Honours College

Course-taking for Study Abroad

Documents for Course-Taking for Study Abroad

- Learning agreement
- Course description forms

Supplementary forms for your reference (no need to submit):

- Original study plan of your home major at University of Macau
- Adjusted study plan of Year 3 & 4 at University of Macau

The forms are available for download on HC website:
https://hc.umac.mo/current-students/download-forms/

Instruction for using supplementary forms - **Original study plan**

1. For your ease of reference, you may list the original study plan of 3rd and 4th year of your home major and the adjust plans on the supplementary forms provided.
2. Original study plan can be found on the website of your home department.

Instruction for using supplementary forms - **Adjust study plan**

1. Fill in the adjust study plan by putting the courses you have enrolled in the first semester of 3rd year, and those to be taken in the coming semesters. You may have already considered doing some 3rd year 2ndsemester courses in the 4th year. For example, by switching some electives originally in the 4th year to be taken in the overseas semester. Such layout of the scenario allows yourself and your advisors to consider what courses to take in order to complete your degree requirements.

Instruction for filling **Learning Agreement**

1. Put the UM courses you want to exempt on the left-hand column. The courses appear in this column should be the same in the 2nd semester of 3rd year in adjusted study plan.

2. List priority from #1 to #3 of each set of courses on the right-hand column, list out those courses you are going to take in host university. This would mean with every "set" (there are six sets), you will take the #1 courses, if the #1 courses cannot be enrolled, the #2 in the same set will substitute and so on. This would mean if you want to take six courses, you will choose 18 in total so you will have each set 2 courses as back-up.

Instruction for filling **Course Description Form**:

1. You are responsible to collect the course information and course descriptions and put them in the Course Description Form.
2. One form is for each course, including the back-up courses #2 and #3. For example, if you have 18 courses listed, you have to prepare 18 course descripts forms.

Please note:

- Please do not remove any wordings in any forms.
- Please try your best to arrange the core courses to be taken in the semesters that you are at University of Macau, while sparing most of your elective courses to study overseas. This will make your course enrolment easier and flexible.
- Students are required to take at least 4 to 5 courses at their host universities.
- You will need to search the courses available online in the website of your host university for reference. However, the final course offering list will only be available around mid-November.
- When you research the course, for students to BC, GWU, ND, WUSTL, UR, UIUC, please choose Sprint term/semester; while UMich students please choose Winter term/semester.
- Please make appointment with your Department Head/Program Coordinator, and HC Faculty Coordinator to obtain their advice and approval of your forms.
- Please present the completed forms (Learning Agreement and Course Description Form) to your Department Head/Program Coordinator for checking the appropriateness of course contents and obtain their approval.
- Please obtain approvals from the following delegated person on your forms before submitting the forms to HC.
    - Coordinator/Department Head of your home major/department
    - HC Faculty Coordinator of your faculty
    - Dean of your home faculty