

# Summer Programme Pre-departure Briefing 2019

Session 1 :13:00-14:00 (Cantonese)

Session 2 :18:00-19:00 (Mandarin)

Venue : Student Activity Centre Theatre

# Pre-departure Briefing

- Pre-departure Checklist
- General safety tips
- How to handle culture shock?
- Other things to note
- Be efficient as a group
- Letter of Selection
- Q & A Session

# What's next?

- **CHECK YOUR UM EMAIL EVERYDAY!**
- Start your application with the Host University (as instructed by SAO Coordinator)
- Settle the deposit/tuition fee payment
- Wait for the acceptance letter from the Host University
- Start applying for a travel/student visa
- Plan your trip (flight tickets, insurance, local transportation...)
- Should have already approached your Faculty for transfer credit

# Pre-departure Checklist

## Pre-departure Preparation

- Passport
- Visa
- Flight
- Insurance
- Expenses
- Accommodation
- Important contact information
  - ▶ Check the outbound travel alert in Tourism Crisis Management Office
  - ▶ 澳門旅遊危機處理辦公室 (<https://www.ggct.gov.mo>)  
24-hour hotline +853 2833 3000

# Pre-departure Checklist

Submit related programme documents to SAO two weeks before departure:

- Air tickets
- Insurance (covers the whole travel period)
- Programme Fee
- Accommodation Confirmation  
(if you are not staying at the accommodation arranged by the host university)
- Letter of Acceptance

## Programme Survey

- Comments and ratings about the programme
- Transfer credit information

## Programme report

(For students who receive sponsorship from Smart Point, RCs, U-Teams and SAO Programme ONLY)

- Single line spacing
- 12 font size
- 1-2 pages
- 2 photos on the report
- In English

# Sponsorship from UM

Your sponsorship will only be reimbursed if you submit the following documents after your return:

- ▶ Boarding pass (登機證) and air ticket receipts
- ▶ Programme and accommodation fee receipt (if any)
- ▶ Academic record (Need to pass all courses in order to receive sponsorship)

**\*\*Sponsorship will not exceed MOP 15,000 or 70% of the sum of Tuition + Air ticket + Accommodation**

# General safety tips

After arriving at host university:

- Never allow strangers to enter your room
- Keep your door locked all the time
- Report any suspicious behavior to the hall manager/host family immediately
- Know the location of emergency exits in the building
- Do not wander around alone at night and avoid going to high-crime areas
- Keep emergency numbers for reference
- Stay alert for **Terrorist Attack** and report suspicious behaviours  
(Crowded places, events, public transport, and iconic locations are some examples of locations that could be potential targets for terrorists)



# Alcohol and Drugs

- Cannabis/ Marijuana
- Related products (drinks, skin products, chocolate and candies, etc)



# During natural disaster

- **Stay calm & Escape!**
- Move away from disaster areas immediately
- After an earthquake/ fire/ natural disaster/accident, report to your family, home and host university coordinator immediately
- Stay alert and keep close contact with your family
- Do not hesitate to contact your exchange coordinators in the host university as well as Student Affairs Office for assistance
- MGTO (旅遊局) / GGCT (旅遊危機處理辦公室)  
24-hour Emergency Hotline:
- **(853) 28 333 000**

# Culture shock (文化衝擊)

Culture shock is the reaction one faces when confronted with a new cultural environment.

- Feelings of helplessness
- Desire for home and old friends
- Physiological stress reactions
- Homesickness
- Boredom
- Rejection of the new culture

# How to handle culture shock?

## Mentally and physically preparation

- Research on your host university and country
- Keep in touch with your friends and family
- Try to be familiar with as many customs and cultural trends as possible
- Recognize culture shock as part of the travelling adventure

## Keep yourself mentally and physically fit

- A healthy lifestyle is very important
- Try to take time out for yourself
- Relax

# Other things to note

- Representing UMacau
  - well-behaved
  - don't skip class
  - follow the regulations of the host university
- Name shown on passport
- Email Etiquette

# Email Etiquette

- Greeting and closing sentence
- Identify yourself clearly (name, student ID, home University, etc)
- Use your UM email
- Keep it short and get to the point
- **Your e-mail is a reflection of you**

# Be efficient as a group

- Create chat group (whatsapp/wechat/ etc)
- Divide the tasks
  - purchase of air tickets
  - application of VISA
  - insurance
  - trip planning, etc.

# Letter of Selection

- For application of visa



Contact Person	Responsible Countries/ Regions
Kaman HOI	France, Hungary, Netherlands, Spain, United States
Sandia LEONG	Germany, Norway, United Kingdom
Esther LAM	Canada, China (Hong Kong & Taiwan)
Lavina CHEONG	Japan, Korea
Ives MA	Australia, Austria, Greece, Portugal, Poland, Russia, Singapore



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