



## Glossary

### CONTENTS

1. Adding, swapping or dropping sections .....	1
2. Student Status .....	1
3. Types of Modules .....	2
4. Types of Students .....	3
5. Degree and Programmes .....	3
6. Application, Enrolment, Registration and Matriculation.....	4
7. Others.....	4

#### 1. Adding, swapping or dropping sections

- **Add (adding sections):** Refers to when students voluntarily add one or more sections to their schedule during a period of studies.
- **Section:** When a module is offered in a specific Semester to a specific group of students it is called a section. Each Semester a module may be offered in different sections, due to the high number of enrolled students (e.g. Mathematics – Group A and Mathematics – Group B).
- **Swap (swapping sections):** Refers to when students voluntarily swap among sections of the same module being offered during a specific academic period (i.e. changing from Mathematics – Group A to Mathematics – Group B).
- **Drop (dropping sections):** Refers to when students voluntarily drop (i.e. un-enrol) one or more sections in their schedule during a period of studies.

#### 2. Student Status

- **Active:** Refers to students currently matriculated in the University.
- **Completed:** Refers to Exchange or Certificate students that successfully completed a number of modules at the university.
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- **Enrolled:** Students are considered “Enrolled” upon their initial matriculation at the University and until the starting date of their respective programme of studies.



- **Excluded:** Refers to students who are excluded from the University for a fixed period of time, eg. as a penalty.
- **Terminated:** The act of permanently discontinuing matriculation in a programme of studies by the University, without having completed the graduation requirements.
- **Graduated:** Someone that successfully completed a degree programme and has been awarded a degree.
- **Suspended:** The act of temporarily interrupting matriculation in a programme of studies at the student's own volition.
- **Withdrawn:** The act of permanently discontinuing matriculation in a programme of studies, at the student's own volition, without having completed the graduation requirements.

### 3. Types of Modules

- **Modules:** Modules are the main component of taught programmes, corresponding to learning and teaching units.
- **Compulsory Modules:** Modules that are a compulsory requirement of a programme of studies.
- **Optional modules:** A module that students can select to enrol on, or not, as part of their programme of studies. Some programmes of study contain these modules, allowing students to select among a different number of modules.
- **Common modules:** Modules that are shared among two or more programmes of study.
- **Core / Liberal Arts modules:** Trans-disciplinary modules that are shared among a large number of programmes.
- **Credits:** The award received by students for the completion of a module or supervised research component of their respective programme of studies.
- **Dissertation:** A substantial written report, usually completed by Master students towards the end of their programme of studies.
- **Thesis:** A substantial written report, usually completed by Doctorate students towards the end of their programme of studies.



- **Tutorials:** *Tutorials are sections scheduled for a limited number of students, involving normally fewer contact hours than the regular sections, compensated by additional requirements for independent work.*
- **Internship:** *Some programmes of study include an internship as part of its study plan. Internships are temporary work placements with an emphasis on on-the-job training.*
- **Specialisation modules:** *Modules that are part of a specific specialisation in their respective programme of studies.*

#### 4. Types of Students

- **International students:** *Students who hold an International passport.*
- **Local students:** *Students who hold a valid Macao ID card.*
- **Mainland China students:** *Students who hold a valid China ID card.*
- **Full-time students:** Classified as one of the following, these are students who enrolled in programmes with attendance and assessment schemes that require compulsory attendance:
  - **Regular students:** Those enrolled in one of the University's programme of studies.
  - **Special students:** those enrolled in a limited number of isolated modules without seeking the completion of a degree or a award.
  - **Exchange students:** *Students originally matriculated at another university that complete a part of their programme of studies (normally one Semester) at USJ under a cooperation agreement.*
  - **Distance learning students:** Those follow a programme and are assessed by means of digital technologies.
- **Part-time students:** Students enrolled in programmes with attendance and assessment schemes that do not require compulsory attendance. <sup>1</sup>

#### 5. Degree and Programmes

- **Bachelor programmes:** *Undergraduate programme corresponding to the 1<sup>st</sup> cycle of post-secondary education.*
- **Degree:** *A higher education qualification of a certain level.*

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<sup>1</sup> See Article 27.3 of Higher Education Law n.10/2017.



- **Doctorate programmes:** Graduate programme corresponding to the 3<sup>rd</sup> cycle of post-secondary education.
- **Graduate (or postgraduate) Programmes:** Higher Education programmes that require enrolled students to have completed one or more previous degrees. Used normally to refer to Master or Doctoral programmes.
- **Master programmes:** Graduate programme corresponding to the 2<sup>nd</sup> cycle of post-secondary education.
- **Post-Graduate Diplomas:** Non-degree programmes, normally with a 1-year duration, targeting students who completed a previous degree.
- **Programme:** Refers to a collection of modules and, in some cases, an internship, dissertation or thesis, that compose a previously approved study plan that normally grants a degree (e.g. Bachelor of Philosophy).
- **Undergraduate Programmes:** Higher Education programmes targeting students pursuing their first degree. Used normally to refer to Bachelor programmes.

## 6. Application, Enrolment, Registration and Matriculation

- **Annual Registration:** The act through which existing students inform the university that they will continue to study at USJ in a subsequent academic period.
- **Application:** The act through which an individual applies to a programme offered by the university.
- **Enrolment:** The official act of adding a student into a specific programme or section.
- **Matriculation:** The official act through which an applicant becomes a student at USJ. It follows the acceptance into one of the offered programmes, the completion of all related administrative processes (e.g. submission and verification of all required documents as stated in the acceptance letter) and the payment of the tuition fee.

## 7. Others

- **Course:** Offered under the University's Executive Training and Lifelong Learning Office, courses are typically short classes, sets of classes or workshops offered outside formal programmes of study to client organizations or the general public.
- **Examinations:** The word exams is used at USJ in different contexts:



- **Exam (assessment component of a specific module)** - Assessment element that is part of a specific module, as defined by the respective Lecturer. These exams typically take place at the end of the module, being scheduled and organized directly by the respective Lecturer and offered to all the students enrolled in that specific class.
- **Exam (isolated assessment activity)** - Isolated assessment activity taking place during the University's exam period (normally July) for which students who previously enrolled in a module and met the minimum attendance requirement can apply. Taking these exams requires prior registration at the Academic Affairs Office - Academic Records.
- **Make-up exam** - Offered to students that were originally graded an Incomplete in a module and have a period of one-month to take an exam or complete additional work before being graded a permanent grade. Make-up exams are scheduled and organized directly by the respective Lecturer.
- **GPA:** Abbreviation for grade point average. Most modules at USJ are graded on a scale from 0 (minimum possible grade) to 20 (maximum possible grade).
- **Semester:** Blocks of time during which most academic activities are scheduled. The Fall Semester typically takes place from September to December and the Spring Semester from January to June. Academic activities may also take place during a "Summer Semester", in July and August.
- **Study Plan:** The study plan is a list of modules and/or internships, thesis or dissertations that compose a programme of studies.
- **Year of Study:** The stage of the respective programme that students are, based on the proportion of credits completed (e.g. Year 3 students must have completed 80%, or more, of the accumulated credits contained in the first 2 years of the respective programme).