



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 Doctoral.

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.

Contents

1. PROGRAMMES OFFERED	3
1.1. PRE-UNIVERSITY	3
1.2. ASSOCIATE DIPLOMA	3
1.3. BACHELOR.....	3
1.4. POST-GRADUATE DIPLOMA.....	3
1.5. MASTER.....	3
1.6. DOCTORAL	4
2. ENTRY REQUIREMENTS.....	4
2.1. LANGUAGE PROFICIENCY	5
2.1.1. UNDERGRADUATE PROGRAMME	5
2.1.2. GRADUATE PROGRAMME	5
2.2. PRE-UNIVERSITY	5
2.2.1. PRE-UNIVERSITY PROGRAMME	5
2.2.2 FOUNDATION COURSE IN PHILOSOPHY	6
2.3. BACHELOR.....	7
2.4. POST-GRADUATE DIPLOMA.....	8
2.5. MASTER.....	8
2.6. DOCTORAL	9
3. APPLICATION PERIOD	9
4. APPLICATION PROCEDURES	9
5. PRINCIPALS' RECOMMENDED ADMISSION	11
6. STUDENTS WITH SPECIAL NEEDS.....	12
7. INTERNATIONAL APPLICANTS	12
7.1. STUDENT RESIDENCE.....	12
7.2. STUDENT VISA	12
7.3. STUDENT HEALTH INSURANCE	13
8. APPLICATION FEE	13
9. ADMISSION INTERVIEW AND ASSESSMENT	13
10. OFFER PROCEDURES	13
11. DEFERMENT OF STUDY	14
12. CREDIT EXEMPTION AND ACCREDITATION APPLICATION	15



13. RETURNING STUDENTS.....	15
14. SCHOLARSHIPS AND FINANCIAL AID.....	15
15. TUITION & RELATED FEES.....	15
16. CANCELLATION OF PROGRAMMES.....	15
17. DISCLAIMER & PRIVACY.....	16
18. CONTACT US	16
APPENDIX 1 – EQUIVALENT QUALIFICATIONS FOR UNDERGRADUATE ADMISSIONS.....	17
APPENDIX 2 – 20210512-DOCTORAL-PRELIMINARY-RESEARCH-PLAN-FORM-V003– SAMPLE FORM	22



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).

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
- Fashion 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
- Post-Graduate Diploma in Legislative Sciences

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 conduct their own research and write a thesis. 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.

For applicants from Mainland China, please refer to the update from our website for the admissions criteria and entry requirements of the programmes we offer.

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



2.1. Language Proficiency

2.1.1. Undergraduate programme

Many of the programmes at USJ requires proof of proficiency in English so that applicants can demonstrate they have the ability to engage in coursework and excel in USJ's learning environment.

Applicants to programmes that require proof of English proficiency, include those for all Bachelor degrees and the Foundation Year in Philosophy programmes. They are required to demonstrate some evidence of having studied English to an appropriate level before applying to USJ. For example, normally a score of 5.5 in the IELTS or TOEFL (iBT) 46 and above issued with two years from the intended programme enrolment term, would indicate an acceptable level of proficiency on entry. Those applicants who have a score of 6.0 in IELTS or 60 out of 120 TOEFL (iBT) may apply for direct exemption from English classes.

If applicants to the above-mentioned programmes are unable to produce adequate proof of meeting the English requirements, then they will be required to take an English placement test, after being accepted into the university. Applicants whose English placement test results fall below C1 level will be required to take additional courses in the English language. However, the applicants who achieve C1 level may be exempt from English classes at the discretion of the English Language Centre director, while those who achieve B2 or C1 level may also apply for the English exemption exam and if they achieve a high B2 (B2+) or above grade may be exempted from English classes.

2.1.2. Graduate programme

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

Local applicants: Language proficiency will be examined by the Faculty directly via interview.

Non-local applicants: Non-local applications to Master and Doctoral programmes must take an English level assessment interview at USJ, or demonstrate proficiency by providing a certificate with a grade equivalent to the IELTS overall score of 6 or above. 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 was English.

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 the final year of, or have completed secondary school according to the system in place in the country where they studied.
- Submission of a Personal Statement.
- Applicants are required to attend an interview.



Table 1 - Qualification documents required for the Pre-University programme:

Category	Documents required for Admission	Documents required for Matriculation
Applicants from secondary schools in Macao	1. A Testimonial stating that the student is currently studying in Form 6 /Grade 12 or equivalent; <u>OR</u> 2. An Updated Official Transcript of Form 6/Grade 12 or equivalent.	A Certificate of Graduation and an Official Transcript issued by the school, proving that the student has successfully completed Form 6/Grade 12 or equivalent.
Applicants from overseas schools	1. A Testimonial stating that the student is currently studying the final year of the secondary school or equivalent; <u>OR</u> 2. An Updated Official Transcript of the secondary school's final year or equivalent.	A Certificate of Graduation and an Official Transcript issued by the school, proving that the student has successfully completed the final year of the secondary school according to the system in place in the country where they studied 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/ 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.
- Demonstrate adequate English proficiency (see 2.1.1. above).
- Submission of a Personal Statement.
- Applicants are required to attend an interview.



Table 2 - Qualification documents required for the Foundation Course in Philosophy programme:

Category	Compulsory Documents (Application)	Documents for Matriculation
Applicants from secondary schools in Macao	1. A Testimonial stating that the student is currently studying Form 6/Grade 12 or equivalent;	A Certificate of Graduation and an Official Transcript issued by the school, proving that the student has successfully completed Form 6/Grade 12 or equivalent.
Applicants from overseas schools	<u>OR</u> 2. An Updated Official Transcript of Form 6/Grade 12 or equivalent.	A Certificate of Graduation and an Official Transcript issued by the school, proving that the student has successfully completed Form 6/Grade 12; or the relevant documents referred to the Appendix 1 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.*

2.3. 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.
- Demonstrate adequate English proficiency (see 2.1.1. above).
- Submission of a Personal Statement.
- Applicants are required to attend an interview.

Additionally, applicants should also fulfil the following criteria:

- 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 3 - Qualification document requirements for the Bachelor degree programme:

Category	Compulsory Documents (Application)	Documents for Matriculation
Applicants from local schools	1. A Testimonial stating that the student is currently studying Form 6/Grade 12 or equivalent;	A Certificate of Graduation and an Official Transcript issued by the school, proving that the student has successfully completed Form 6/Grade 12 or equivalent.
Applicants from overseas schools	<u>OR</u> 2. An Updated Official Transcript of Form 6/Grade 12 or equivalent.	A Certificate of Graduation and an Official Transcript issued by the school, proving that the student has successfully completed Form 6/Grade 12; or the relevant documents referred to the Appendix 1 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.

2.4. 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.
- Submission of an updated *Curriculum Vitae*. Relevant work experience may strengthen your application.
- Only for PGDE: Please refer to the following website for specific requirements: <https://www.usj.edu.mo/en/courses/post-graduate-diploma-education/>
- Submission of a Personal Statement.
- Applicants are required to attend an interview if necessary.

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

2.5. Master

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

- Possess a Bachelor degree, or its equivalent.
- Demonstrate adequate English proficiency (see 2.1.2. above).



- Submission of an updated *Curriculum Vitae*. Relevant work experience may strengthen your application.
- Submission of a Personal Statement.
- Applicants are required to attend an interview

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).
- Submission of an updated *Curriculum Vitae*.
- Submission of a Personal Statement.
- Submission of a **preliminary research plan form**, 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 topics. 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).
- Applicants are required to attend an interview

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 Topics 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:

Fall Semester	January to April (subject to change)
Spring Semester	October to December (subject to change)

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

4. APPLICATION PROCEDURES

All applications must be submitted online, through our website: 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 the 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 (Table 4) and submit to Admissions for review:

Table 4 – Required documents for application:

Items	Pre-University	Associate Diploma	Bachelor	Master	Doctoral	Post-Graduate Diploma
Online Application Form	✓	✓	✓	✓	✓	✓
Photo	✓	✓	✓	✓	✓	✓
ID Card/Passport	✓	✓	✓	✓	✓	✓
Household Register	×	×	×	Mainland Applicants	Mainland Applicants	×
Transcript(s)	✓	✓	✓	✓	✓	✓
Certificate(s)/Testimonial	✓	✓	✓	✓	✓	✓
Curriculum Vitae	×	×	×	✓	✓	✓
Artwork Portfolio	×	×	Department of Creative Industries	Department of Creative Industries	×	×
Reference Letter(s)	Optional	Optional	Optional	Optional	Optional	✓ ¹
Preliminary Research Form to the Dean	×	×	×	×	✓	×
Certificate of proficiency in English (e.g. TOEFL, IELTS)	Optional	Optional	Optional	Non-Local Applicants ²	Non-Local Applicants ²	Optional
Personal Statement	✓	✓	✓	✓	✓	✓
Other qualification(s)	×	×	×	×	×	Optional



¹For Post-Graduate Diploma in Legislative Sciences, reference letters are optional.

²Please see point 2.1.2. above.

c. **Stage 3: Admissions Assessments**

Applications will only be reviewed after the applicants have settled the application fee and successfully uploaded all required documents. During the review period, you may be asked to submit additional documentation, or sit for an 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 the period stated in the letter 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.

5. PRINCIPALS' RECOMMENDED ADMISSION

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

Students enter the Principals' Recommended Admission process via nomination by their secondary school. Nominated students then complete USJ's online application before being scheduled for an admission interview. 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 Principals' Recommended Admission process can speak with their school's guidance or university counselor. Any questions can also be directed to our Student Recruitment Team by email (student.recruitment@usj.edu.mo) or phone (8592 5682).



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 directly.

7.2. Student Visa

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

- The Residence and Stay Affairs Department of Macao Public Security Police Force (the former 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/travel document; (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 Residence and Stay Affairs Department of Macao Public Security Police Force regarding "Special Authorization to Stay" for Non-resident Students (https://www.fsm.gov.mo/psp/eng/Service_Imm.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 hospitalization, outpatient treatments 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 not open the programme for which you applied, paid application fees will be refunded.

9. ADMISSION INTERVIEW AND ASSESSMENT

All applicants are required to complete an interview. Interviews for international applicants can be 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 performance during an 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:

- 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 released 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 a deferment of study. Such applications will only be considered in exceptional cases. Independently of making a deferment request, applicants must follow the schedule to settle the non-refundable deposit in order to secure their places.

To request a deferment of study, please send your request letter in English to Admissions via email before the matriculation period. The request letter shall include your name, programme, application number, your signature and your justification/reason for your deferment with the attachment of any supporting documents. The University reserves the right to grant you a deferment and the result of such request is not guaranteed.

Please also note that you can only request to defer your studies to the following semester/academic year. Furthermore, you cannot be granted a deferment of study for more than one academic year. In case you cannot commence your studies at the University after a deferment is granted due to personal reasons, the deposit will not be refunded.



Should the University not open the programme of studies for which you applied, you will be given the option to choose a different or related programme, or receive a refund of your deposit.

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:

[\(https://www.usj.edu.mo/en/admissions/credit-exemption-and-accreditation-application/\)](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.

Please refer to USJ's Admissions website for the updated tuition and related fees.

16. CANCELLATION OF PROGRAMMES

The University reserves the right not to offer a programme before the start of any given academic year. Should that happen, applicants are given the option to (i) choose a different or related programme, (ii) delay the starting date or (iii) 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

Telephone: +853 8592 5678

Website: www.usj.edu.mo

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



Appendix 1 – Equivalent qualifications for undergraduate admissions

Applicants for Foundation Course in Philosophy and Bachelor Programmes who cannot provide the required documents stated in Table 2 and 3 of the Admissions Handbook may, alternately, provide the documents listed below:

Local

Country/Region	General Minimum Requirements
Macau SAR	Senior Secondary School Graduation Diploma / Certificate
China	Current Gao Kao Candidates 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 can be accepted at the discretion of the University
Hong Kong SAR	Attainment of two Level 3 & two Level 2 (HKDSE “3322”)
Taiwan	General Scholastic Ability Test (GSAT); or Department Required Test

International

Country/Region	General Minimum Requirements
Africa	Lusophone Africa Certificado do Ensino Secundário or Certificado de Fim de Estudos Secundários South Africa National Senior Certificate; or Senior Certificate with Matriculation Endorsement West Africa West African Senior School Certificate
Australia	Senior Secondary Certificate of Education, or Western Australian Certificate of Education; and Australian Tertiary Admission Rank (ATAR), or Tertiary Entrance Rank (TER); or



Country/Region	General Minimum Requirements
	an Equivalent National Tertiary Entrance Rank (ENTER) of at least 80; or an Overall Position (OP) Band between 1 and 8
Austria	Reifezeugnis / Matura
Bangladesh	Higher Secondary Certificate ALIM (HSC)
Canada	<p>Alberta</p> <p>High School Graduation Diploma with an average of at least 70% in five Grade 12 courses</p> <p>British Columbia</p> <p>Senior Secondary Graduation Diploma with an average of at least 70% in five Grade 12 or BC Provincially Examinable courses</p> <p>Manitoba</p> <p>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</p> <p>Ontario</p> <p>Ontario Secondary School Diploma with an average of 70% in six Grade 12 U or M courses</p> <p>Quebec</p> <p>Diplôme d'Études Collégiales (DEC) with an average of at least 70%</p> <p>Other provinces</p> <p>Provincial High School Graduation Diploma with an average of at least 70% in five Grade 12 subjects</p>
Chile	Certificado de Licencia de Enseñanza Media
Czech Republic	Maturitní Zkouška, or Maturita
Denmark	Studentereksamen (Upper Secondary School Leaving Certificate)
Finland	Ylioppilastutkinto / Studentexamensbetyg (National Matriculation Examination)
France	Baccalauréat de l'Enseignement du Second Degré; or



Country/Region	General Minimum Requirements
	Diplôme du Baccalauréat Général; or Diplôme du Baccalauréat Technologique; or Diplôme du Baccalauréat Professionnel; or Option Internationale du Baccalauréat (OIB); or European Bacalaureate
Germany	Zeugnis der allgemeinen Hochschulreife (German Abitur)
Greece	Apolytirio Eniaiou Lykeiou
India	Pass Certificates obtained in completion of Standard X and Standard XII (State and National Boards)
Indonesia	Completion of SMA Ujian Sekolah Completion of SMA Ujian Nasional
Iran	Peeshadaneshgahe (Pre-University Certificate)
Ireland	Ardteistiméireacht (Leaving Certificate)
Israel	תעודת בגרות (Te'udat Bagrut)
Italy	Diploma di Stato
Japan	(Senior School-leaving Certificate)
Malaysia	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
Mexico	Mexican Bachillerato
Myanmar	တက္ကသိုလ်ဝင် စာမေးပွဲအောင်လက်မှတ် (Matriculation Exam Pass Certificate)
The Netherlands	Diploma Voorbereidend Wetenschappelijk Onderwijs (VWO)
New Zealand	National Certificate of Education Achievement (NCEA) Level Three



Country/Region	General Minimum Requirements
Norway	Vitnwmal fra den Videregraende Skole (General Studiekompetanse)
Pakistan	Higher Secondary School Certificate (HSS)
Poland	Matura with 3 subjects at extended level
Portugal	Certificado de fim de Estudos Secundários (previously Certidão do Décimo Segundo Ano)
Romania	Diploma de Bacalaureat
Singapore	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">• Nanyang Polytechnic,• Ngee Ann Polytechnic,• Republic Polytechnic,• Singapore Polytechnic, and• Temasek Polytechnic
South Korea	일반계고등학교 (General High School Certificate / Diploma of Graduation)
Spain	Título de Bachillerato; and Prueba de Aptitud para el Acceso a la Universidad (PAU- University Entrance Examination)
Sweden	Slutbetyg Från Gymnasieskolan
Switzerland	One of the followings: Maturitätszeugnis Certificate de Maturité Baccalauréat Attestato di Maturità Eidgenössisch Anerkanntes Kantonales Maturitätszeugnis Certificate de Maturité Cantonal Reconnu Par La Confédération Attestato di Maturità Cantonale Riconosciuto Dalla Confederazione Cantonal Maturity Certificate



Country/Region	General Minimum Requirements
Thailand	Mathayom Sukasa 6 (M6)
United Kingdom	Bachelor Programme Applicants <ul style="list-style-type: none">● 3 GCE / IAL Advanced level subjects (Grade A* - D); or● BTEC Higher National Diploma; or● BTEC International Level 3 Extended Diploma; or● BTEC Level 3 Extended Diploma Pre-University Programme Applicants <ul style="list-style-type: none">● 5 GCSE / IGCSE results (Grade A* - D)
United States of America	High School Diploma and SAT Test (1050 or higher); or High School Diploma and ACT Test (21 or higher)
Vietnam	Bằng Tốt Nghiệp Trung Học Phổ Thông (Upper Secondary School Graduation Certificate)



Appendix 2 – 20210512-Doctoral-Preliminary-Research-Plan-Form-V003– Sample Form



PRELIMINARY RESEARCH PLAN – DOCTORAL 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 [Choose an item.]

A – Candidate’s information (Applicant No: [Click here to enter text.](#))

Full Name	
Email Address	
Contact number	
Area of knowledge	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)



PRELIMINARY RESEARCH PLAN – DOCTORAL DEGREE PROGRAMME

Preliminary research plan (cont.)

[The following section 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)*

Applicant’s signature

Intended supervisor’s signature
(if any)

Dean’s Signature

Macao,