**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: <https://fba.um.edu.mo/exchange-programme/summer-programme/>.
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) for the overseas courses 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 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.
* The course applied for course exemption must have **at least 80% content similarity**. The Head of Department or Programme Coordinator/head of GE Programme/GE course area coordinator will judge the course content similarity.
* **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 15. Therefore, **36 lecture / contact hours** are needed for exempting a 3-credit UM offered course.
* For courses completed under the **European Credit Transfer System (ECTS)** without having 80% lecture hours as the UM-offered course, the study 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 45 study hours for one semester. Therefore, for courses under the ECTS, the minimum study hours required for one 3-credits UM courses is **108 hours (i.e. 45 hours \* 3 \* 80%).**
* **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 SUMMER EXCHANGE (COURSE SELECTION FORM)**  **(FOR FBA STUDENTS USE ONLY)** |

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| **Student No.** |  | **Student Name** |  | **Contact Mobile No.** |  |
| **Cumulative GPA** |  | **Major** | Choose an item. | **Year of Study** |  |
| **Country of Exchange** |  | **Exchange University** |  | **Exchange Period** |  |
| **SAO Code (if applicable)** |  | **Application Through** | **Student Affairs Office (SAO) /**  **Global Affairs Office (GAO) /**  **Self-registration** | | |

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

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|  |  | Approved by Associate Dean (Curriculum and Teaching): |
|  |  |  |
|  | Date: |