

# Learning Agreement for UM Exchange Program

**Instructions:**

1. Applicant is required to complete the personal information in this form.
2. Applicant has to fill in the boxes with the up-to-date information of those selected courses (Course Code / Title / Credit Number) provided by the overseas host university.
3. Ensure all “to-be-replaced” UM courses information (Course Code / Title) is clear and up-to-date.
4. Fill in the pre-requisite course information (Course Code & the Grade you obtained) wherever applicable.
5. Applicant must seek the corresponding Head of Department or Program Coordinator’s approval for each course-transfer BEFORE submitting the form.
6. After completion of this form, it should be submitted to the General Office of Faculty.
7. Descriptions of the course(s) selected from the exchange university must be attached to this form.

**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. However, in case the courses stated in this form are NOT AVAILABLE from the Host University, the student, under the approval of the Program Coordinator, is allowed to process **ADD** new courses and **DROP** the unavailable courses (only courses which have been approved before being taken can be substituted).
3. If the final course selection is different from the earlier one, student **MUST** inform the General Office of Faculty about their new selection, **OR ELSE** risk not being able to transfer their credits back to UM.
4. When all courses are successfully enrolled in the overseas host university, student must send the E-copy of this form immediately to the contact person of the concerned Faculty as shown below:

	FAH	FBA	FED	FLL	FSS	FST
Contact Person	Christine Chan	Karen Lau	Jenniella Cheong	Benjamin Lio	Maisy Chao	Eunice Fong
Email	fah.exchange@umac.mo	fba_exchange@umac.mo	FED_Prog@umac.mo	fll.exchange@umac.mo	fss.exchange@umac.mo	fst.exchange@umac.mo
Tel	8822 8221	8822 4628	8822 8776	8822 4395	8822 4018	8822 8755

**\*\*\* IMPORTANT!!!**

- **For Credit Transfer purpose, the COMPLETED original of this form and official transcript must be sent back to General Office of Faculty for further approval (after you have confirmed all courses with your Overseas Exchange University).**
- **If a student wants to ADD or DROP a course, he/she should indicate CLEARLY by putting an “X” in the correct box.**  
Then, student must inform the General Office of Faculty immediately for the changes by sending an email together with the attachment of the revised learning agreement & course description of those new courses.
- No more than 24 (21 for new system) credits per semester or 48 (42 for new system) credits per year can be allowed for substitution of credits earned in the host university. No exemption/waivier will be given if the students fail the courses at the host university.
- This form is for reference only. The final approval for transferring credits must be sought from the Dean of Faculty.

# Course Selection Form (Learning Agreement)

<b>Student No.</b>		<b>Student Name</b>		<b>Contact Mobile No.</b>	
<b>Cumulative GPA</b>		<b>Year of Study</b>		<b>Major</b>	
<b>Exchange University</b>		<b>Country</b>		<b>E-mail</b>	

(First or/and Second Semester or Summer Exchange) in Academic Year _____											
Overseas University				UM				Approved by Dept. Head or Coordinator *	Confirm Upon Arrival Put "X" in correct column		
<i>"Selected"</i> Overseas Course Information				<i>"To-be-replaced"</i> UM Course Information		Pre-requisite			Confirmed	ADD	DROP
Code	Course Title	ECTS / Credit	Code	Title	Code	Grade					
<b>1</b>											
<b>2</b>											
<b>3</b>											
<b>4</b>											
<b>5</b>											
<b>6</b>											
<b>7</b>											
<b>8</b>											
<b>9</b>											
<b>10</b>											

Approved by (Dean / Programme Coordinator / Department Head) :

Date: