

# *2025 Summer Programme General Briefing*



澳門大學  
UNIVERSIDADE DE MACAU  
UNIVERSITY OF MACAU

# Application Period

January 20 to February 20, 2025

Explore more than 80 programmes from over 20 countries and regions

# Summer Programme 2025

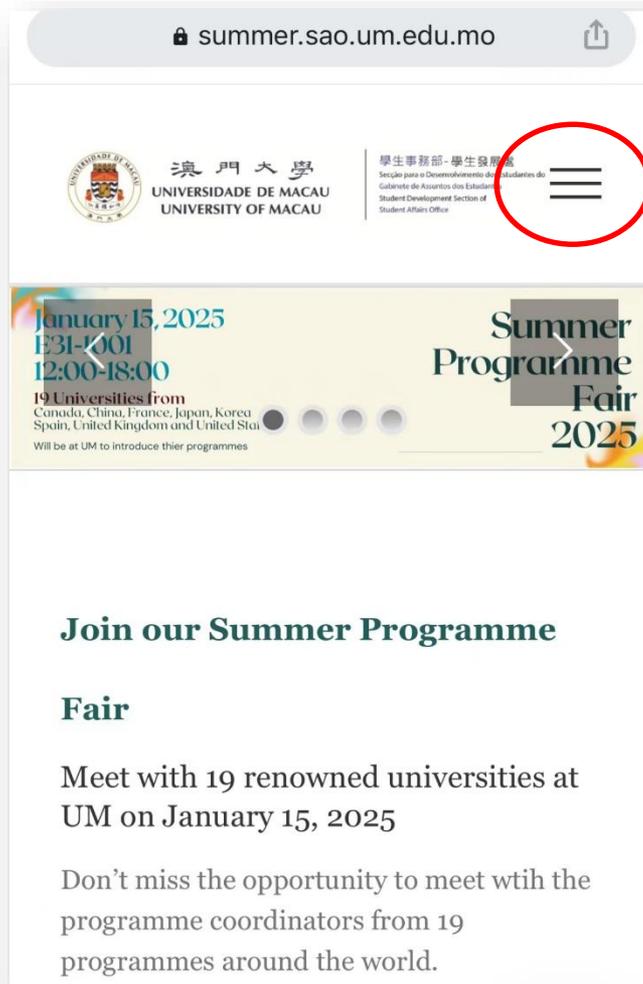
## Summer Programme Website:

<http://summer.sao.um.edu.mo>

- Updated information of different programmes
- Summer Programme Fair
- Application and schedule
- Important notes
- Credit transfer information
- Frequently asked questions



# Summer Programme Website on Mobile Phone



# Our Team

Contact Person	Email	Programme
<b>Ms. Esther Lam</b>	estherlam@um.edu.mo	Canada Mainland, China Hong Kong, China Switzerland
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# Eligibility to join Summer Programme

- Cumulative GPA  $\geq 2.0$
- UM Current Student – both undergraduate and postgraduate students (not available to exchange student or inactive students)
- Programme Quota



No Limit

(most of the programmes)



with limited quota

(only a few programmes)

- Meet the requirement of the host university

e.g. Country entry requirement, visa requirement, vaccine requirement, English proficiency, year level, major, age, nationality, etc.

# List of Programmes



Show  entries

Search:

SAO CODE	COUNTRY	UNIVERSITY	PROGRAMME PERIOD	2025 INFORMATION
AS1	Australia	University of Queensland	2024-07-15-2024-08-16	To be updated
AU1	Austria	University of Vienna	2025-07-12 to 2025-08-09	<b>Updated</b>
AU2	Austria	University of Salzburg	2024-07-12 to 2024-08-06	To be updated
BE2	Belgium	Explore European Diversity	Option 1: 2024-05-26 to 2024-06-14 Option 2: 2024-05-26 to 2024-06-14	To be updated
CA1	Canada	University of Victoria	SGBS: 2025-07-23 to 2025-07-23 ISIBM A: 2025-07-03 to 2025-07-03	<b>Updated</b>

Click for programme details



Some programmes will be updated in late January/February

# Programme Information



☆ Programme Details (2025 Information)		Photos
SAO Programme Code	CA2	
SAO Programme Type	G3	
Programme Period	June Programme: June 5 – July 6, 2025 July Programme : July 11 – August 11, 2025	
Quota	No Limit. This programme requires nomination by Student Affairs Office. Students cannot apply on their own.	
Responsible Staff	Esther Lam (estherlam@um.edu.mo)	
Official Website	<a href="https://vancouversummerprogram.ubc.ca/">https://vancouversummerprogram.ubc.ca/</a> Please refer to this website for programme details	
English Requirement	English proficiency test scores are not required, but students should be proficient in English and have a strong academic background.	
Other Requirement	Before applying for a package, be sure to check its details to determine if you have fulfilled specific requirements (if any). For example: <ol style="list-style-type: none"> <li>1. Some packages are only open to students at least 19 years of age on the first day of the program</li> <li>2. Some packages are also open to graduate (Masters/PhD) students</li> <li>3. Some packages require/prefer students to have a certain proficiency in the package's discipline</li> </ol>	
Refund Policy	<a href="https://vancouversummerprogram.ubc.ca/after-accepted/refunds/">https://vancouversummerprogram.ubc.ca/after-accepted/refunds/</a>	

\*SAO reserves the right to change the programme type/amount of sponsorship based on the actual expenses spent during



SAO programme type determines the amount of Smart Point Sponsorships



Open the Official Website for more information about the programme (courses, tuition fee, extra-curricular activities, etc)

# Application Flow

## Step 1

Visit our Summer Programme website and find out which programme you are interested (some programmes will be updated in late January and February)



## Step 2

Contact your Faculty directly if you would like to earn transfer credits



## Step 3

**UM Internal Application** period:  
January 20 to February 20, 2025  
(application link will be available on our website)



## Step 6

Confirmation Period:  
February 27 to March 6  
\*Late confirmation will not be accepted



## Step 5

Confirm your participation with SAO by filling the confirmation link provided by SAO through email on February 27, 2025



## Step 4

Announce Internal Application Result (Sponsorship and Quota):  
February 27, 2025  
(you will receive a confirmation email from SAO on February 27)



## Step 7

Submit the **Official Application** to the Host University.  
(SAO will provide advices on how to apply)



## Step 8

After you get accepted, you can pay the tuition/ accommodation fees before deadline.



## Step 9

Plan your trip.  
(visa application, travel arrangement, etc)  
Attend Pre-departure briefing from April 9 to 23, 2025

# Programme Schedule

Date/Period	Activities
January 20 to February 20	<b>Submit UM Internal Application</b> ( <u>to University of Macau</u> )
February 27	<p><b>Internal Application Result Announcement</b>            (announce the amount of sponsorship /programme quota through email)</p> <p><b>**DOES NOT MEAN THAT YOU'VE GET APPCETED BY HOST UNIVERSITY**</b></p>
February 27 to March 6	<p><b>Submit confirmation of participation to SAO</b>            (fill the student and parent/legal guardian consent form and the confirmation survey)</p>
After March 6	<p><b>Submit Official Application</b> (<u>to Host University</u>)            (SAO coordinators will provide instructions)</p>
April 9 to 23	<b>Pre-departure briefings</b>
May to August	<b>Complete the programme</b>
After the programme	<b>Submit debriefing form/ report to SAO</b>

Please submit a new application if you would like to make any changes  
 SAO will only review the latest application

# How much does it cost to join Summer Programme?

Period	Face-to-Face Programme
During Application	Application Fee Tuition Fee Accommodation Fee (on/off campus) Air Tickets/Bus Tickets/Train Tickets Insurance Visa Application Fee + travel cost to the Consulate Passport Renewal Fees
During the Programme	Local Transportation (bus/train) Phone/Internet data fee Meals Field Trips Extra-curricular Activities Souvenirs
After the Programme	Transcript Fee Postage

# Important Notes

- Evaluate your financial situation
- Purpose of joining the programme
- Make sure you fulfill the requirements of the host university before you apply
- You can have three choices  
If you are selected to your 1<sup>st</sup> choice, you will not be allowed to change to your 2<sup>nd</sup> or 3<sup>rd</sup> choice (unless your 1<sup>st</sup> choice is cancelled by the Host University)  
**\*\*\*\*\*THINK THOROUGHLY BEFORE YOU APPLY\*\*\*\*\***
- SAO will only nominate students to ONE programme
- Fulfill requirements of Student Affairs Office (SAO)
  - Submit all the required documents and reports (pre-departure/post-departure)
  - Complete the programme
  - If you do not submit the required documents to SAO (after **three email reminders**), you will not be nominated to participate in 2026 summer programme

# Important Notes

- Submit Confirmation to SAO (February 27 to March 6)  
Student and parent/legal guardian consent form
- Students are responsible for their own visa application, travel insurance, purchase of air tickets and travel arrangements. Please inform your parents that NO UM STAFF will go with you  
(UM does not offer flight tickets and visa application service)
- All students **are required to** purchase **TRAVEL INSURANCE** before departure.  
If you don't want to purchase any insurance, please do not apply for summer programme
- Visa/vaccine/nucleic acid test/entry requirements  
e.g. Japan, Korea, United States
- Read the refund policy of the programme, flight ticket and accommodation carefully

# Important Notes



## Penalties and Disciplinary Actions

- Withdraw from the programme after confirmation (March 6)
  - did not submit the official application to the host university
  - did not complete the programme
  - Administrative fee of **MOP1000** or disciplinary actions
- The fee cannot be waived unless justifications (with relevant documents) are provided and approved by Student Affairs Office
- For those who did not inform SAO about the withdrawal, besides the administrative fee, you will not be nominated to join 2026 summer programme

**\*\*Student Affairs Office will not be liable to those self-applied programmes**

# Credit Transfer

- You can only earn credits from Face-to-Face programme
- Contact your Faculty in January/February directly for credit transfer approval
- Prepare the course outlines and all relevant information before you approach your Faculty
-  Online programme



Can I get credits for courses that I take during summer?

On the website of each programme, it states how many credits/ECTs you will receive after you complete the course. Check with your Faculty directly to see if any credits can be transferred back to UM.

# Sponsorship

## 1. Smart Points

## 2. Members nominated by University Teams and SAO/OSA Programmes (please consult your team/programme directly)

- Sports U-Teams & Sports Volunteer Programme
- Cultural and Arts U-Teams
- Campus Training Programme (CTP)
- Stage Management Programme (SMP)
- House Tutors (PGH)
- Peer Support Programme (PSP)
- Student Leadership Programme (SLP)
- UM Volunteer Programme (UMVP)

## 3. Residential College (please consult your RC directly)



Smart Point Sponsorship + RC Sponsorship  
OR  
U-Team/SAO Programme Sponsorship + RC Sponsorship



Smart Point Sponsorship + U-Team Sponsorship

# How to check your Smart Point

The screenshot displays a student portal interface. On the left is a vertical navigation menu with the following items: 'Programa de Bases, Vencimentos e Aperfeiçoamento Contínuo', 'Personal Info' (circled in red), 'Academic Records', 'Study Plan', 'Course Info', 'Timetable', 'Read Message', 'Student Account Enquiry', 'E-Academic Report', 'Online Application', and 'Logout'. The main content area shows personal details: Programme, Faculty, Major, Minor, Registration Status, and Registration Date. Below this are fields for Home Address, Postal Address, Home Phone No., Mobile Phone No., and Postal Phone No., with a 'Change my contact' button. A red header section titled 'EMERGENCY CONTACT' contains two identical forms for Name, E-Mail Address, Address, and Relationship, each with a 'Tel.' field and a 'Change emergency contact' button. At the bottom, there are fields for Bank Name, Bank Account No., and Bank Account Name, with a 'Change Autopay Info' button. The 'Smart Point Balance' is shown as '3.0' and is circled in red. A 'Show Details' button is partially visible at the bottom right.

If no smart point information is available at your personal info page, it means that you haven't participated in any Smart Point Activities before

For more information about Smart Point Scheme, please visit <https://sds.sao.um.edu.mo/about-smart-point-scheme/>

# Smart Point Sponsorship

Programme Type	Sponsorship
Programme Type : <b>G1</b> (Programme Fee < MOP 20,000)	MOP 7,000
Programme Type : <b>G2</b> (Programme Fee : MOP20,001-30,000)	MOP 11,000
Programme Type : <b>G3</b> (Programme Fee : MOP>30,001)	MOP 15,000

- **Programme Type** and Fee refers to the sum of tuition and administration fees announced by the host university
- The allocation of smart point sponsorship will be based on the number of points you have and the points that you would like to use
- **More points = more chance to receive sponsorship**
- SAO reserves the right to adjust the programme type/amount of sponsorship based on your actual expenses after the programme



# Smart Point Sponsorship

Students can receive a maximum of **MOP 15,000** or 70% of your  
- programme + transportation + accommodation (face-to-face programme)

Example	Granted Sponsorship	Programme Fee	Sponsorship you will receive
1	Mop 11000	MOP 10000	MOP 7000
2	Mop 11000	MOP 12000	MOP 8400
3	Mop 11000	MOP 18000	MOP 11000

Smart Points will be counted as of **February 9, 2025**. If you can't find your activity record in the system, please contact [sp.enquiry@um.edu.mo](mailto:sp.enquiry@um.edu.mo). SAO will not make adjustments for any missing record after the deadline of application (February 20, 2025).

# Example



Budget  
100,000



Student	Smart Point 	Programme	Programme Type	Sponsorship
Student A	65	Shanghai Jiaotong Univesity	G3	15,000
Student B	62	The University of Hong Kong	G1	7,000
Student C	60	Boston University	G3	15,000
Student D	59	University of Zurich	G1	7,000
Student E	50	Sichuan University	G3	15,000
Student F	49	Yale University	G3	15,000
Student G	43	Akita International University	G1	7,000
Student H	40	University of Oxford	G2	11,000
Student I	32	Nanyang Technological University	G1	7,000
				Remaining Balance 1,000
Student J	25	The University of Tokyo		11,000
Student K	22	Shanghai		15,000
Student L	20		G3	15,000

Not enough budget

# Programme Quota

Some programmes have a limited number of participants (quota)

**If the number of applicants > number of quota**

❖ (COMPETITION)

- The quota will be given to students with more smart points
- The smart points will be deducted in order to acquire the quota

**If the number of applications < number of quota**

❖ (WITHOUT COMPETITION)

- You can get into the programme without using any smart points

❖ Smart Points **will be deducted** after the completion of the programme (around October to November)

\*\* For those who use points to get **quota** or **sponsorship**

# After you complete the programme

- All participants will need to complete an online survey provided by Student Affairs Office (SAO)
- Students who receive **Smart Point, Residential College or University Team/SAO Programme sponsorship** have to submit the following documents:
  - programme report (min. 500 words with photos)
  - transcript and certificate
  - receipts for programme/tuition fee
  - receipts for accommodation and transportation
- Students have to **pass all courses** in order to claim the sponsorship

# Email Etiquette

- Greeting and closing sentence
- Identify yourself clearly (name, student ID, home University, etc)
- Always check and use your UM email
- Keep it short and get to the point
- Email communications ≠ wechat/whatsapp messages
- **Your e-mail is a reflection of you**

Name: Chen Xiaoming

Chanxiaoming **(Wrong)**

Chan Xiao Ming **(Wrong)**

Johnathan Andrew Chen **(Wrong)**

# How to write an effective email?



Reference: <https://www.tidio.com/blog/how-to-write-a-professional-email/>

# Important Information on Website

Make sure you read all steps and important notes before you submit your application

*Points to Note before Application:*

<https://summer.sao.um.edu.mo/before-you-apply/>

*Application Requirement:*

<https://summer.sao.um.edu.mo/application-requirement/>

*Application Flow:*

<https://summer.sao.um.edu.mo/application-flow/>