimum Requirements
<b>Africa</b>	<b>Lusophone Africa</b> Certificado do Ensino Secundário
	<b>South Africa</b> National Senior Certificate; or Senior Certificate with Matriculation Endorsement
	<b>West Africa</b> West African Senior School Certificate
<b>Australia</b>	Senior Secondary Certificate of Education; and Australian Tertiary Admission Rank (ATAR), Tertiary Entrance Rank (TER), Universities Admission Index (UAI); or an Equivalent National Tertiary Entrance Rank (ENTER) of at least 80; or an Overall Position (OP) Band between 1 and 8
<b>Austria</b>	Reifezeugnis / Matura
<b>Bangladesh</b>	Senior School Leaving Certificate
<b>Canada</b>	<b>Alberta</b> High School Graduation Diploma with an average of at least 70% in five Grade 12 courses
	<b>British Columbia</b> Senior Secondary Graduation Diploma with an average of at least 70% in five Grade 12 or BC Provincially Examinable courses
	<b>Manitoba</b> High School Graduation Diploma with five full credits at Grade 12 (40 level) in courses designated S (Specialised), G (General), or U (University-based), with an average of at least 70% in these subjects
	<b>Ontario</b> Ontario Secondary School Diploma with an average of 70% in six Grade 12 U or M courses
	<b>Quebec</b> Diplôme d'Études Collégiales (DEC) with an average of at least 70%
<b>Canada (cont.)</b>	<b>Other provinces</b> Provincial High School Graduation Diploma with an average of at least 70% in five Grade 12 subjects
<b>Chile</b>	Certificado de Licencia de Enseñanza Media
<b>China</b>	<b>Current Gao Kao Candidates</b> Students who are currently pursuing the Gao Kao curriculum should apply through the Mainland Admission Scheme





### Other Candidates

Graduating-year high school students pursuing a non-Gao Kao curriculum who will not take the concurrent mainland Gao Kao should refer to the country to which the qualification belongs for entrance requirements

<b>Czech Republic</b>	Maturitní Zkouška, or Maturita
<b>Denmark</b>	Studentereksamen (Upper Secondary School Leaving Certificate)
<b>Finland</b>	Ylioppilastutkinto / Studentexamensbetyg (National Matriculation Examination)
<b>France</b>	Baccalauréat de l'Enseignement du Second Degré; or Baccalauréat Général; or Option Internationale du Baccalauréat (OIB); or European Baccalaureate
<b>Germany</b>	Zeugnis der allgemeinen Hochschulreife (German Abitur)
<b>Greece</b>	Apolytirio Eniaiou Lykeiou
<b>Hong Kong SAR</b>	Attainment of two Level 3 & two Level 2 (HKDSE "3322")
<b>India</b>	Pass Certificates obtained in completion of Standard X and Standard XII (State and National Boards)
<b>Indonesia</b>	Completion of SMA Ujian Sekolah Completion of SMA Ujian Nasional
<b>Iran</b>	Peeshadaneshgahe (Pre-University Certificate)
<b>Ireland</b>	Ardteistiméireacht (Leaving Certificate)
<b>Israel</b>	תעודת בגרות (Te'udat Bagrut)
<b>Italy</b>	Diploma di Stato
<b>Japan</b>	(Senior School-leaving Certificate)
<b>Macau SAR</b>	Senior Secondary School Graduation Diploma / Certificate
<b>Malaysia</b>	Completion of STPM, with passes in at least 3 subjects, other than language subjects; or Completion of UEC, with passes in at least 6 subjects
<b>Mexico</b>	Mexican Bachillerato
<b>The Netherlands</b>	Diploma Voorbereidend Wetenschappelijk Onderwijs (VWO)
<b>New Zealand</b>	National Certificate of Education Achievement (NCEA) Level Three
<b>Norway</b>	Vitnvmal fra den Videregående Skole (General Studiekompetanse)
<b>Pakistan</b>	Higher Secondary School Certificate (HSS)
<b>Poland</b>	Matura with 3 subjects at extended level
<b>Portugal</b>	Certificado de fim de Estudos Secundários (previously Certidão do Décimo Segundo Ano)
<b>Romania</b>	Diploma de Bacalaureat
<b>Singapore</b>	Passes in at least three H2 subjects or two H2 plus two H1 subjects in the Singapore-Cambridge GCEAL; or an acceptable Diploma obtained from one of the following five polytechnics in Singapore: <ul style="list-style-type: none"><li>● Nanyang Polytechnic,</li><li>● Ngee Ann Polytechnic,</li><li>● Republic Polytechnic,</li><li>● Singapore Polytechnic, and</li><li>● Temasek Polytechnic</li></ul>



<b>South Korea</b>	일반계고등학교 (General High School Certificate / Diploma of Graduation)
<b>Spain</b>	Título de Bachillerato; and Prueba de Aptitud para el Acceso a la Universidad (PAU- University Entrance Examination)
<b>Sweden</b>	Slutbetyg Från Gymnasieskolan
<b>Switzerland</b>	One of the followings: Maturitätszeugnis Certificat de Maturité Baccalauréat Attestato di Maturità Eidgenössisch Anerkanntes Kantonales Maturitätszeugnis Certificat de Maturité Cantonal Reconnu Par La Confédération Attestato di Maturità Cantonale Riconosciuto Dalla Confederazione Cantonal Maturity Certificate
<b>Taiwan</b>	General Scholastic Ability Test (GSAT); or Department Required Test
<b>Thailand</b>	Mathayom Sukasa 6 (M6)
<b>United Kingdom</b>	<b>Bachelor Programme Applicants</b> <ul style="list-style-type: none"><li>• 3 GCE / IAL Advanced level subjects (Grade A* - D); or</li><li>• BTEC Higher National Diploma</li><li>• BTEC National Certificate</li></ul> <b>Pre-University Programme Applicants</b> <ul style="list-style-type: none"><li>• 5 GCSE / IGCSE results (Grade A* - D)</li></ul>
<b>United States of America</b>	Senior Secondary School Graduation Diploma / Certificate; and SAT Reasoning Test preferably with 2 SAT Subject Tests; or 2 Advanced Placement (AP) Tests
<b>Vietnam</b>	Bằng Tốt Nghiệp Phó Thông Trung Học (Upper Secondary School Graduation Certificate)



Appendix 2 – 20200911- PhD Preliminary Research Plan Form-V002 – Sample Form



**PRELIMINARY RESEARCH PLAN – PHD DEGREE PROGRAMME**

*[This plan is to be completed within 2 weeks from the date of issuance by the Academic Affairs Office - Admissions]*

To the Dean of the

**A – Candidate’s information (Applicant No. )**

Full Name	
Email Address	
Contact number	
Area of knowledge	<input type="text" value="Choose an item."/>
Area of specialization of the proposed research project	
Intended supervisor (if any)	

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



聖若瑟大學  
UNIVERSITY OF  
SAINT JOSEPH



聖若瑟大學  
UNIVERSITY OF  
SAINT JOSEPH

**PRELIMINARY RESEARCH PLAN – PHD DEGREE PROGRAMME**

*Preliminary research plan (cont.)*

***[The following part is to be completed by the University of Saint Joseph]***

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

\_\_\_\_\_  
Candidate’s signature

\_\_\_\_\_  
Intended supervisor’s signature  
(if any)

\_\_\_\_\_  
Dean’s Signature

Macao,            /            /