
Credit transfer for Summer Exchange Programme

Summer Exchange Programme can be offered by:

1. Student Affairs Office (SAO);
2. Global Affairs Office (GAO);
3. On your own.

General rules for Credit transfer of Summer Exchange Programme

- ✓ Credit transfer is not compulsory
- ✓ Course Exemption Application is **not** applicable to **FBA Postgraduate Students**
- ✓ **Compulsory Major Courses (CM)** and **Required Electives (RE)** are **not** allowed to transfer for FBA undergraduate students, exceptions will be considered on a case-by-case basis
- ✓ Some courses for course exemptions are required to complete **pre-requisite courses** in advance
- ✓ Students should **check on the study plan** and make sure that the course type for the UM course is applicable for course exemption (i.e. non-CM/RE course) and the pre-requisite requirement is fulfilled
- ✓ The course content of an overseas course must be at least 80% similar to the targeted “to-be-replaced” UM course
- ✓ For non-European Universities, the lecture / contact hours of an overseas course must be at least 80% (36 hours) to the UM minimum lecture / contact hours requirement
- ✓ For European Universities, if the lecture / contact hours of an overseas course is lower than 36 hours, the minimum study hours required for one 3-credits UM courses is 108 hours (i.e. 45 hours * 3 * 80%)
 - For some European Universities, the average ECTS and lecture / contact hours of a course are low. In this case, the students can use 2 to 3 similar courses to transfer 1 UM 3-credit course. The course content of these courses must be similar or relevant to each other. The program coordinator of the desired “to-be-replaced” course decides if the combination of courses is acceptable.
- ✓ Maximum **1/3 of the total earned credits** can be from course exemption
- a. Maximum **2 GE and 6 credits of “Exchange Elective”** courses can be granted
 - i. “Exchange Elective” courses are the courses not offered by UM, and it is not acceptable to use this term for courses that have comparable courses offered by UM
 - ii. It is not acceptable to use two or more courses to transfer back as 1 3-credit “Exchange Elective” course
 - iii. A course with low credits / ECTS or lecture / contact hours could be transferred back as a 1-credit or 2-credit “Exchange Elective” course
- ✓ If a student earns credits from an overseas course, he / she **cannot study the same course in UM** again.
- ✓ **No** exemption / waiver will be given if the students **fail the courses** at the host university
- ✓ The final examination hours would **not** be counted as lecture hours
- ✓ Exempted courses will be assigned **a grade ‘X’** and will be shown in the transcript of academic record, but will **not be counted towards the GPA**.

Learning agreement

- ✓ Before course enrollment for exchange, students can fill in the **learning agreement form** and submit the form together with the **courses description / syllabus** provided by partner school.

 澳門大學 UNIVERSIDADE DE MACAU UNIVERSITY OF MACAU	工商管理學院 Faculdade de Gestão de Empresas Faculty of Business Administration	Ref No. <input style="width: 100px;" type="text"/>
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LEARNING AGREEMENT FOR SUMMER EXCHANGE (COURSE SELECTION FORM) (FOR FBA STUDENTS USE ONLY)

Student No.		Student Name		Contact Mobile No.	
Cumulative GPA		Major		Year of Study	
Country of Exchange		Exchange University		Exchange Period	
SAO Code (if applicable)		Application Through	<input type="checkbox"/> Student Affairs Office (SAO) / <input type="checkbox"/> Global Affairs Office (GAO) / <input type="checkbox"/> Self-registration		

	Overseas University				University of Macau					Head of Department or Programme Coordinator		Associate Dean	
	"Selected" Overseas Course Information				"To-be-replaced" UM Course Information			Pre-requisite		Agree to Transfer		Signature of Dept. Head or Prog. Coordinator	Agree with Decision
	Course Code	Course Title	ECTS / Credits	Contact Hours	Course Code	Course Title	Course Type	Course Code	Grade	Yes	No	Yes	No
1													
2													
3													
4													
5													
6													

Approved by Associate Dean (Curriculum and Teaching):

Date: _____

FBA / Form / 015a
Last Updated: 16 January 2018

- ✓ **Course Exemption Application Form** can be downloaded through <https://fba.um.edu.mo/exchange-programme/summer-programme/>, if course description / syllabus is not available at the moment.
- ✓ Fill in the boxes with the up-to-date information of the selected courses (Course Code / Course Title / Credit / Contact Hours) provided by the overseas host university.
- ✓ Ensure all "to-be-replaced" UM courses information (Course Code / Title / Course Type) is clear and up-to-date.
- ✓ Some courses might have low lecture / contact hours. In this case, the students **can use more than 1 course to transfer 1 UM 3-credit course**. The course content of these courses must be similar or relevant to each other. The department head / program coordinator of the desired "to-be-replaced" course decides if the combination of courses is acceptable
- ✓ **Exchange Elective**
 - ❖ An "**Exchange Elective**" course is the course not offered by UM, and it is not acceptable to use this term for course that has comparable course(s) offered by UM
 - ❖ ONLY when there is no comparable course in UM, please check the academic calendar or seek for advices from related faculties / departments
 - ❖ It is NOT acceptable to:
 - Use two or more courses to transfer back as one 3-credit "Exchange Elective" course
 - Use one course to transfer back as more than one 3-credit "Exchange Elective" course
 - ❖ A 3-credit "Exchange Elective" course can be counted as a FE course
- ✓ Fill in the **pre-requisite course** information (Course Code & the Grade you obtained) wherever applicable.

- ✓ Course descriptions / outlines / syllabi of all the exchange course(s) listed on this form **must be attached**.
- ✓ The course be used for course exemption must have **at least 80% content similarity**. The head of department or programme coordinator of the course offering units can judge the course content through the learning agreement
- ✓ **Previous records** of transferred credits (course templates) are available on FBA website
- ✓ Past approved records are just **for reference** and it is **not guaranteed to be approved and exempted** in the current year / semester
- ✓ Please fill in learning agreement for any **updated of courses** not yet approved
- ✓ This form is for reference only. Students should fill out the course exemption/waiver form for credit transfer after the exchange
- ✓ Note that all courses have to contain sufficient lecture/ contact hours in order to be transferred back. This is, if the course content of a course is pre-approved but the actual lecture/ contact hours of the course is not sufficient, the corresponding credit transfer request will not be approved.

Reminder

- ✓ Please keep the official course description/syllabus, the course time table in your student account, and the academic calendar for course exemption application use
- ✓ Learning Agreement Submission Period – to be announced in FBA website