# 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 (<a href="https://www.ggct.gov.mo">https://www.ggct.gov.mo</a>)
    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

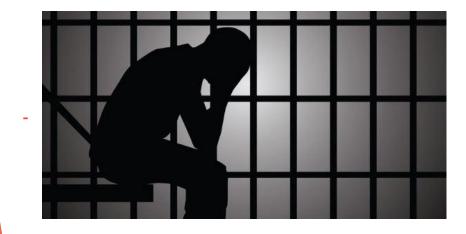
After arriving at host university:

- 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 <u>Terrorist Attack</u> 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	Responsible Countries/ Regions
Person	
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



Enquiries: sao.summer@um.edu.mo