
General Guideline of Learning Agreement

1. Students are asked to fill in the learning agreement legibly, anything unclear will be returned.
2. Students should use the up-to-date information for the courses offered overseas, and use the information of their intake academic year for the courses of UM.
3. UM does not have any restriction to the courses that students want to study abroad, students can study as many or as few courses as they want.
4. We do not suggest our students to study (too many) compulsory courses overseas. It is because if one or two of those compulsory courses may not be able to transfer back to UM, or there is a delay of the transferal, the student may have to retake it at UM or wait for another semester. Therefore, there may be risks of deferral of graduation.
5. Compulsory course / Required Elective course and Business Law is not applicable for course exemption for Summer Exchange Programme.
6. Some courses for course exemptions are required to complete pre-requisite courses in advance
7. Students have to do research on the courses they want to study overseas when they fill in the learning agreement. All courses the students want to transfer back to UM are subjected to rules below:
 - a. Maximum 1/3 of the total earned credits can be from course exemption
 - b. 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
 - c. 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

“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. Students are responsible to check for any similar UM course. Description of UM courses can be searched through the Course Catalogue from Registry webpage. If any similar UM course is found and agreed by programme coordinator about the similarity at the stage of course exemption application, the course can no longer be exempted as EE. Instead, the completed course has to be exempted with the suggested course. Under the requirement for exempting a 3-credit UM course, the contact hours has to be at least 36 hours. If the completed course has contact hours less than 36 hours, it is neither eligible for exempting the suggested course nor as EE.
 - d. The course content of an overseas course must be at least 80% similar to the targeted “to-be-replaced”
 - e. 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 the minimum study hours required for one 3-credits UM courses is 108 hours (i.e. 45 hours * 3 * 80%).

 - i. 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.
 - f. Course that has already been studied in UM could not be exempted or replaced FBA/Guideline/018
 - g. Credits will not be granted if the students failed the overseas course(s)