

Learning Agreement for UM Summer Exchange Programme

Instructions:

1. Applicant is required to complete the personal information in this form.
2. Previous records of transferred credits (course templates) are available on: <http://www.umac.mo/fba/exchange/>.
3. 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.
4. Ensure all “to-be-replaced” UM courses information (Course Code / Title / Course Type) is clear and up-to-date.
5. Fill in the pre-requisite course information (Course Code & the Grade you obtained) wherever applicable.
6. Course descriptions / outlines / syllabi of all the course(s) listed on this form must be attached.

Upon Arrival at Overseas University:

1. Upon arrival at the overseas host university, student is required to enroll only the courses that have been STATED in this form.
2. In case the courses stated in this form are **NOT AVAILABLE** from the host university, the student, under the approval of the Head of Department / Programme Coordinator, is allowed to process **ADD** new courses and **DROP** the unavailable courses (only courses which have been approved).
3. If the final course selection is different from the earlier one, student **MUST** inform the FBA General Office about their new selection, **OR ELSE** student needs to bear the risk of not being able to transfer his / her credits back to UM.

***** IMPORTANT!!!**

- **For Credit Transfer purpose, the original COMPLETED and APPROVED learning agreement form, official transcript of the host university (will be received by UM, student should go to General Office of FBA to pick up once informed), and official course outlines/ syllabi must be submitted to FBA General Office for further approval (after you have completed your exchange study).**
- **If a student wants to ADD / DROP a course, he / she should inform the FBA General Office immediately for the changes by sending an email together with the attachment of the revised / updated learning agreement & course descriptions / outlines / syllabi of those new courses.**
- **Compulsory Major Courses and Required Electives are not allowed to transfer for FBA undergraduate students, exceptions will be considered on a case-by-case basis.**
- **No exemption / waiver will be given if the students fail the courses at the host university.**
- The lecture hours of the course applied for course exemption must have at least 80% as the course offered by UM. One UM credit is equal to one lecture hour per week for one semester and the total number of teaching weeks of a semester is at least 14. Therefore, **34 lecture / contact hours** are needed for exempting a 3-credit UM offered course.
- For course completed under the European Credit Transfer System (ECTS) without having 80% lecture hours as the 3-credit UM-offered course, it must have at least **“6 ECTS credits and 24 lecture hours”** or **“5 ECTS credits and 30 lecture hours”**.
- **This form is for reference only.** Student should fill out the course exemption/ waiver form for credit transfer after his / her exchange.



**LEARNING AGREEMENT FOR SUMMER EXCHANGE (COURSE SELECTION FORM)
(FOR FBA STUDENTS USE ONLY)**

Student No.	B-B5-1999-8	Student Name	KONG KUN LEI	Contact Mobile No.	6765 4321
Cumulative GPA	3.30	Major	Accounting (Professional Accountancy)	Year of Study	2
Country of Exchange	Portugal	Exchange University	ISCTE	Exchange Period	2018
SAO Code (if applicable)	PT1	Application Through	<input checked="" 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
1	SE3	Trends in Digital Marketing	6 ECTS	80	MKTG431	Internet Marketing: Principles and Models	FE	MKTG220	A-				
2	SE7	International Financial Management	6 ECTS	37	FINC431	International Finance and Global Issues	FE	FINC210 or FINC214	A N/A				
3	SE9	Brand Management and Marketing Communications	6 ECTS	37	MKTG432	Brand Management	FE	MKTG220	A-				
4													
5													

Approved by Associate Dean (Curriculum and Teaching):

Date: _____