

University of Macau International Exchange Program

TIME OF ADMISSION

Applicants must currently be enrolled at universities with which University of Macau (UM) has an exchange agreement.

Exchange Period	Application Deadline
Full year (mid August – mid June)	30 April
1 st semester (mid August – mid January)	30 April
2 nd semester (mid January – mid June)	30 September

EXCHANGE STUDENT STATUS AT UM

Exchange students will enjoy the same rights and privileges as regular local students at UMAC. They will be entitled to receive a report of their academic results at UM, which will be sent to their home universities only if they have finished the check-out procedure at UM before their departure of Macau.

APPLICATION DOCUMENTS TO BE SUBMITTED

■ BEFORE ARRIVAL

1. Application Form
2. Accommodation Form
3. Course Selection Form
4. Orientation Week Reply Slip
5. Copy of Passport - expiry date should be at least 1 month after end of exchange period
6. 12 Colored Passport-sized Photos (1.5 inch, white background)
7. Transcripts - academic report / course grades issued by home university
8. Testimonial - letter of selection issued by home university with exchange period

■ UPON ARRIVAL (except Mainland China Exchange Students)

1. Medical Examination Form - medical check-up done at home country, form must be signed by home doctor for validation, except Mainland exchange students which must be done in Macau
2. ENGLISH Report /Film of the X-Ray Test on Lungs
3. Copy of Tetanus Vaccination Record

VISA

NO study visa (stay permit) at Macau is needed before your arrival as our Student Affairs Section (SAS) will arrange the study visa (stay permit) for all exchange students as a group after your arrival at Macau. But you might need an “Entry Visa”.

You are required to enter Hong Kong or Macao with an Entry Visa (Tourist Visa). You might be requested to show your “UM Letter of Acceptance” to the officers at Hong Kong or Macau Immigration Border. This Letter will be sent to you after your submission of application forms.

ENTRY VISA (TOURIST VISA)

Entry Visas are required by Macau Immigration Department except

- Nationals of Andorra, Austria, Belgium, Bosnia and Herzegovina, Brazil, Bulgaria, Cape Verde, Croatia, Czech, Cyprus, Denmark, Dominica, Egypt, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Japan, Latvia, Lebanon, Liechtenstein, Lithuania, Luxembourg, Mali, Malta, Mexico, Mongolia, Netherlands, Norway, Poland, Portugal, Romania, Slovak, Slovenia, South Korea, Spain, Sweden, Switzerland, Tanzania and the United Kingdom(6 months) for a stay up to 90 days;

- Nationals of Australia, Canada, Chile, India, Indonesia, Kiribati, Malaysia, Monaco, Namibia, New Zealand, Philippines, Samoa, Seychelles, Singapore, South Africa, Thailand, Turkey, the United States of America and Uruguay for a stay up to 30 days;

Nationals of China with valid Macau entry/depart documents;

Other than above Nationals, visas can be obtained from the Immigration Services through Embassies/Consulates of the PRC and should be used within the validity, the visa is expired after the valid date.

Visas are also available on arrival in Macau at the Immigration Services for a period of 30 days.

There are three types:

Individual - MOP\$100, children under 12 years of age pay MOP\$50.

Family - MOP\$200

Group - MOP\$50 per person for bonafide groups of 10 or more and children aged 12 or under.

For further information, please visit the website of Macao Immigration Services of Public Security Police Force at <http://www.fsm.gov.mo> (sminfo@fsm.gov.mo) or Hong Kong Immigration Services <http://www.immd.gov.hk>

MAINLAND CHINA TOURIST VISA

After your arrival at Macau, if you want to travel to Mainland China, visa may be obtained at any of the China Travel Service (CTS) offices counters at Macau, Macau China Consulate or at the Gondbei Immigration and Customs (at the China Border Gate). A one-time or multiple entry visa (6 months) are available which requires 1-2 working day, 2 photos and an application fee.

TRANSPORTATION

■ ARRIVING at MACAU AIRPORT

Students may choose to arrive directly at Macau International Airport which has several destinations in the region on direct flights or catch connecting flights to different parts of Asia, Europe or America. For detailed information on flight schedules, please visit <http://www.macau-airport.com>

■ ARRIVING at HK AIRPORT

If students arrive at HK Airport, you may use the "Cross Boundary Passenger Ferry Terminal" which provides ferry service linking Hong Kong International Airport to Macau. Here you may transit into

Macau without the need to go through HK Customs and Immigration formalities and also without the hassle of carrying your luggage. The trip to Macau Route is approximately 60 minutes. Ticket Prices range from HK\$215-235. Please visit

<http://www.turbojetseaexpress.com.hk/eng/schedule/airport.html>

Sailing Schedule	
HK International Airport -> Macau	Macau -> HK International Airport
10:50	07:30
12:45	08:15
14:00	09:00
15:15	09:30
16:15	10:30
17:25	11:30
19:00	12:30
22:00	13:45
	15:00
	16:45
	20:15

Students who arrive at HK Airport other than the above times may use the following public transportation from Hong Kong Chek Lap Kok International Airport to Hong Kong-Macau Ferry Terminal (Shun Tak Centre):

(A) Public Bus No. A11 (air-conditioned)

Students should get off at the third stop after departing the airport, press the bell when "Hong Kong-Macau Ferry Terminal" is announced.

Fare: HK\$40

Frequency: Every 15 minutes

Journey Time: 30-40 minutes

Operating Hours: 06:10AM - 00:30AM

(B) Airport Express

First, take the Airport Express to the Hong Kong Station in Central.

Fare: HK\$100 (Single Trip)

Frequency: Every 12 minutes

Journey Time: 24 minutes

Operating Hours: 5:50AM - 01:15AM

Then, take a taxi to the Hong Kong-Macau Ferry Terminal at Sheung Wan.

Fare: HK\$15-20

Journey Time: 10 minutes

(C) Taxi

Fare: HK\$350-400

Journey Time: 25-30 minutes

Journeys will take one hour from Hong Kong to Macau which operates almost 24 hours. The ticket prices range from HK\$142-154 in Economy class on weekdays day service to HK\$176 Economy class for night service. Economy class passenger is allowed to carry on board, free of charge, one piece of luggage not exceeding 20 kg in weight. Please note that the sum of length, width and height of the luggage may not exceed 158 cm (62 inches). For more information, please visit <http://www.turbojet.com.hk/eng/schedule/prd.html>

ARRIVAL, COST OF LIVING & ACCOMMODATION

Our university would reserve a dormitory room on campus for each exchange student upon their arrival and the check-in time is 24 hours daily.

■ ARRIVAL INSTRUCTION

After arriving at Macau Airport or Macau Ferry Terminal, take a taxi at the taxi station to the university dormitory - East Asia Hall. You might need to wait in the queue but don't take the illegal taxi as they charge much more. The registered taxi is either yellow or black color with the word "TAXI" written on the car. Remember to show the Dormitory Chinese address (氹仔澳門大學東亞樓) to the taxi driver as they don't speak much English. It costs around MOP \$50-60 (EURO \$5-6) to arrive at our university dormitory.

■ COST OF LIVING

Meals & others entertainment	MOP 2000-2500 (EURO \$200-250) per month
Accommodation	MOP 1200 (EURO \$120) per month, on campus MOP 3500 (EURO \$350) per month, off campus
Utilities bills (electricity, water and gas)	MOP 500 (EURO \$50) per month
Bus-ticket	MOP 220 (EURO \$22).
Books	MOP 150-200 (EURO \$15-20) each.

■ ON CAMPUS ACCOMMODATION – EAST ASIA HALL

UM provides for each exchange student a **on-campus** dormitory room at East Asia Hall (EAH) which was established in 2006. Each room will accommodate two students and NO single room will be assigned to any students due limited availability of rooms. One common bathroom shared by 4 students. At each floor, there is a common living room and a pantry room which has refrigerator and microwave, but no cooking (with fire) is allowed. There are also table tennis room, snooker room, laundry room, a canteen and a convenient store.

The dormitory fee is **MOP 6000 (EURO \$600)** per semester plus **MOP 2000 (EURO200)** as deposit. Utility bills are all included except electricity bills (like air-conditioner, etc), but the university will cover MOP100 (EURO \$10) electricity expense for each student per month. For more details, please visit <http://www.umac.mo/sas/dormitory.html>

■ OFF CAMPUS ACCOMMODATION

If you would like to live single room and **off-campus**, you are responsible to search for your own apartments through the Real Estate Agent. Our office will send you the list of all exchange students by email so that you may search for your own roommates. The monthly rent for an apartment with two or three bedrooms is around HKD 7000–12000 (EURO \$700-1200), depending on the view and

furniture equipped, the rent will then shared equally among the number of tenants. Therefore, each single room is approximately **HKD 3500-4000 (EURO \$350-400)** per person each month. Besides, there is additional cost of electricity, gas and water bills which is around **MOP 400-600 (EURO \$40-60)** per person and the Real Estate Agent will charge one month rent as commission per apartment. For example, a 3 rooms apartment with a monthly rent of HKD9000 per month, you have to pay a total of HKD (3000 rent + 400 utility) x 5 months + 3000 commission = HKD20,000. When you move into the apartment, each student needs to pay extra 2 months rents as deposits (refund immediately when you return the key to the agent or landlord) and 1 month advanced rent. Contract will be signed on semester basis (5 months). Rent should be paid monthly and no refund or deduction of rent will be made even though students stay less than 1 month. The tenants require no insurance or taxes for the apartment, but all the expenditure within the apartment will be paid by tenants after the contract is signed. Upon your arrival to Macau and before you find your own apartment, UM will provide temporary on-campus dormitory at EAH for you at a fee of **MOP100 (Euro \$10)** per night.

GENERAL INFORMATION ABOUT THE APARTMENT ENVIRONMENT

UM is located on the top of a little hill, walking down to the bus-stop is New Century Hotel (with casino). You may find apartments nearby and it takes about 5-10 minutes walking up the slope of the little hill to our university. Around the apartments, you may easily find restaurants (Chinese, Japanese, Taiwanese), Telephone Company, China Bank (where you pay your bills of water, electricity, rent and telephone), Laundry, PhotoShop, Supermarket, McDonald etc...

TIPS FOR RENTING AN APARTMENT

State your requirements (e.g. price, location, size, furniture, etc.) clearly to the Real Estate Agent and he/she will bring you site visit of available apartments. Before you sign any rental agreement, you need to check carefully the conditions of the apartment, its furniture and electrical appliances, etc. Anything that is broken during the rental period will be the responsibility of the tenant. No phone lines at the apartment and you need to apply for a new phone line with the local telecommunication company

OFF-CAMPUS HOUSING DETAILS

Rent Exchange students pay the monthly rent to the owner's bank account.

Water/Electricity Pay the bills in cash at Bank of China in Taipa. (Just opposite or beside the apartments) All current month's bills will be received in the following month. Remember to pay the bills before the deadline as a penalty of MOP100 (EURO \$10) will be charged for any late payments. The bank won't accept any overdue payments which should be settled directly at the Company far in Macau. It is advised to keep all the paid receipts of the bills until you check out of the apartment.

Gas Apartments with central gas need to pay the bills at the Gas Company personally. Apartment with Gas Tin needs to order new tin when finished. Since the company does not speak English, students may seek for assistance from our office to place your delivery order.

Phone All apartments do not have telephones or internet lines. Students need to pay the connection fee (MOP \$1000 = EURO \$100) and monthly bills (MOP \$150 = EURO \$15) if they would like to install one. Please go to CTM (Macau Telephone Company) for more details.

PAY BACK OF RENTAL DEPOSIT BEFORE DEPARTURE – OFF CAMPUS

Make appointment with the landlord and/or Real Estate Agent before the last or 2nd last day of

student's departure. They will come to check the apartment, its furniture, etc. If everything is OK with the apartment, they will return the rental deposit after students return the keys to them. Since the bills of telephone, water, electricity and gas of the current month would only be received in the next month, therefore the landlord will check the bills at the companies and deduct such expenses from the deposit.

ACADEMIC CALENDAR

University of Macau's academic year consists of two semesters of 14 weeks each. Classes start by the end of August for the 1st semester and in January for the 2nd semester. Exchange students could be enrolled for either one semester or one full academic year.

DATES OF TERM

1st semester

Arrival Date	19/08/2010 – 20/08/2010
Registration	23/08/2010
Orientation Week	23/08/2010 – 27/08/2010
Course Enrollment	24/08/2010 (tentative)
Introduction Course	04/09/2010 or 11/09/2010
Classes	30/08/2010 – 04/12/2010
Examination	09/12/2010 – 18/12/2010
Christmas	19/12/2010 – 03/01/2011

SCHOOL & SOCIAL ACTIVITIES

August	Orientation Week Macau Sight-seeing Tour
September	Introduction Course Cultural Exchange Party HK Boat Trip
October	UM International Week
November	Macau Grand Prix International Firework Festival
December	Charity Million Walk Farewell Party

2nd semester

For Master Program, arrival should be 21 Dec 2010

Arrival Date	01/01/2011 – 02/01/2011
Registration	03/01/2011
Orientation Week	03/01/2011 – 07/01/2011
Course Enrollment	04/01/2011 (tentative)
Introduction Course	22/01/2011 or 29/01/2011
Classes	10/01/2011 – 27/01/2011
Chinese New Year	28/01/2011 – 07/02/2011
Classes	08/02/2011 – 20/04/2011
Easter	21/04/2011 – 25/04/2011
Classes	26/04/2011 – 30/04/2011
Revision	01/05/2011 – 04/05/2011
Examination	05/05/2011 – 16/05/2011

January	Orientation Week Macau Sight-seeing Tour
February	Introduction Course Cultural Exchange Party
March	UM International Week
April	HK Boat Trip
May	Farewell Party
June	Dragon Boat Competition

FESTIVALS & PUBLIC HOLIDAYS

23 Sept 2010	Thu	The day following Mid-Autumn Festival
1 Oct 2010	Fri	National Day of the People's Republic of China
2 Oct 2010	Sat	The day following National Day of the People's Republic of China
16 Oct 2010	Sat	Chung Yeung Festival
2 Nov 2010	Tue	All Soul's Day
8 Dec 2010	Wed	Immaculate Conception
20 Dec 2010	Mon	Macau SAR Establishment Day
22 Dec 2010	Wed	Winter Solstice

24 Dec 2010	Fri	Christmas Eve
25 Dec 2010	Sat	Christmas Day
1 Jan 2011	Sat	New Year's Day
3-5 Feb 2011	Thu – Sat	Chinese Lunar New Year
5 Apr 2011	Tue	Ching Ming Festival
22 Apr 2011	Fri	Good Friday
23 Apr 2011	Sat	The day before Easter
1 May 2011	Sun	Labour Day
10 May 2011	Tue	The Buddha's Birthday
6 Jun 2011	Mon	Tuen Ng Festival (Dragon Boat Festival)

ORIENTATION WEEK (1st semester 23/8 – 27/8, 2010 & 2nd semester 3/1 -7/1, 2011)

Before the semester starts, we will organize an orientation week for exchange students in which you will learn the Chinese culture and festivals, Cantonese speaking and writings, etc... We also include a Macau sight-seeing tour where we visit the museums and famous places of Macau. The typical Chinese food will sure be unforgettable.

■ ORIENTATION WEEK SCHEDULE

Mon	09:30 – 13:00	Registration & Campus Tour
	13:00 – 14:00	Lunch – Hosted by UM International Library Café
	14:00 – 18:00	Gaming Seminar
	18:00 – 20:00	Dinner – Typical Chinese Food (EURO \$10)
Tue	20:00 – 22:00	Night Walk to Casino
	10:00 – 18:00	Course Enrollment
Wed	18:30 – 20:30	Dinner – Korean Restaurant (EURO \$10)
	15:00 – 18:30	Macau Sight-seeing Tour I (EURO5)
Thu	18:30 – 20:30	Dinner – Chinese Hot Pot (EURO \$10)
	15:00 – 18:00	Buddy Program Team Building Activity
Fri	18:30 – 20:00	BBQ and Swimming
	09:00 – 18:00	Sight-seeing Tour II (EURO \$5)
	18:00 – 22:00	Dinner – Indian Restaurant (EURO \$10)
	20:00 – 00:00	Karaoke (EURO \$10)

■ SIGHT-SEEING TOUR SCHEDULE

Sight-seeing Tour I

14:30	Taipa House Museum
15:00	Kun Iam Temple - Laughing Buddha, Lover's tree, Sino-American Treaty place
15:45	Dr. Sun Yat-Sen Memorial House
16:15	Macau Cable Car to Light House
17:00	Light House
17:30	Macau Tower – Go up to 61 st Floor (may join Sky Jump or Sky Walk)
18:30	Dinner - Chinese Hot Pot (Macau)

Sight-seeing Tour II

09:30	<i>Pass-by:</i> Taipa Tunnel, Macau Jockey Club, Four Face Buddha, Macau Stadium, Olympic Aquatic Centre, Venetian, CoTai Strip, Macao Dome, Kart Racing, Industrial Zone
09:45	Tam Kong Temple at Coloane - Health Dragon Tail, Fortune sticks & Lucky Washbin

- 10:30 *Pass-by*: Hac Sa Beach, Macau Airport, Chinese Grave yard, Friendship Bridge
 11:00 Ruin of St. Paul Church & Fortress at Macau
 11:30 Macau Museum & Shopping
 13:00 **Lunch**
 14:00 Chapel of our lady of Penha – Barra Hill
Passby : Supreme court, Government office, West Coast, Government & Mr. Stanley Ho's house
 14:45 A-Ma Temple - Fortune sticks
 15:15 Maritime Museum
 16:00 Grand Prix Museum, Wine Museum
 16:30 Macau Lotus Square
 17:00 Fishermen Wharf
 18:00 **Dinner** – Korean BBQ
 19:30 Go back to Dormitory – take shower
 21:30 **Karaokay** (Roxi Karaokay in Macau, go there by taxi on your own)

INTERNATIONAL WEEK (OCTOBER 2010 & MARCH 2011)

Each semester, we will organize an International Week in which the exchange students are responsible to promote their home countries and universities to Macau students. This includes an opening ceremony, country performance competition, international food carnival, home countries and universities exhibition. Therefore, it is advisable to bring along with some information about your university and home country for this activity.

COURSES

All courses are taught in English. Full load for UM students are 6 courses (18 credits) per semester. Each course is 3 credits, 45 hours long and will be conducted over a period of about 15 weeks for one semester, meeting 200 minutes a week. Exchange Students are allowed to take courses in 3rd and 4th year level, 4 business courses maximum unless specially requested by home coordinator.

■ ACADEMIC UNITS

UM has five faculties, four teaching centers and 2 institutes.

Faculty of Business Administration (FBA)	http://www.umac.mo/fba
Faculty of Education (FED)	http://www.umac.mo/fed
Faculty of Law (FLL)	http://www.umac.mo/fll
Faculty of Social Science and Humanities (FSH)	http://www.umac.mo/fsh
Faculty of Science and Technology (FST)	http://www.umac.mo/fst
Centre for pre-University Studies (CPU)	http://www.umac.mo/cpu
Centre for Continuing Education (CCE)	http://www.umac.mo/cce
English Language Center (ELC)	http://www.umac.mo/elc
Center for Macau Studies (CMS)	http://www.umac.mo/cms
Institute of Chinese Medicine Sciences (ICMS)	http://www.umac.mo/icms
Institute for the Study of Commercial Gaming (ISCG)	http://www.umac.mo/iscg

■ COURSES ENROLLMENT

The general office of each Academic Unit is responsible for the course enrollment and other academic

matters. Please contact directly with

Faculty of Business Administration (FBA)
Faculty of Social Science and Humanities (FSH)
Faculty of Science and Technology (FST)

SharonL@umac.mo / DeniseC@umac.mo
HeidiC@umac.mo
MirandaC@umac.mo

■ CLASS SCHEDULE

Every course is 1hr20min lecture meeting twice a week, conducted either on Mon & Thurs, Tues & Fri or Wed & Sat.

Students are required to attend all lectures and absence for more than 20% of classes would not be allowed to take examinations and that course would have a “F” failing grade.

Lectures/Classes Time (Mon & Thurs, Tues & Fri, Wed & Sat)	Grading System: (Letter grade, Mark grade of 100%, ECTS credits)
Section 1 08:30 - 09:50	A 93 – 100 (19-20) C+ 68 – 72 (14)
Section 2 10:00 - 11:20	A- 88 – 92 (18) C 63 – 67 (13)
Section 3 11:30 - 12:50	B+ 83 – 87 (17) C- 58 – 62 (12)
Section 4 13:00 - 14:20	B 78 – 82 (16) D+ 53 – 57 (11)
Section 5 14:30 - 15:50	B- 73 – 77 (15) D 50 – 52 (10)
Section 6 16:00 - 17:20	F below 50 (Fail)
Section 7 17:30 - 18:50	

UNIVERSITY FACILITIES

■ LIBRARY

The International Library is the largest and top-notch library in Macao which provides a full range of library services and resources to assist students in their studies and research. For more information please visit <http://library.umac.mo/lib.html>. Students require to use the “student card” to borrow books. Student card will be given to exchange students after submitting all required documents for registration. Any loss of the student card will charge MOP \$100 (EURO \$10).

Opening hours	-----	Monday to Thursday	09:00 - 20:45
		Friday	09:00 - 20:30
		Saturday	09:30 - 17:30
		Sunday	10:30 - 18:30

■ SPORT COMPLEX

The Sports Complex provides various sports facilities, including aerobic studio (dancing room), multi-purpose ball court, health club, Finnish saunas, squash courts, tennis courts, lockers and shower facilities, to help student stay physically fit and healthy. Our University Sport Association has lots of clubs like Track & Field, Swimming, Badminton, Basketball, Football, Volley Ball, Tennis, Canoe, Dragon Boat, Table Tennis, Fencing, Boxing, Karate, Squash, Cyber-Ball, Rock Climbing for you to join. Please visit the website: <http://www.umac.mo/sas/sports.html>

■ COMPUTER

Computer Rooms on campus are opened 24 hours everyday and entered with the “student card”. Any loss of the student card will charge for MOP \$100 (EURO \$10). Exchange students will be given an e-mail account at local university server (free of charge) 2 weeks after the registration.

There is limited free quota for internet access hours and printouts at campus computer lab per semester, but you may purchase additional quotas via the E-Purse service of the student card.

Net-Wireless Service – The University campus is equipped with a wireless network. You may apply for the loan of a wireless network card or a wireless network account free of charge at Student Affairs Section which allows you to have access to the Internet with your laptop computer virtually everywhere on campus. Any loss of the wireless internet card will charge for MOP \$1300 (EURO \$130). For more information, please visit the website: http://www.umac.mo/so/wireless_network.html

Net-Resident Service – If you live on campus dormitory, there is Broadband Internet access set up in your room. For more information, please visit the website: <http://csbinfo.umac.mo> If you live off-campus, you have to contact the telecommunication company on your own to apply for commercial broadband Internet services. For more information, please visit the website: <http://www.ctm.net>

■ MEDICAL CLINIC

The Medical Clinic provides free medical service to on-campus dormitory students ONLY. Services including medical consultation, treatment and limited medication. You have to bring your student card to schedule a consultation appointment. Off-campus students need to go for medical consultation at local clinics or hospitals on their own expense. ALL exchange students have to join our UM Medical Insurance Scheme (please see appendix for more details) at **MOP120 (EURO \$12) per year**. But if you have already purchased your own medical insurance at home country, you may declare exemption from joining our UM Medical Insurance Scheme. Since our UM medical coverage is very limited, we strongly suggest exchange students to have their own medical insurance during their exchange in Macau.

Opening hours (Nurse's operation hours)

Mon - Thur 09:00 -13:00, 14:30-17:45

Fri 09:00-13:00, 14:30-17:30

Medical consultation hours (doctor's operation hours)

Mon – Fri 10:30-12:30

■ REGULATIONS FOR MEDICAL INSURANCE SCHEME

1. The regulations are only applicable to non-local students registered at University of Macau.
2. Medical Service Centers: (Macau only)
 - a. Hospital Kiang Wu
 - b. Hospital Conde de São Januário

Note: No medical expenses will be reimbursed if medical services are not sought from these 2 hospitals.

3. Medical Service includes:
 - a. Out-patient:
 - (1) Within **non-office hours of Campus Health Care service**.
 - (2) Maximum 5 times per academic year and maximum **MOP 200.00** per treatment.
 - b. Hospitalization: check **Medical Insurance Benefits** (as below) for details.

4. After going to the hospital for medical treatment, students should fill in a **Claim Form** (provided by insurance company) at Student Affairs Office (A101, Administrative Building), and also submit original **Medical Certificate** and original **receipts** issued by hospitals.
5. Applications for reimbursements should be raised within **90 days** after medical consultations / treatments (from the date indicated on the documents issued by respective local hospitals). Otherwise applications for reimbursement will not be accepted.
6. Student Affairs Section will send to insurance company after collecting all related documents from students. After approval by insurance company, Student Affairs Section will inform students to collect the medical reimbursement at Treasury Section (A203, Administrative Building).

■ **MEDICAL INSURANCE BENEFIT**

Benefit Insured	Benefit Limit up to	
		Amount (MOP)
1. Hospitalization Benefits		
- Daily Room & Board	Limit per day	\$100
	No. of Days per Disability	30
- Hospital Special Services (medicine and injection, X-Ray, laboratory test and examinations, electrocardiogram and CT scanning, anaesthetics, medical supplies and dressing materials, cost of blood plasma, oxygen gas and nitrous oxide, physiotherapy, private duty nurse)	Limit per Disability	\$2000
- Surgical Fees	Limit per Schedule per Disability	\$8000
- Anaesthetist's Fees – up to 31.25% of the reimbursable Surgical Fees	Limit per Disability	\$2500
- Operation Theatre Fees – up to 31.25% of the reimbursable Surgical Fees	Limit per Disability	\$2500
- In-hospital Physician's Visit	Limit per day	\$80
	No. of Day per Disability	30
- In-hospital Specialist Consultation (Written referral from the attending physician is required)	Limit per Disability	\$1000
2. Out-patient Benefits		
- Out-patient Consultation	Limit per Visit	\$200
	No. of Visits per academic Year	5
- Out-patient X-ray/Laboratory Test	Limit per academic year	\$1000

■ **POSTAL SERVICE**

Exchange students have to go to Post Office located in the city in order to send their mails or fax. If the mails have already stamps on it, you may simply submit to our Central Service Department. For incoming mails, in order to avoid any loss, we strongly suggest all mails to be sent to your faculty being exchanged instead of student's apartment or campus hostel. Exchange students may collect

their mails at the faculty's General Office being exchanged during office hours (Monday-Friday, 9:00am-1:00pm, 2:00pm-5:30pm). The postal address should be written in:

Exchange Student name
 Faculty of XXX (faculty that you being exchanged)
 University of Macau
 Av. Padre Tomás Pereira, S. J. Taipa, Macao, China (via Hong Kong)

OTHER INFORMATION

■ LANGUAGE

The official language in Macao are Chinese and Portuguese, In everyday life, most people speak Cantonese (a dialect of Chinese) and some speak Portuguese. Some local people are able to speak English and Mandarin, but learning expressions such as numbers, names of places and food in Cantonese will certainly help in your daily life. You will learn some Cantonese during Introduction Course. But most local students are happy to teach you Cantonese, so talk to a local student and learn some Cantonese.

■ CURRENCY

The pataca (composed of 100 avos) is the official unit of currency in Macau. It is pegged by the Government to the Hong Kong dollars which is circulated freely in Macau, at the rate of **MOP \$103 = HKD \$100**. Roughly ten PATACAS equal one EURO dollars (**MOP \$10 = EURO \$1**). There are banknotes and coins in the following denominations:

Coins: 10, 20 and 50 cents; 1, 2 and 5 Patacas

Banknotes: 10, 20, 50, 100, 500 and 1,000 Patacas

Foreign currencies can be exchanged at banks or authorized money exchange at the Hong Kong Airport, Macau Airport and around the city. Hong Kong Dollars could also be used in Macau.

■ BANKS

All the students are advised to open a current account at local banks upon arrival at Macau. With a bank account, you can receive remittance from your home country, apply for an ATM card for convenient withdrawal of money, and exchange traveler's checks or foreign currencies. There is ATM on campus. Upon arrival, exchange students might either

- Exchange USD **traveler check into HK dollars**, but a maximum of USD \$300 traveler check could be exchanged per day and a fee of MOP \$50 / EURO \$5 will be charged for each transaction.
- Use the **visa card** to get the cash directly from the bank
- Bring a certain amount of cash in EURO or US dollars and exchange in banks without costing any service charges and in unlimited amount

■ CLIMATE

Macao has a warm tropical climate with an annual average temperature of just over 20°C. The temperature can rise over 35°C in summer and drop below 10°C in winter. Humidity is high with an average values vary from 73% and 90%. The annual rainfall averages 1,888mm and is the heaviest in the summer months.

The best season is Autumn (October-December) when days are sunny and warm, the humidity is low and the temperature is around 16°C. Winter (January-March) is cold but sunny and the temperature is around 10°C. In April, the Humidity starts to build up and from May to September, the climate is hot and humid with rain and occasional tropical storms (typhoons). The highest temperature is around 30-34°C.

■ TELECOMMUNICATIONS

Macau area code: + 853. Easy Call cards (pre-paid phone cards) allows you to make local and long distance calls at public phones. Mobile phones are popular in Macao and run on a GSM system. You may purchase pre-paid GSM cards or subscribe to service plans (deposits are required for non-Macao residents) at the three telecommunication companies in Macao. These cards are available at Campus Bookstore and Macao local stores. For more information, please visits the website:

Company	Tel	Website
CTM	1000	http://www.ctm.net
Hutchison Telecom	1118	http://hutchisonmacau.com
SmarTone	1628	http://www.smartone.com.mo

CHECK OUT

No early examination will be arranged for any exchange students. Examination schedule is ready by November (1st semester) or April (2nd semester). Exchange students should book their **return flight ticket** after the last day of examination (18 December 2010; 16 May 2011). Exchange Students are required to finish the following check-out procedure before departure; otherwise no academic report of the course grade will be issued.

CONTACTS

Grace CHAU
E-mail: GraceKCC@umac.mo
Tel: +853 – 8397 4600
Fax: + 853 – 8397 4683

Gary NG
E-mail: GaryNg@umac.mo
Tel: +853 – 8397 4823
Fax: + 853 – 8397 4683

Mailing Address:

University of Macau
Student Affairs Section
Av. Padre Tomas Pereira, Taipa, Macau, China
(via Hong Kong)

Chinese Address (Exchange Students):

HK/Macau Terminal 港澳碼頭
East Asia Hall 氹仔澳門大學東亞樓 (圖書館直去)

===== ✂ ===== ✂ =====

Important Chinese Address

From HK Airport to HK/Macau Terminal

HK/Macau Terminal 港澳碼頭

If stay on-campus, please show this hostel address to the taxi driver

University Campus Address – East Asia Hall 氹仔澳門大學東亞樓

===== ✂ ===== ✂ =====

Orientation Week Reply Slip

(please tick the activities that will join, you will need to pay the following expenses during the Registration Date)

Name : _____

University : _____

- | | |
|--|---|
| <input type="checkbox"/> Lunch - Library Café | <input type="checkbox"/> Dinner - Indian Restaurant |
| <input type="checkbox"/> Dinner - Typical Chinese Food | <input type="checkbox"/> Macau Sight-seeing Tour (I) |
| <input type="checkbox"/> Dinner - Korean Restaurant | <input type="checkbox"/> Macau Sight-seeing Tour (II) |
| <input type="checkbox"/> Karaoke | <input type="checkbox"/> BBQ |
| <input type="checkbox"/> Dinner - Chinese Hot Pot | |