

# Learning Agreement for UM Semester 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) 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.
- **No more than 18 credits per semester or 36 credits per year** can be allowed for exemption of credits earned in the host university.
- **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.



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## LEARNING AGREEMENT FOR SEMESTER EXCHANGE (COURSE SELECTION FORM) (FOR FBA STUDENTS USE ONLY)

Student No.	B-B5-XXXX-X	Student Name	Chan Meng Meng	Contact Mobile No.	66XXXXXX
Cumulative GPA	3.33	Major	Global Business Management	Year of Study	3
Country of Exchange	Austria	Exchange University	IMC Krems		
Template (if applicable)	IMC16.2	Exchange Period	<input checked="" type="checkbox"/> 1 <sup>st</sup> semester / <input type="checkbox"/> 2 <sup>nd</sup> semester in academic year 2018 / 2019		

	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 Code	Grade						
									Yes	No	Yes	No		
1	FTT	Foreign Trade Techniques I	2	30	GBMT300	Global Business Environments	MGMT110 MKTG220	A- B+						
2	FTT	Foreign Trade Techniques II	3	15										
3	SHM	Specialized Business Administration Hospitality Management	3	30	GAHM324	Hotel and Resort Management	MGMT110	A-						
4	ICON	International Consulting II	3	30										
5	MKTG	International Marketing and Sales I	3	30	MKTG410	International Marketing	GBMT300 MKTG220	IP B+						
6	EMKT	Export Marketing	3	30										
7	MIM	Meeting Industry Management	5	30	MKTG426	Event Marketing	MKTG220	B+						
8	MCM	Marketing & Communication Management	5	45	MKTG411	Integrated Marketing Communications	MKTG220	B+						
9	SOT	Sport and Outdoor Tourism	4	30		Exchange Elective (2-credit)	N/A	N/A						
10	GEN L1	Generic Engineering Laboratory	1	24		Exchange Elective (1-credit)	N/A	N/A						

Approved by Associate Dean (Curriculum and Teaching):

Date: