學生手冊
Student Handbook

澳門理工學院
Instituto Politécnico de Macau
Macao Polytechnic Institute
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About MPI

Message from the President

Founded in 1991, we are a public, multi-disciplinary, application-based institution of higher learning. Since the handover in 1999, with “knowledge, expertise, global vision” as our motto, we have adhered to the Macao SAR government’s guideline of carrying forward the integration of Chinese and Western cultural traditions. Painstaking efforts have been made in unleashing our advantages in Portuguese teaching to enhance Macao’s role as a platform for communication between China and Portuguese-speaking countries. A couple of years ago, I was awarded the title of academician of the Academy of Sciences of Lisbon and honorary doctorate from the University of Lisbon, which in nature is a testimonial of the Institute’s efforts in promoting Portuguese and its contributions to building closer ties between China and Portuguese-speaking countries.

In response to the SAR Government’s higher education policy of promoting academic accreditation, we invited UK Quality Assurance Agency for Higher Education (QAA) to conduct an Institutional Review in 2013. In February 2014, QAA announced on its website that MPI has received a Judgment of “confidence”, the highest rating given by the QAA. This is the first internationally recognised institutional review ever undertaken by a higher education institution in Macao. QAA has commended Mope’s academic standards, quality of learning opportunities, information about learning opportunities, and enhancement of learning quality, thus demonstrating that MPI meets international standards.

The achievements have been made possible thanks to the support and trust of the SAR Government, the community, our staff, students and parents. We will continue to implement the Government’s policies and higher education planning as well as adhere to QAA’s rigorous standards in terms of curriculum design, teaching materials, pedagogy, research performance, management etc. Following this Institutional Review, MPI’s engagement in programme validation will be further intensified. Since 2011 several of our academic programmes have already been professionally validated. Examples include the computing programme validated by the UK Institution of Engineering and Technology (IET), the e-Commerce programme by the US Institute of Certified E-Commerce Consultants, and the Accounting programme by the CPA Australia and the Association of Chartered Certified Accountants (ACCA), UK. In the future we will continue our endeavour to ensure all the programmes are academically validated, optimizing the education provision in anticipation of our students graduating with “knowledge, expertise and global vision”.
**General Information**

Established on September 16, 1991, Macao Polytechnic Institute (MPI) is a public institution of higher education with an emphasis on applied knowledge and skills. MPI’s motto is “knowledge, expertise and global vision”, and the Institute strives to achieve international standards in teaching and learning, building an e-campus, ensuring administrative compliance with the law and sound research management.

Small in size and compact in structure, MPI adopts the strategy of “dual emphasis on teaching and research”, with a commitment to remain “rooted in Macao and backed up by the motherland while facing the world and striving for excellence”. The present members of the Board of Management are Professor Lei Heong Iok, President, Professor Yin Lei, Vice President, and Dr Chan Wai Cheong, Secretary-General. Currently there are approximately 240 academic staff (of which around 60 percent possess a PhD degree) and 60 professional trainers, together serving a population of approximately 3,000 fulltime students on degree programmes and 10,000 students on non-degree training courses.

In MPI there are six Schools, namely, Languages and Translation, Business, Public Administration, Physical Education and Sports, Arts and Health Sciences, providing a broad range of bachelor degree programmes in areas such as Translation and Interpretation (Chinese-English / Chinese-Portuguese), E-commerce, Marketing, Accounting, Public Relations, Management, Gaming and Recreation Management, Public Administration, Social Work, Computer Studies, Sino-Lusophone Trade Relations, Physical Education, Visual Arts, Music, Design, Nursing, and Biomedical Technologies (Medical Laboratory and Pharmacy Technologies).

In cooperation with several leading universities at home and abroad, MPI offers joint master’s degree programmes in areas such as Engineering, Foreign Linguistics and Applied Linguistics, Social Work, Specialty Nursing, Public Administration (Chinese & Portuguese), and Translation and Conference Interpreting. MPI also offers joint doctor’s degree programmes, in Portuguese Culture & Language, Education and Public Administration and Education. These programmes are all practically oriented, emphasizing both the acquisition of knowledge and cultivation of skills. Since its establishment, MPI has produced tens of thousands of professionals who are now serving in a variety of industries, playing important roles in society by utilizing their professional knowledge and skills, and receiving positive feedback from their employers.

Apart from offering degree programmes, MPI is also devoted to its missions in research and training. Research specialisms are located in, amongst others, the Social,
Economic and Public Policy Research Centre, the Centre of Sino-Western Cultural Studies, the “One Country, Two Systems” Research Centre, the Language and Culture Research Centre of Macao, the MPI-QMUL Information Systems Research Centre and the Portuguese Language Teaching and Research Centre. Training courses are conducted primarily in the Centre of Continuing Education and Special Projects, the Gaming Teaching and Research Centre, the Language Training and Testing Centre, the MPI-Bell Centre of English (which includes the only IELTS International English Training and Testing Centre and BULATS Business Language Testing Service in Macao) and the Seniors Academy.

MPI’s Schools and Centres aim to ensure that their research promotes high teaching standards, contributes to discussions on current social issues and facilitates the implementation of Government policy, through conducting a variety of activities such as initiating collaborative research projects, publishing academic periodicals, organizing international academic conferences and Macao-wide competitions in areas such as English Speaking and Information Technology, in cooperation with prestigious universities and institutions overseas and on the Mainland. MPI’s research output, notably with regard to its research papers published in journals and award-winning monographs, has witnessed annual increases.

In recent years MPI has been devoted to making preparations for academic accreditation, which is a higher education policy advocated by the Government. The academic accreditation will be conducted in terms of both institutional level management and quality assurance of MPI’s degree programmes. With this important process MPI will continue to strive for excellence in accordance with its philosophy of high quality, student-centred education. Rooted in Macao while serving the society, MPI endeavours to grow into a continuously improving higher education institution of excellence in terms of management, teaching and research within a vibrant academic culture, with the aim of dedicating itself to the social, economic and cultural development of Macao.
## Programmes Overview

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<td>Bachelor of Arts in Music (Education/ Performance)</td>
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<td>Bachelor of Arts in Visual Art (Fine Arts/Art Education)</td>
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<td>Bachelor of Arts in Design</td>
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<td><strong>School of Business</strong></td>
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<td>Bachelor of Business Administration in Marketing</td>
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<td>Bachelor of Accounting</td>
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<td>Bachelor of E-Commerce</td>
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<td>Bachelor of Arts in Public Relations</td>
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<td>Bachelor of Management</td>
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<td>Bachelor of Social Science in Gaming and Recreation Management</td>
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<td><strong>School of Health Sciences</strong></td>
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<td>Bachelor of Science in Nursing</td>
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<td>Bachelor of Science in Biomedical Technology (Medical Laboratory Technology)</td>
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<td></td>
<td>Bachelor of Science in Biomedical Technology (Pharmacy Technology)</td>
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<tr>
<td><strong>School of Languages and Translation</strong></td>
<td>Bachelor of Arts in Chinese-Portuguese/Portuguese-Chinese Translation and Interpretation</td>
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<td><strong>School of Physical Education and Sports</strong></td>
<td>Bachelor of Physical Education</td>
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<td><strong>School of Public Administration</strong></td>
<td>Bachelor of Science in Computing</td>
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<td>Bachelor of Social Work</td>
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<td>Bachelor of Social Sciences in Public Administration</td>
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<tr>
<td>Chinese Academy of Governance</td>
<td>Curso de Mestrado em Administração Pública (MPA)</td>
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<tr>
<td>Beijing Language and Culture University</td>
<td>Master Degree in Foreign Linguistics and Applied Linguistics Programme</td>
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<tr>
<td>Instituto Politécnico de Leiria</td>
<td>Curso de Mestrado em Administração Pública</td>
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<td>Universidade de Lisboa</td>
<td>Curso de Doutoramento em Administração Pública</td>
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<td>Curso de Doutoramento em Língua e Cultura Portuguesa</td>
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<td>(Língua Estrangeira / Língua Segunda)</td>
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<td></td>
<td>Curso de Doutoramento em Educação</td>
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<td>Curso de Mestrado em Tradução e Interpretação de Conferências</td>
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<tr>
<td>Hong Kong Polytechnic University</td>
<td>Master of Science in Specialty Nursing Programme</td>
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<td>Hong Kong Baptist University</td>
<td>Master of Social Work Programme</td>
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<tr>
<td>University of California, Los Angeles</td>
<td>Master of Science in Engineering</td>
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Student Expectations

The Macao Polytechnic Institute Student Expectations was developed by both the academic staff and Student Union of MPI, representing therefore a mutual agreement between MPI and its students.

What do students expect from MPI?
- High quality teaching that is informed by research.
- Respect of all students from different backgrounds and with different views.
- An enhanced academic experience as well as opportunities for personal development via the provision of a range of learning opportunities.
- The support of all students by providing adequate learning resources and facilities.
- Open and effective communication with the student body.
- Opportunities to develop additional skills for life after being in MPI.
- The support and nurturance of successful students.
- An awareness of students' needs and to the maintaining of a safe and caring environment in which all people are treated equally with fairness and respect.

What does MPI expect from its students?
- To pursue their academic studies in an honest, ethical and responsible manner.
- To actively participate in various learning opportunities provided by MPI.
- To provide fair and constructive feedback on relevant aspects of their School/Programme.
- To enhance tolerance in the pursuit of knowledge.
- To attain ethical standards in support of the values and mission of MPI.
- To be aware of and follow the policies, procedures and regulations of MPI.
- To seek and pursue their own learning experiences.
- To engage in opportunities for self-development after their studies in MPI.

Ideal Attributes of MPI Graduates

Based on the mission statement of MPI, the Institute expects its graduates to possess the following attributes:
- To demonstrate strong academic competence in related disciplines.
- To think critically and contribute constructively in teamwork and leadership.
- To communicate effectively in both speaking and writing.
– To possess a global vision which enables them to understand issues and problems from different perspectives.
– To articulate effectively in a variety of contexts using knowledge, skills and expertise acquired to serve both the local and international community.
– To have a positive attitude towards society and environment in the development of a fair and caring society.
– To demonstrate a keen interest in and strong capacity for life-long learning; and
– To practise high standards of ethical behavior.

International Recognition

Macao Polytechnic Institute is committed to ensuring and enhancing the quality of its teaching and learning. Under the auspices of the Secretary for Social Affairs and Culture and the Tertiary Education Services Office, and with the support of the community, MPI has achieved overall a judgment of ‘confidence’, in an Institutional Review conducted by the internationally prominent Quality Assurance Agency for Higher Education (QAA), UK. This is the first internationally recognised institutional review ever undertaken by a higher education institution in Macao. In line with the QAA’s IRENI approach (Institutional Review, England and Northern Ireland – i.e. the method used by QAA to review higher education institutions in England and Northern Ireland) similar judgments have been recorded for some of the UK’s best known universities, such as the University of Oxford and Queen Mary University of London.

Scope of the Review

The QAA review team, composed of experienced academics from world-renowned universities, carried out a comprehensive review of MPI. The team members not only reviewed the self-evaluation document and some 200 accompanying pieces of documentation, but also conducted a five-day site visit, during which they met with MPI’s students, graduates, management, academics, administrative staff and graduate employers. The key themes covered included amongst others academic quality, quality management systems, programme design, research, admissions, support for teaching and learning, teaching and research resources and information systems.

QAA’s judgements about the Macao Polytechnic Institute

CONFIDENCE can be placed in the soundness of the Institute's current and likely future management. The following good practices are identified:
Reward and support for staff to promote teaching excellence, funding for PhD and research activities and attendance at international conferences.

Support for new staff (including induction processes for staff entering the Institute).

The effective deployment of learning resources to support the learning opportunities of students, particularly the attention to the maintenance of a positive relationship between staff and students.

The flexibility and responsiveness of the Institute to student feedback.

The effectiveness of the induction and orientation processes for students entering the Institute.

The effective organisation and monitoring of work-based and placement learning opportunities focusing on the educational benefit and professional development benefit of students.

**Accredited Degree Programmes at MPI**

<table>
<thead>
<tr>
<th>Programme</th>
<th>Accredited / Recognised by</th>
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<tbody>
<tr>
<td>Bachelor of Science in Computing</td>
<td>The Institution of Engineering and Technology (IET)</td>
</tr>
<tr>
<td>Bachelor of Social Sciences in Public Administration (Portuguese)</td>
<td>Agência de Avaliação e Acreditação do Ensino Superior (Agency for Assessment and Accreditation of Higher Education – A3ES)</td>
</tr>
<tr>
<td>Bachelor of E-Commerce</td>
<td>Institute of Certified E-Commerce Consultants (CEC)</td>
</tr>
<tr>
<td>Bachelor of Accounting</td>
<td>CPA Australia</td>
</tr>
<tr>
<td></td>
<td>Association of Chartered Certified Accountants (ACCA)</td>
</tr>
<tr>
<td>Bachelor of Arts in Music</td>
<td>Higher Education Evaluation and Accreditation Council of Taiwan (HEEACT)</td>
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</tbody>
</table>
Information

Student Handbook

The MPI Student Handbook provides students with important information about the Institute’s regulations, services, facilities, and communication mechanisms, etc. Printed copies of the Handbook are distributed to new students at the start of the academic year. Other students can browse and download the latest version of the Student Handbook via the Institute’s website www.ipm.edu.mo.

Academic Calendar

The MPI Academic Calendar provides students with information like academic calendar, MPI’s profile, logo, motto, mission and vision, MPI’s organisation and different programmes offered. For details, please download the Academic Calendar or browse the MPI website (Student > Academic Calendar).

Student Web

Students can access our MPI website www.ipm.edu.mo for the most updated information about studying, facilities, pedagogical affairs etc.

Every registered full-time or part-time student of MPI is assigned a personal email account after completing the enrolment procedures. Students can communicate with teachers and administrative units with the MPI email service. Students are reminded to check and clear their email mailbox frequently, to ensure that they will not miss important information sent to their mailbox.

Release of Information

Important information about activities, as well as information about class cancellation due to typhoons, is sent to registered students mainly via the MPI website (Student > News for Students), SMS, notice boards, and emails. Students should check for such information frequently so as to be sure to keep up to date.

Students can check for information such as the academic calendar, class timetable, examination and supplementary examination timetables, class cancellation and make-up class notices, book lists, book order services, recruitment of student helpers, job opportunities, student notices, forms and student activities on our MPI website.
Change of Personal Information

Students can access the MPI website to change their personal information. They can also hand in the information renewal form with a copy of a relevant identification document (need to show the original) to the Registry. The Information Renewal Form can be downloaded from the MPI website (Student > Online Services for Students > Student Information Web (SIWeb) > Forms to Download > Change of Personal Information) or obtained from the Registry.

To change information online: Student > Online Services for Students > Student Information Web (SIWeb)

Example:
NetID = student card number (p0123456)
Password = ID card number (by default)
Student Categories

Full-time Students

Students who enroll in four or more courses, or in cases where individual schools have special stipulations for some courses, are considered as full-time students.

Part-time Students

Students who enroll up to three courses are classified as part-time students. Full-time students may apply to change their status to part-time in accordance with related regulations of the Institute. (This is not applicable to internship courses offered by the School of Health Sciences / the Design programme of the School of Arts).

Local Students

Holders of Macao identity cards who enrol on MPI programmes are considered to be local students.

Non-Local Students

- Mainland Students: Holders of mainland China identification documents, who are current candidates of college entrance examinations in mainland China, enrolling on MPI programmes.
- Hong Kong Students: Holders of Hong Kong identity cards enrolling on MPI programmes.
- Taiwanese Students: Holders of Taiwan identity cards enrolling on MPI programmes.
- Overseas Students: Holders of documents other than the above-mentioned categories.

Special Students

Students who enroll for a number of independent courses, upon their applications being approved by the Institute, are considered as special students. The Institute issues certificates of attendance to special students. Special students are audit students, exchange students, disabled students etc.

Audit Students

Registered current students, taking subjects not listed in the study plan, are considered as audit students. If non-MPI students want to audit MPI courses, they can
send their applications to the Registry. If they are qualified to be audit students, they may attend classes and sit examinations.

Exchange Students

In accordance with the MOU signed with our cooperating Schools or organisations, students who are sent to attend the degree programmes and joint programmes are considered as exchange students.
Status Management

Registration

Registration - New Students

New students must complete the registration procedures within the specified time. Students who fail to do so need to send written applications to the Registry for deferred registration within or before the registration period ends, otherwise they will be considered to have decided not to enrol.

Documents to be submitted for Registration: Copy of identity card (need to show the original), copy of high School certificate (need to show the original), two 1.5-inch photos, report of medical examination (with doctor’s signature and stamp), copy of tetanus vaccination record (need to show the original) and receipt for tuition fee.

Registration - Current Students

The Registry will complete the registration procedure for students who are going on to Year 2 and Year 3. Students do not need to complete the registration procedure in person, but they do need to settle the tuition fees in time.

Current students of Higher Diploma programmes (Year 3) who are going to take the Supplementary Bachelor Degree programmes (the fourth year), need to send their applications again (online). There are admission examinations (written examinations, interviews etc) for some programmes. Successful candidates need to settle the tuition fees and register within the specified time. Students who fail to complete the registration procedures within the specified time need to send written applications to the Registry for deferred registration within or before the registration period, otherwise they will be considered to have decided not to enrol.

Documents to be submitted for registration on Bachelor Degree programmes: Copy of identity card (need to show the original), copy of higher diploma certificate (MPI graduates do not need to submit this), three 1.5-inch photos, report of medical examination (with doctor’s signature and stamp; students who graduated from MPI less than a semester earlier do not need to submit this), copy of tetanus vaccination record (need to show the original) and receipt for tuition fees.
Enrolment Guidelines

1. Students should complete the enrolment procedures within the specified time prior to the start of every semester (including first taking, re-taking, applying for subject equivalence, adding or dropping subjects, changing classes, exemptions from class). Late applications will not be accepted.
2. Students are required to complete the Higher Diploma programme in order to continue with the relevant Bachelor Degree programme.
3. Full-time students can only retake a maximum of two failed courses with other normal enrolled courses in every semester while part-time students can take a maximum of three.
4. Students are required to enroll courses according to the study plan, and are recommended to first enroll in pre-requisite courses (if applicable).
5. Students are not allowed to retake courses which have already enrolled and passed.
6. Unless approved by the relevant School, day-time students are not allowed to enroll courses (in the same or different discipline) of evening programmes, and vice versa.
7. Moreover, students are not allowed to enroll courses with class/examination time conflicts. This stipulation is not applicable to those re-taking courses in accordance with regulations.

Enrolment Details

1. In the case of full-time students before the commencement of each semester the Registry sets the pre-enrolled courses in accordance to full-time students’ study year and study plan. The Registry will enrol them on all the appropriate compulsory courses offered in the academic year, in accordance with the students’ respective admission year and study plan. This information will be displayed in the “Student Information Web Services” (Student > Online Services for Students > Student Information Web) before the course enrolment period. For retaking failed subjects, kindly refer to the followings:
   a. (applicable to 2013/2014 intake students or before)
      Students should pay attention to their own ability to retake failed courses, however, students must comply with the retake course/class waiver ‘dispensa’/cross-class examination regulations;
   b. (applicable to 2014/2015 intake students or after)
Students are required to choose one of the followings to retake failed subjects:

i. Students may only choose to retake failed courses of the previous years instead of enrolling in courses according to their year of study or

ii. Students may choose to retake a maximum of two failed courses together with the appropriate course according to their year of study;

2. Part-time students are required to complete the enrolment procedures at the Registry in person.

3. Pre-enrolment will be automatically arranged for students and class arrangement details will be shown in the “Student Information Web Services” – courses for enrolment section. If there is not any information shown in the “Class” column, that might imply that the courses are most likely either have quota restrictions and are enrolled on a first-come-first-serve basis or special arrangements will be taken by the respective Schools. For such courses, students are required to handle the relevant procedures in person at the Registry during the enrolment period.

4. Pre-enrolment for students resuming studies will be done according to the above mentioned point no. 1, therefore, such students are required to handle the relevant procedures in person at the Registry during the enrolment period.

5. For student who do not approach the Registry for enrolment add/drop or for class transfers during the enrolment period, the pre-enrolled courses will be automatically confirmed.

6. If students plan to apply for course equivalence for any pre-requisite courses, the corresponding follow-up or subsequent courses are not included in the pre-enrolled courses. It is necessary to apply at the Registry within the prescribed period to add these follow-up courses.

7. Students who have submitted applications for course equivalence for pre-requisite courses may enroll upon the follow-up courses on a conditional basis. If their applications are approved, they may continue to attend classes for these courses. Otherwise, enrolment of the follow-up courses will be cancelled.

8. If no adjustments are needed to the courses enrolled as shown in the “Student Information Web Services” (Student > Online Service for Students > SIWeb), students are not required to return to the Institute for enrolment and they should simply attend classes according to the time-table.

9. If students do not approach the Registry within the enrolment period for add/drop
courses, all pre-enrolled courses will be shown on their academic report.

10. Students may apply at the Registry for course equivalence for all or part of the courses enrolled on within a prescribed period. Applications for and approvals of course equivalence are dealt with in accordance with separate regulations.

Exemption from Classes

1. If students retake courses for which they have already met the attendance requirements, and class times overlap with the class times of other courses they are enrolled in, the Registry will normally automatically handle procedures of exemption from classes for the courses concerned on behalf of the student. If not, students are required to apply to the Registry for exemption from classes within the course selection period.

2. Students should apply in writing stating the grounds, together with valid proof, for reasons other than those mentioned above for exemption from classes. Approval of such applications is the exclusive competence of the relevant School.

3. In the case of approved exemption from classes, students are required to consult their lecturers concerning the requirements and arrangements regarding submission of assignments and assessments.

Cross-Class Examination

1. If there are time conflicts at exam time and there is more than one examination time for the course, the students may attend the examination of another class. In such cases, the student should approach the Registry to apply during the course selection period.

2. If there is no time conflict at exam time the students must attend the exam according to the time scheduled for the course, and may not apply to attend exams at other times.

Enrolment Status Categories

Current: students who enrol on courses during the School year/semester of their studies and who have paid their tuition fees are considered as current students.

Deferrals: students who in the middle of, or before the semester, due to personal reasons apply for deferrals and complete the related procedures, with permission from the School obtained, are called deferred students.
Suspension: students who violate relevant provisions of the Institute and are forced to suspend their studies are called suspended students.

Resumption: Students who resume their studies during the originally scheduled time after leave of absence or suspension, and continue their studies, are considered to be resumed students.

Withdrawals: students who, in the middle of or before the semester due to personal reasons, apply for withdrawal and complete the related procedures, with permission from the School, are considered as withdrawn students.

Informal Withdrawals: students who cannot complete the procedures for paying their tuition fees and who do not apply for any suspension or withdrawal are considered as informally withdrawn students.

Forced Withdrawals: students who seriously violate the Institute’s regulations or who have been forced to suspend their studies because of having reached the maximum study hours allowed for the particular programme are considered to be forced withdrawn students.

Changes in Enrolment Status

Applying to Transfer between Programmes

Students may apply to transfer to another programme according to the admission requirements of the Institute. After completion of related procedures, if necessary, they may apply for course equivalence with respect to courses already completed. Current students with academic achievements/excellent results may apply to be exempted from entrance examination procedures. Students failing to obtain such approvals from the Schools concerned will be required to go through the normal procedures for new students [such as: entrance examination (written test/interview), intake offers, registration procedures etc.]

Applying to Transfer between Groups

Students wishing to transfer from day class to evening class or vice versa, or from one language group to another (Chinese/English/Portuguese), or from full-time mode to part-time mode or vice versa, are required to approach the Registry to handle their changes in enrolment status during the add/drop course period, subject to the approvals of relevant academic/administrative units.
Applying to Change Enrolment Status

This refers to students applying for deferrals or deferred students applying to resume their studies. Students of MPI degree programmes, when applying for deferrals, should note the following points:

- A deferment application form must be completed and submitted to the Registry. The maximum length of each deferral is one academic year. The period of deferral must not exceed six semesters.
- When the semester for resuming studies is approaching, students wishing to apply to continue their deferrals should submit their applications again to the Registry;
- Within 7 days after the Schools have made their decisions concerning the applications, the Registry will issue letters to inform students about the results of their applications. Before being informed of the results students shall continue to participate in all classes;
- According to the Institute’s regulations, when submitting their application forms for deferrals students from mainland China should also submit the original copy of their parents’ consent letters, copies of their Hong Kong and Macao Border / Entry Passes (including the Visa D page), and copies of the Immigration Services’ documents (if applicable);
- To enable students to have better study arrangements, it is recommended that deferment applications be made before the commencement of the semesters;
- In accordance with the provisions of the Academic Regulations, “when programmes have been updated, students are required to follow the new study plan upon resuming of studies”; 
- In accordance with the provisions concerning the statute of time to completion, the total number of academic years during which the student is continuously or intermittently registered with the Institute should not exceed the normal number of academic years for completion of the programme plus 50 per cent. A period of duration of less than one academic year shall be counted as one academic year. For working student the total number of academic years during which the student is continuously or intermittently registered with the Institute should not exceed the normal number of academic years for completion of the programme plus 100%. If at the end of any academic year a student is identified as not being able to complete the course under the conditions specified in the preceding statute the student
shall lose his/her student status. Students who lose their student status according to the statute of time limitations cannot apply for or enroll upon any programmes offered by the Institute for three academic years starting from the academic year during which they lose their student status.

– The Registry will process the resumption procedures for approved cases automatically according to the instructions of the relevant Schools. Resumed students should refer to the student notice on our website www.ipm.edu.mo, to acquire information on the selection of courses, tuition fee payments and registration procedures either in June (resumption in the first semester) or November (resumption in the second semester);

– Every semester after School starts, in cases where tuition fees are not paid and where no course is enrolled upon the Registry has the right to change students’ enrolment status from “current” to “informally withdrawn” without further notice, without completing the suspension procedures. If informally withdrawn students choose to continue their studies and can obtain permission from the Schools concerned, they are required to pay an administration fee of MOP $100 for informal withdrawal and another MOP $150 for resumption of studies.

Current Students Applying for Withdrawal

Students are required to complete the withdrawal application forms and having obtained the library’s confirmation that all borrowed books have been returned submit the completed forms to the Registry.

Informally Withdrawn Students Applying for Resumption

If informally withdrawn students wish to return to School they are required to lodge their applications with the Registry in May (for resumption in the first semester) or in October (for resumption in the second semester) and send their applications to their respective Schools for approval. Upon receiving Schools’ approval results, the Registry will issue letters to students informing them of the results. Please pay attention to online notices concerning payment of fees and selection of courses. An administration fee of MOP $100 for informal withdrawal and another MOP $150 for resumption of studies is required when paying tuition fees (August – the first semester / December or January – the second semester). In the case of such students applying for deferrals again after having returned to School, all tuition fees and the
administration fees involved in informal withdrawal must be settled in order to formally apply for deferrals.

**Suspended Students Applying for Resumption**

The Registry will automatically handle the procedures for suspended students who are approved to resume their studies according to relevant academic / administrative units’ instructions. Please refer to the student notice on our website, www.ipm.edu.mo, either in June (for resumption in the first semester) or November (for resumption in the second semester), and complete the procedures for selection of courses and payment of tuition and registration fees on time.

**Prerequisite Courses and System of Promotion (Repeating) of Grade**

In case of having pre-requisite courses requirement in a programme, students must enroll the pre-requisite course(s) first. Students who have completed all courses of each academic year in the study plan, or who obtained 80% of the total credits of that academic year according to the study plan are progressed into the next year of study.

**Admission and School System for Special Needs Students**

**Audit Students Application Terms, Procedures / Formalities**

If registered current students wish to study courses outside the study plan of their programme they may apply to do so via the Registry. The Registry will inform the students of the results following the respective School’s decision. The courses attended by the students will not attract any credits or be included in the calculation of results.

Non-MPI students who wish to audit any classes must first complete an admission application and are required to submit a written request for auditing classes to the Registry. The Registry will inform students of the results following the respective School’s decision. After being approved, students are required within a specified period to complete the registration, selection of courses and payment procedures with the Registry. Audit students are obliged to complete withdrawal procedures after attending courses.

**Exchange Students Application Terms, Procedures / Formalities**

There are exchange programmes in the Schools of Languages and Translation,
Arts, Public Administration, Business and Health Sciences. Students wishing to participate in these exchange programmes must complete the relevant application form and meet the School’s requirements. Regarding application and other details, students should approach the relevant School Office or the Student Affairs Office.

**Admission and School System for Disabled Students**

Disabled students generally refers to students with physical disabilities and if this applies to you report your situation to the Registry before admission so that special arrangements about admission exams, attending classes can be made and other necessary support provided. All programme / course requirements must be fulfilled in order to be qualified to graduate.

**Student Records and How to Gain Access to Them**

A student’s profile records his/her information when s/he enters MPI, this including the registration form, identity information, educational background etc. Students’ records are for permanent filing. Students’ records can be read or copied by authorized MPI personnel (such as the School Director, programme coordinators, and relevant academic staff). Students may make reference to their records in the Registry. They should state the purpose and usage of the records when applying. The information submitted by students will be used for handling issues related to Admission. They are kept as students’ records. After registration, students’ records will be sent to the Tertiary Education Services Office, Macao SAR for the purpose of compiling the College Students Database.

**Graduation Eligibility**

Upon completion of the course credits (or course) student graduation eligibility will be approved by the Pedagogical and Scientific Committee (PSC) of the relevant Schools.

**Certificate**

In accordance with the approved designs for “Diploma”, “Higher Diploma” and “Bachelor Degree” certificates by the Secretary of Social Affairs and Culture, MPI will issue appropriate certificates to graduates.
Academic Regulations

Academic Regulations
The Academic Regulations are important rules governing programme arrangement, curriculum framework, admission requirements, statute of time to completion, enrollment system, progression system, course equivalence, course enrollment, prerequisite courses, assessment system, final marks of programmes, class attendance, supplementary examination, re-sit examination, resumption of studies and transfer of schools and programmes, academic calendar etc. Please browse the MPI website for more details (Student > Regulations & Guidelines > Academic Regulations).

Academic Calendar
Students can check the academic calendar on the MPI website. One academic year consists of two semesters. The academic calendar of the following academic year will be announced before 31 May every year, in which class and examination period, and holidays are specified.

Class Timetable
The class time and venue will be announced in the ‘Class Time Table’ section of the MPI website every semester (Student > Online Services for Students > Class Timetable). Please note that the class times and venues for certain courses may still change depending upon teaching needs. Students are advised to check the Class Timetable again before classes begin.

Final and Re-sit Examinations
Final and re-sit examinations are held once in each semester for courses offered in the same semester, and the final and re-sit examination periods are stated in the academic calendar. Examinations on a single day are normally held in three time slots: morning, afternoon and evening.

Final and Re-sit Examination Schedules
The final examination timetable is available at the MPI webpage (Student > Online Services for Students > Examination Timetable Enquiry) one month before the final examination period. Students should pay attention to the dates, times and
examination venues for their examinations as well as the footnotes detailed on the timetable. In the event of exam time conflicts or for other enquiries regarding examinations students should approach the Registry.

Normally the re-sit examination timetable is available at our webpage (Student > Online Services for Students > Re-sit Examination Timetable Enquiry) the same day as the results of the final examination are announced.

**Booklist**

The booklist will be announced in the ‘Booklist’ section of the MPI website around one month before the classes started (Student > General Information for Students > Booklist).

**Examination Regulations**

The Macao Polytechnic Institute Examination Regulations for Students are designed to ensure the smooth and proper running of the final and re-sit examinations of MPI programmes. Students should read through these regulations before examinations.

Students should check the examination seating plan before the examination. Upon entering the examination venue, students should present their student cards to the MPI member of staff or, in the absence of a student card, the student should complete a ‘Provisional Application for Examination’ form and present the valid identification document which was used for registration. Students should occupy their seats according to the examination seating plan and keep quiet in the examination venue.

If a student’s name is not listed on the examination seating plan or has been crossed out (i.e. his / her attendance does not satisfy the requirements of the Academic Regulations), and the student is lodging an appeal regarding his / her attendance rate, the student should complete a ‘Provisional Application for Examination’ form and submit the application to the invigilator wait for the invigilator’s decision.

Students are not permitted to take the examination if arriving after the first 30 minutes of its commencement. Students who arrive up to 30 minutes late will be permitted to take the examination but no compensatory time will be allowed for latecomers.

Students must place their (i) student card, or (ii) ‘Provisional Application for Examination’ form with the valid identification document which was used for registration, at the top left hand corner of the examination desk for inspection by
invigilators. Any cases of discrepancy between the identity of a student and his/her identification document will be handled by the Student Affairs Office.

Students are not allowed to leave the examination venue in the first 45 minutes and last 15 minutes of the examination, except in cases of illness or emergency. Students who wish to leave the examination venue early should raise their hands to obtain permission from the invigilator of the School before leaving.

For further details please browse the MPI website (Student > Regulations & Guidelines > Examination Regulations for Students).

Study Time and Attendance System

Statute of Time to Completion

The total number of academic years during which the student is continuously or intermittently registered with the Institute should not exceed the normal number of academic years for completion of the programme plus 50%. A period of duration of less than one academic year shall be counted as one academic year. For working student the total number of academic years during which the student is continuously or intermittently registered with the Institute should not exceed the normal number of academic years for completion of the programme plus 100%. If at the end of any academic year a student is identified as not being able to complete the course under the conditions specified in the preceding statute the student shall lose his/her student status. Students who lose their student status according to the statute of time limitations cannot apply for or enroll upon any programmes offered by the Institute for three academic years starting from the academic year during which they lose their student status. For further details please refer to Article 5 of the Academic Regulations.

Class Attendance Regulations

For each enrolled course in the programmes, a minimum attendance of 70% is required for students to be eligible to participate in final examination (90% for practicum courses; 100% for practicum courses of the Social Work programme). Otherwise they will not be allowed to take the final examinations, and a failing grade will be given to courses where there are no final examinations. For further details please browse the MPI website (Student > Regulations & Guidelines > Class Attendance Regulations).
Grades
The results of final examinations and supplementary examinations will be announced in accordance with the current academic calendar and Registry’s announcement. Students can enquire about their academic reports through the Student Information Web (SIWeb) (Student > Online Services for Students > Student Information Web). In case of any objection to the results, students may lodge an appeal with the Registry within three working days (final examinations) and two working days (re-sit examinations) following the announcement.

Re-checking Results and Appeal on Results
Students have the right to re-check their results within the specified time after the announcement of examinations (including re-sit examinations), by completing the ‘appeal form’ and submitting it to the Registry.

Typhoons and Heavy Rain
General Arrangements for Classes and Examinations during Typhoons and Severe Weather Conditions for Degree Programmes of Macao Polytechnic Institute: All classes and examinations will be held as scheduled, unless tropical storm warning signal no. 8 or above is hoisted/in force or special announcements to the contrary are made by the Institute.

Tropical Storms
- If tropical storm warning signal no. 8 or above is hoisted / in force, the following arrangement will apply:

<table>
<thead>
<tr>
<th>Tropical Storm Warning Signal No. 8 is hoisted / in force</th>
<th>Classes / Examinations to be Suspended</th>
</tr>
</thead>
<tbody>
<tr>
<td>at or after 07:00 a.m.</td>
<td>morning session till 02:00 p.m.</td>
</tr>
<tr>
<td>at or after 12:00 p.m.</td>
<td>from 02:00 p.m. till 06:00 p.m.</td>
</tr>
<tr>
<td>at or after 04:00 p.m.</td>
<td>from 06:00 p.m. onwards</td>
</tr>
</tbody>
</table>
- If tropical storm warning signal no. 8 or above is hoisted / in force during a class period or an examination, all classes or examinations will be suspended immediately.
- For any examinations suspended, details of postponement will be announced at MPI homepage in 5 working days after tropical storm warning signal no. 8 is lowered.
- When tropical storm warning signal no. 8 is lowered, all classes and
examinations will resume as follows:

<table>
<thead>
<tr>
<th>Tropical Storm Warning Signal No. 8 is lowered</th>
<th>Classes / Examinations to be Resumed</th>
</tr>
</thead>
<tbody>
<tr>
<td>at or before 07:00 a.m.</td>
<td>morning session till 02:00 p.m.</td>
</tr>
<tr>
<td>at or before 12:00 p.m.</td>
<td>from 02:00 p.m. till 06:00 p.m.</td>
</tr>
<tr>
<td>at or before 04:00 p.m.</td>
<td>from 06:00 p.m. onwards</td>
</tr>
</tbody>
</table>

**Severe Weather Conditions** (eg. Rainstorm Warning Signal)

Under normal circumstances, when rainstorm warning signal is hoisted:

- All examinations will be held as scheduled, students are required to sit in for examinations according to the rules and regulations;
- All classes will be held as scheduled, however students who are late for or absent from classes will not be recorded as absent;

The Institute has the discretion to suspend any classes or examinations, arrangement is as follows:

- Classes and examinations will continue till the end of that class or examination session;
- For any suspension of classes or examinations due to rainstorm warning signal or severe weather conditions, a special announcement will be made at MPI homepage;
- For suspension of examinations, details of postponement will be announced at MPI homepage in 5 working days when the weather conditions have improved.
- For suspension of classes, the academic unit concerned will decide whether to postpone or suspend any tests, mid-term examinations and other activities/events, etc, according to the above arrangements.

**Announcement**

MPI will make announcement through either one of the following channels:

- MPI Homepage
- Student Information Web

**Other Special Circumstances**

Any other issues arising which are not specified in these regulations shall be subject to determination by MPI.
For information about typhoons and heavy rain, please refer to MPI’s website (Student > Typhoons and Heavy Rain).

**Class Cancellations / Make-up Classes**

The information of class cancellation/make-up class not only notifies by email but also by:

- “Class Cancellation & Make-up Classes Timetable Enquiry” on the Student of the MPI website;

- Scan the QR code

**Internship Guidelines for Students**

Internship is a form of experiential learning and an important element of a student's education. The level of student involvement and depth of commitment is significantly related to the benefits students will gain from this shared learning experience.

The internship for students is a learning experience situated in a workplace environment relevant to the subject area. It is intended to provide a variety of learning experiences in which the student may observe, participate, contribute and learn.

**Aims**

To provide students with an element of experiential learning in the field of their programmes as part of an integrated education. To facilitate meaningful opportunities for students to apply what they have learned to real situations.

**Learning Outcomes**

- gain programme related working experience in a real-world workplace environment;
- have a diverse learning experience;
- integrate theory and practice, and understand limitations of current knowledge;
- work in a team and collaborate with people with diverse backgrounds;
- broaden social and cultural experience, and develop social and cultural values;
Roles and Responsibilities (Students)

- Students should follow the policies and procedures of the internship organisation and instructions from the internship supervisor. If any difficulties or problems arise in relation to the internship, students should report this to the internship supervisor and / or teacher.
- This is naturally assumed at all times. Notify your organisation supervisor in unavoidable situations.
- Whilst involved in an internship programme, the appropriate professional dress code of the organisation should be complied with.
- Professional ethics should be strictly adhered to by students and supervisors during internship. An understanding of the nature of privacy, confidentiality, human respect and other organisation’s code of conduct are also essential.
- Students are required to successfully complete and submit all assessment items by the due dates.

Roles and Responsibilities (Internship Organisation Supervisors)

- provide an internship within the field of the programme being followed
- select suitable candidates;
- with internship students, determine the internship objectives and performance indicators;
- provide work-related supervision and guidance to students;
- monitor and evaluate the student's performance;
- liaise with the teacher.

Roles and Responsibilities (Teachers)

- liaise with organisation supervisors;
- visit the organisation work place during the internship;
- provide feedback on the student’s performance;
- evaluate assessment tasks submitted by students;
- monitor and evaluate student performance.
Assessment

Assessment methods will be determined according to the programme.

Other Issues


At the end of the internship, students are advised to send a thank-you note to the organisation supervisor, recognise his/her efforts and support.

Other useful information in relation to internships for particular programmes may also be provided by the School / Programme.
Tuition and Other Charges

All current and new students need to settle their tuition fees and other charges within the payment period prior to the start of a semester in order to finish the admission or registration procedure. All fees are calculated in MOP.

Tuition Fees

<table>
<thead>
<tr>
<th>Programs</th>
<th>Macao, Chinese Mainland, Taiwan and Hong Kong Students</th>
<th>All Other Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor Degree Programmes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(4-year)</td>
<td>MOP$24,800</td>
<td>MOP $32,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bachelor Degree Programmes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1-year Supplementary)</td>
<td>MOP $24,800</td>
<td>MOP $32,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Higher Diploma Degree Programmes</td>
<td>MOP $20,000</td>
<td>MOP $26,000</td>
</tr>
</tbody>
</table>

Tuition fees for 7-semester Higher Diploma (evening programmes)

<table>
<thead>
<tr>
<th></th>
<th>Macao, Chinese Mainland, Taiwan and Hong Kong Students</th>
<th>All Other Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Annum</td>
<td>MOP$20,000 × 3 ÷ 3.5 = MOP$17,140</td>
<td>MOP$26,000 × 3 ÷ 3.5 = MOP$22,280</td>
</tr>
<tr>
<td>Per Semester</td>
<td>MOP$8,570</td>
<td>MOP$11,140</td>
</tr>
</tbody>
</table>

Tuition fees for 3-semester Bachelor Degree (Supplementary) (evening programmes)

<table>
<thead>
<tr>
<th></th>
<th>Macao, Chinese Mainland, Taiwan and Hong Kong Students</th>
<th>All Other Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Semester</td>
<td>MOP$24,800 ÷ 3 = MOP$8,265</td>
<td>MOP$32,000 ÷ 3 = MOP$10,665</td>
</tr>
</tbody>
</table>
The payment of each subject for part-time students is calculated by dividing the total tuition payment by five subjects.

<table>
<thead>
<tr>
<th></th>
<th>Higher Diploma Programmes*</th>
<th>Bachelor Degree Programmes (4-year) # / Bachelor Degree (1-year Supplementary) Programmes #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Macao, Chinese Mainland, Taiwan and Hong Kong Students</td>
<td>Macao, Chinese Mainland, Taiwan and Hong Kong Students</td>
</tr>
<tr>
<td>Per Annum</td>
<td>MOP$4,000/subject</td>
<td>MOP$4,960/subject</td>
</tr>
<tr>
<td></td>
<td>All Other Students</td>
<td>MOP$6,400/subject</td>
</tr>
<tr>
<td>Per Semester</td>
<td>MOP$2,000/subject</td>
<td>MOP$2,480/subject</td>
</tr>
<tr>
<td></td>
<td>MOP$2,600/subject</td>
<td>MOP$3,200/subject</td>
</tr>
</tbody>
</table>

*Payment for each subject for a part-time student studying in a 6-semester or a 7-semester Higher Diploma Programme is the same as above.

#Payment for each subject for a part-time student studying in a 2-semester or a 3-semester Bachelor Degree (Supplementary) Programme and in an 8-semester Bachelor Degree Programme is the same as above.

Tuition fees for local teachers

Local students who hold current positions as in-service teachers in Macao and who are eligible to study in the Higher Diploma / Bachelor Degree of Visual Arts (Educational), Higher Diploma / Bachelor Degree of Music (Educational) and Higher Diploma / Bachelor Degree of Science in Physical Education and Sport Programmes, must pay the total amount of the tuition fees in the 1st semester (Year 1). From the 2nd semester onwards, students are required to pay according to the payment scheme as below. Please note that students are required to pay the difference if they are disqualified from receiving subsidies from the Education and Youth Affairs Bureau (DSEJ). (Remark: Application for the subsidies must conform to the terms and conditions of the Education and Youth Affairs Bureau)

<table>
<thead>
<tr>
<th></th>
<th>Higher Diploma Programmes</th>
<th>Bachelor Degree Programmes (4-year) / Bachelor Degree (Supplementary) Programmes (1-year / 1.5-year)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Full-time students</td>
<td>Part-time students</td>
</tr>
<tr>
<td>Per annum</td>
<td>MOP$20,000 x 20% = MOP$4,000</td>
<td>MOP$4,000 x 20% = MOP$800</td>
</tr>
<tr>
<td>Per semester</td>
<td>MOP$20,000 x 20% ÷ 2 = MOP$2,000</td>
<td>MOP$2,000 x 20% = MOP$400</td>
</tr>
</tbody>
</table>
Tuition fee for auditing students

Tuition fees for auditing students are divided into two categories: auditing students who participate in examinations and have their grades indicated on the academic transcripts or certificate must pay the total amount of the tuition fee.

Auditing students who do not participate in examinations nor have their grades indicated on academic transcripts or certificates must pay 50% of the standard tuition fee.

Other Tuition Fees

To encourage students exhibiting outstanding academic achievement, MPI has established the “Scholarships for Outstanding Academic Achievement” (hereinafter “scholarships”). Students who obtain the highest cumulative grade (0-100) or highest average grade (0-20) by the end of each academic year and who are recommended by their School Director, will receive a 50% deduction from their tuition fee (the amount of tuition fee being in accordance with the category to which the student belongs) for the following academic year.

According to the collaborative agreement (supplementary regulation) signed by the City University of Macau, full-time staff members of the university who study for the Institute’s Higher Diploma Programme or Bachelor Supplementary Programme are entitled to a 50% tuition fee deduction.

Students of the School of Health Sciences who take two subjects which include the graduation thesis and a major subject (including practicum) of the Bachelor of Science in Nursing (supplementary) and Bachelor of Science in Biomedical Studies (supplementary) Programmes are regarded as full-time students and should pay the full amount of the tuition fee. In addition, students of the Higher Diploma in Nursing and Higher Diploma in Biomedical Science who have to retake the practicum subject, with the credits retaken being 15 or above, are also regarded as full-time students and must pay the full amount of the tuition fee.

Students of the Bachelor of Arts in Design (Supplementary) Programme (day-time – LD1), who take a subject for 240 hours or 10 credits (1st semester at the 1st year), are regarded as full-time students and must pay the full amount of the tuition fee. For students of the Bachelor of Arts in Design (Supplementary) Programme (evening program – LDN1), the costs for each subject are as follows:
<table>
<thead>
<tr>
<th>Subject Code</th>
<th>Subject</th>
<th>Credit</th>
<th>Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>DD4064</td>
<td>Individual Design</td>
<td>3</td>
<td>MOP$2,188</td>
</tr>
<tr>
<td>DT4069</td>
<td>Discussion and Debate</td>
<td>2</td>
<td>MOP$1,459</td>
</tr>
<tr>
<td>DP4070</td>
<td>Internship</td>
<td>10</td>
<td>MOP$7,294</td>
</tr>
<tr>
<td>DT4067</td>
<td>Advanced Research Methodology</td>
<td>3</td>
<td>MOP$2,188</td>
</tr>
<tr>
<td>DD4065</td>
<td>Graduation Portfolio</td>
<td>4</td>
<td>MOP$2,917</td>
</tr>
<tr>
<td>DD4066</td>
<td>Graduation Exhibition</td>
<td>6</td>
<td>MOP$4,377</td>
</tr>
<tr>
<td>DT4068</td>
<td>Graduation Thesis</td>
<td>6</td>
<td>MOP$4,377</td>
</tr>
</tbody>
</table>

For students of the Bachelor of Arts in Design (Supplementary) Programme (evening program /Chinese – LDN2), the payment of each subject for part-time students is calculated by dividing the total tuition payment by five subjects:

<table>
<thead>
<tr>
<th></th>
<th>Macao, Chinese Mainland, Taiwan and Hong Kong Students</th>
<th>All Other Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per annum</td>
<td>MOP$4,960</td>
<td>MOP$6,400</td>
</tr>
<tr>
<td>Per semester</td>
<td>MOP$2,480</td>
<td>MOP$3,200</td>
</tr>
</tbody>
</table>

* Payment for each subject for a part-time student studying in a 2-semester or a 3-semester Bachelor Degree (Supplementary) Programme is the same as above.

Students of the Bachelor of Arts in Design (Supplementary) Programme (daytime and evening programme), who take a subject for 280 hours or 10 credits, are regarded as full-time students and must pay the full amount of tuition fee.

Students of the Higher Diploma in Design (Evening / Chinese), who enrol on either one of the subject (AG301 or MA301), must pay MOP$6,570.00 (Macao, Chinese Mainland, Taiwan and Hong Kong Students) and MOP$8,548.00 (All Other Students).

Students of the Bachelor of Arts in Design (Supplementary) Programme (Night /Chinese - LD2), who take a subject of IT401 only must pay MOP$5,785.00 (Macao, Chinese Mainland, Taiwan and Hong Kong Students) and MOP$7,465.00 (All Other Students).
## Other Fees

<table>
<thead>
<tr>
<th>Types of Fee</th>
<th>Amount (MOP)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Degree Programmes</strong></td>
<td></td>
</tr>
<tr>
<td>1) Application fee</td>
<td>$150.00</td>
</tr>
<tr>
<td>2) Informal withdrawal</td>
<td>$100.00</td>
</tr>
<tr>
<td>3) Re-entry after informal withdrawal</td>
<td>$150.00</td>
</tr>
<tr>
<td>4) Study plan</td>
<td>$30.00</td>
</tr>
<tr>
<td>5) Course outline:</td>
<td></td>
</tr>
<tr>
<td>Per semester</td>
<td>$25.00</td>
</tr>
<tr>
<td>For entire course</td>
<td>$200.00</td>
</tr>
<tr>
<td>6) Admission to re-sit and supplementary examination (for each discipline)</td>
<td>$150.00</td>
</tr>
<tr>
<td>7) Re-issuance of student ID card</td>
<td>$50.00</td>
</tr>
<tr>
<td>8) Penalty for late payment</td>
<td>$200.00</td>
</tr>
<tr>
<td>9) Transcript</td>
<td>$50.00</td>
</tr>
<tr>
<td>10) Statement of courses studied</td>
<td></td>
</tr>
<tr>
<td>For students still in school</td>
<td>$30.00</td>
</tr>
<tr>
<td>For students still in school (including course timetable)</td>
<td>$50.00</td>
</tr>
<tr>
<td>For former students</td>
<td>$50.00</td>
</tr>
<tr>
<td>11) Declaration of class attendance</td>
<td>$30.00</td>
</tr>
<tr>
<td>12) Declaration of residence</td>
<td>$20.00</td>
</tr>
<tr>
<td>13) Declaration of examination attendance</td>
<td>$20.00</td>
</tr>
<tr>
<td>14) Statement of graduation</td>
<td>$50.00</td>
</tr>
<tr>
<td>15) Declaration of deferred study</td>
<td>$50.00</td>
</tr>
<tr>
<td>16) Declaration of withdrawal</td>
<td>$50.00</td>
</tr>
<tr>
<td>17) Other certificates not specifically listed</td>
<td>$50.00</td>
</tr>
<tr>
<td><strong>2. Hostel</strong></td>
<td></td>
</tr>
<tr>
<td>1) Hostel fee for student</td>
<td></td>
</tr>
<tr>
<td>Hostel fee for ten months (September to June) does not include expenses</td>
<td>$11,350.00</td>
</tr>
<tr>
<td>of electricity, water and gas</td>
<td></td>
</tr>
<tr>
<td>July to August period, every 15 days, not including expenses of</td>
<td>$500.00</td>
</tr>
<tr>
<td>electricity, water and gas</td>
<td></td>
</tr>
<tr>
<td>2) Hostel caution fee</td>
<td>$1,030.00</td>
</tr>
</tbody>
</table>
### 3. Library

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>3) Washing clothes (each time)</td>
<td>$5.00</td>
</tr>
<tr>
<td>4) Drying clothes (each time)</td>
<td>$5.00</td>
</tr>
<tr>
<td>1) Late return of book or other library item (per day)</td>
<td>$3.00</td>
</tr>
<tr>
<td>2) Loss or damage of book, magazine or other library item</td>
<td>Purchase price of the item plus 20% or value set by MPI</td>
</tr>
<tr>
<td>3) Library locker (for each unit each time)</td>
<td>$1.00</td>
</tr>
<tr>
<td>4) Caution fee</td>
<td>$1,000.00</td>
</tr>
</tbody>
</table>

### 4. Treasury

<table>
<thead>
<tr>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Returned cheque or re-issuance of new cheque</td>
</tr>
</tbody>
</table>
Payment Methods

Online Payment

- Online payment by credit cards (Visa / Master Card) or “UnionPay Online Payment”: Current students can settle their tuition fees within the deadline by logging in to the ‘Student Information Web’ (Student > Online Services for Students > SIWeb > ePayment).
- Online banking services of Banco Nacional Ultramarino, S.A. and Bank of China.

Payment at banks

<table>
<thead>
<tr>
<th>Payment methods</th>
<th>Banco Nacional Ultramarino, S.A.</th>
<th>Bank of China$^{1,4}$</th>
<th>OCBC Wing Hang Bank$^{1}$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit card (Visa / Master Card)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Cash</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Cheque$^{3}$</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Promissory note$^{3}$</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Transfer</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>ATM$^{2}$</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>E-channel machine</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note:

1. If payment is settled on the last day, Bank of China, Macao Branch and OCBC Wing Hang Bank will not accept cheques or promissory notes issued by other banks;
2. On the main page of the ATM screen, choose “Payment” → “Other business account” → Enter other business code “171” → Enter the number of the tuition fee debit note → Enter the amount → Payment details will be shown on the screen for account holder’s confirmation → Receipt can be printed after payment;
3. Cheque or promissory note payable to “Macao Polytechnic Institute”;
4. Payers can settle payment in person at Bank of China, Macao Branch.

Payment at MPI Treasury

Our Treasury office is located on the 2nd Floor of the Administration Building. Tuition fees can be settled with credit cards (Visa / Master Card), Union Pay, Macau Pass, Union Pay “Quick Pass”, cash (MOP only), cheques or promissory notes. Cheques or promissory notes are payable to ‘Macao Polytechnic Institute’.
Office Hours: Monday to Thursday 09:00 – 17:45 (including lunchtimes); Friday 09:00 – 17:30 (including lunchtimes). The Treasury will only handle students’ payments and refunds during lunch time (13:00-14:30).

**Remittance**

Students can settle the tuition payment by remittance. The full tuition fees can be transferred to the accounts of Macao Polytechnic Institute at designated banks by clearly providing the relevant information as listed below on the application for remittance:

<table>
<thead>
<tr>
<th>Receiver</th>
<th>Instituto Politécnico de Macau</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rua Luis Gonzaga Gomes, s/n (antigo Liceu)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Beneficiary Bank (choose one only)</th>
<th>Bank Address</th>
<th>(Option 1)</th>
<th>The Industrial and Commercial Bank of China, Macao Branch</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receiver’s Address</td>
<td>Rua Luis Gonzaga Gomes, s/n (antigo Liceu)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Option 2) Bank of China, Macao Branch</td>
<td>No. 323 Ave. Doutor Mário Soares, Bank of China Building, Macao</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bank Address</td>
<td>Banco Nacional Ultramarino, S.A.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alm. Dr. Carlos D'Assumpcao, No. 393-437, Edf. Dynasty Plaza, Macao</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wire Transfer Password</td>
<td>ICBKMOMX</td>
<td>BKCHMOMX</td>
<td>LMOMX</td>
</tr>
<tr>
<td>Receiver’s Account No.</td>
<td>01080001000000017781</td>
<td>01-01-20-788203</td>
<td>118805-111-5</td>
</tr>
<tr>
<td>Remarks</td>
<td>Personal information such as student number, student name (Hanyu Pinyin), number of debit note etc.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Important notes about remittance:

− Students should pay within the payment period. The remittance procedure takes time. To ensure that payment is settled punctually, students should make the remittance as early as possible;

− Some banks in China require students to bring along with them the debit note and identification documents such as Hong Kong and Macao Travel Pass and identity card;

− The remitter is responsible for all the remittance charges within and out of China. In case of inadequate fees to settle the payment due to exchange rate
fluctuations, students will have to pay back the difference. MPI will not refund any excess amount;

- If students choose the Industrial and Commercial Bank of China, and remittance is payable to our MPI account from the China branch to the Macao branch, they can pay using Hong Kong currency. The exchange rate is 1.03 (MOP103=HK$100).

**Payment by Post**

Students can send crossed cheques, promissory notes and money orders payable to ‘Macao Polytechnic Institute’, to P.O. Box 286, Macao. Students should consider the time taken for delivery of the mail and are advised to proceed as early as possible so that they are able to settle the payment before the due date. Please write clearly the student name, student card number and tuition fee debit note number on the back of the cheque / promissory note / money order, or enclose with a debit note. If the tuition fee is settled by remittance, all related bank charges are to be borne by the students. Students should be aware that there may be cases of inadequate fees due to exchange rate fluctuation. MPI will not refund any excess amount.

**Tuition Fee Refund and Late Payment Regulations**

For details of the regulations, please refer to the MPI website (Administrative Units > Treasury Division > Student Only > Tuition Fee Refund and Late Payment Regulations).

**Bank Transfer / Remittance Authorization Form**

Students who are granted MPI scholarships or grants, or students who apply for refunds, can download the ‘Bank Transfer / Remittance Authorization Form’ from the website (Student > Tuition Fee and Other Expenses). This authorizes MPI to transfer or remit the relevant amounts into the bank account. All handling charges are to be borne by the student.

**Online Enquiries and Services**

**Student Information Web**

Current students can login to SIWeb with their student numbers to enquire about their payment records and to access other online services. Please refer to the MPI
website (Student > Online Services for Students > SIWeb).

**Payment Status and Receipt**

Students can access personal payment status and print the receipts. Transactions completed before 7 a.m. of the same day will be uploaded. If transactions are settled via banks in Macao or in China, it may take two to eight working days to show the payment status. This is because it takes time to handle the bank information.

**Debit Note**

Students must download debit notes in accordance with the MPI notice.

**Online Payment**

Holders of credit cards (Visa or MasterCard) or Union cards can settle tuition fees and other expenses online. No handling charge is levied.

**Applications for Various Documents**

With their student number login students can apply for various documents online (Student > Online Services for Students > Requisition for Various Documentation). Holders of credit cards (Visa or MasterCard) or Union cards can settle the required fees as well.
Discipline

MPI Rules Regarding Cheating and Other Violations of Examinations Regulations

In accordance with the “MPI Rules Regarding Cheating and Other Violations of Examination Regulations” the following penalties may be imposed on students who violate examination regulations and/or cheat in examinations:

- A written reprimand;
- A zero mark for the related course; and recorded in the student’s file;
- Termination of part of the privileges of the offending student in MPI for a specified period (including subsidy, grant or scholarship provided by MPI);
- Disqualification from sitting for the re-sit examination for the related course for that academic year;
- First offenders shall be suspended from studying at MPI for a period of one year. The period of suspension is not included in the duration of study and starts from the semester following the case;
- Serious (such as premeditated, conspiratorial and/or organized) or repeated offenders shall be suspended from studying at MPI for a period of no more than 3 years. The period of suspension is not included in the duration of study and starts from the semester following the case.

For further details of MPI Rules Regarding Cheating and Other Violations of Examination Regulations, please refer to the relevant MPI webpage (Student > Regulations > the MPI Rules Regarding Cheating and Other Violations of Examination Regulations).

Regulations Governing Hostel Management

These regulations have been established to govern the management of hostels so as to maintain an appropriate living and studying environment. Disciplinary rules are enforced in cases of violation. In order to more effectively implement hostel management, a ‘Marking Scheme’ will be implemented in every hostel, details of which are as follows:

- Students with 10 marks deducted before the end of the school year, their application for next school year’s hostel places will be placed on the waiting list and MPI retains the right to order the respective student boarders to move
out within a specified period.

- Students with 11 to 20 marks deducted before the end of the school year, their application for next school year’s hostel places will not be considered and MPI retains the right to order the respective student boarders to move out within a specified period.

- Students with more than 20 marks deducted before the end of the school year, their application for hostel places within any school year will not be considered and MPI retains the right to order the respective student boarders to move out within a specified period.

In all the cases above the Institute shall have the right to evict the violator from the hostel within a specified deadline. For details of the hostel regulations, please refer to the MPI website (Student > Services to Students > Student Hostel > Regulations Governing Hostel Management).

**Regulations on Smoking**

In order to maintain a smoke-free environment on campus and comply with the Macao SAR Government’s smoking policy, with the exception of specifically designated smoking areas, smoking is prohibited in all other places including classrooms, toilets, staircases, dining-halls, libraries, the Multi-Sport Pavilion, hostels, flowerbeds, playground, and all other public areas.

**Guidelines for Plagiarism Avoidance**

Plagiarism is an act of fraud. It is using others’ ideas and words without clearly acknowledging the source of that information.

Plagiarism Avoidance:

- Give credit whenever you use another person’s ideas, opinions, theory, facts, statistics, graphs, drawings – any pieces of information – that are not common knowledge.

- Give credit whenever you quote another person’s actual spoken or written words; or paraphrase another person’s spoken or written words.

- Put in quotations everything that comes directly from the text especially when taking notes.

- Paraphrase, but be sure you are not just rearranging or replacing a few words.
– Check paraphrasing against the original text to be sure you have not accidentally used the same phrases or words, and that the information is accurate.
– Cite all the sources you have used in your work.

The Macao Polytechnic Institute subscribes to Turnitin (www.turnitin.com/en_us/home), a website used, amongst other things, to detect plagiarism in the academic work of both students and lecturers/researchers. Students are strongly advised to take a look at the website. Academic staff may also ask students to submit written work via Turnitin.

For more details about plagiarism and how to prevent it, please also refer to www.plagiarism.org. Other useful links are given below:
– http://plagiarism.phys.virginia.edu/
– http://www.web-miner.com/plagiarism
– http://owl.english.purdue.edu/owl/resource/589/01/

If a student is suspected of plagiarism, the course teacher will discuss this with him/her and may also report it to the School Director / Programme Co-ordinator who shall conduct a thorough investigation. Established cases should be reported to the Pedagogical and Scientific Committee (PSC) for further consideration. The plagiarism case will then be investigated further and a decision will be made about any penalties a student should receive depending on the nature of the misconduct and also the stage that a student is at in his/her programme of study. A zero mark for the offending piece of work will normally be given if a student has copied someone else's work or has permitted someone to copy his/her work.
Scholarships and Grants

In order to encourage the best students from Macao, China and abroad to enrol on the degree programmes offered by MPI, and to reward our current and graduate honours students, MPI and other enterprising organizations co-sponsor a number of different types of scholarships and grants in the form of reduced annual tuition fees and the granting of cash awards. MPI also provides a local student grants scheme to help those experiencing financial difficulties to enrol on the degree programmes offered by MPI.

Special Purpose Scholarships

Special purpose scholarships include Antonio Nascimento Leitao MD Scholarships for students of MPI’s Nursing Programmes (Outstanding Academic Achievement Awards, Outstanding Academic Achievement Awards for Postgraduate Diploma Programmes, Best Performance in Practicum Awards, Best English Performance Awards), Scholarships for Outstanding Sportsmen Recommended by the Macao Wushu Association, Scholarship for the “21st Century Cup” English Speaking Contest, and Scholarship for Outstanding Sports Achievement.

Scholarships for Mainland Chinese Students


Scholarships for Excellent New Students of Bachelor Degree Programmes

These scholarships are offered to Macao residents who have enrolled on Bachelor Degree Programmes. Students are selected according to the results of their admission exam (based on the requirements of the different programmes, including marks for written exams, interviews, or specific exams). 50% of the annual tuition fee of the programme the recipient has been accepted for will be discounted.
Scholarships for Outstanding Academic Achievement

Students who have enrolled on the 1st, 2nd and 3rd year of a Bachelor Degree Programme offered by MPI are eligible. At the end of each academic year, students with the highest cumulative GPA or the highest average mark in each programme, and who are recommended by their School Director, are eligible for the scholarship. 50% of the annual tuition fees of the programme the recipient has been accepted for will be discounted.

Principal’s Recommendation Scholarships

The Principal’s Recommendation Scholarships (General or Specific) are targeted at students who are recommended by Macao’s secondary school principals and who enrol on the Institute’s Bachelor Degree Programmes. 50% to 100% of the first year’s tuition fee of the programme shall be directly discounted.

Outstanding Debater / Speaker Scholarships

Outstanding Debater / Speaker Scholarships are offered to outstanding students in MPI’s debating / speech teams. Students who have registered on Bachelor Degree Programmes are eligible. The top 50 outstanding students may be awarded the scholarship. Each recipient will have MOP$5,000 discounted from their annual tuition fees.

Other Scholarships

Other scholarships include scholarships for students recommended by the Hou Kong Middle School and by Escola Portuguesa de Macau. There is also a scholarship for Beijing Language and Culture University exchange student majoring in Portuguese, as well as Bright Futures Scholarships for Excellent New Students from abroad. Moreover, in order to commend and encourage students to take part in extra-curricular activities, social services, cultural and academic activities and to achieve an all-round development in ethical, intellectual, physical, social, aesthetic and cross-cultural aspects (the six core areas), the Institute is launching the “Macao Polytechnic Institute Alumni Association All-Rounders Scholarship”.

Grants

The Macao Polytechnic Institute (MPI) Grant is for assisting local students with financial difficulties to pursue higher education at MPI. MPI students can apply if they: are holders of a valid Macao permanent resident identity card; have an average monthly income per capita in the same household not exceeding the established income level (Specific amounts will be announced in the “Important Items to Note” on the Notice of MPI Grant Application each academic year); have not obtained an equivalent or higher degree of the same major. Students should send their applications to the Welfare and Recreation Department within the deadline.

For details of MPI Scholarships and Grants, please refer to the relevant MPI webpage (Student > Scholarships/Grants).
Services and Facilities

Libraries

The use of libraries is a vital part of student education. Students should learn where to find information and how to utilise it. Once these skills have been mastered information can be used effectively in both academic research and for lifelong learning tasks. Efforts are required of students to master the skills of using bibliographies, catalogues, online resources and other tools.

The MPI Library has substantial resources which include monographs, journals, course materials, theses, audio-visual and reference materials. In addition to printed resources, students and staff can remotely access electronic resources while at home or in the office. The MPI Library provides access to numerous electronic resources ranging from full-text e-databases, e-journals, e-dissertations, e-news, e-books and reference resources to supplementary readings.

To strengthen students’ skills in using printed and electronic tools, the MPI Library has prepared a booklet guiding students through the library building and facilities. It also shows students how to conduct a literature search and how to interpret the retrievals. In addition, the MPI Library regularly organizes orientations and training sessions throughout the year.

Main Library

Address: 2nd Floor, Wui Chi Building, Macao Polytechnic Institute, Rua de Luis Gonzaga Gomes, Macau
Tel: (853) 8599 6241/6708; Fax: (853) 2870 2076; E-mail: library@ipm.edu.mo
Website: http://library.ipm.edu.mo
Opening Hours: Monday through Friday 09:00 - 22:00; Saturday & Sunday 12:00 - 20:00; Closed on public holidays. (Details of the opening hours during the semester breaks are announced in advance on the Library homepage and posted at the entrance to the Library.)

Lam Kan Special Collection

Address: 2nd Floor, Chi Un Building, Macao Polytechnic Institute, Rua de Luis Gonzaga Gomes, Macao
Tel: (853) 8599-6245; Fax: (853) 2870-2076; E-mail: library@ipm.edu.mo;
Website: http://library.ipm.edu.mo
Opening hours: Monday through Friday 09:00-13:00, 14:30-17:30; Closed on Saturday and Sunday and public holidays.

Gaming Teaching and Research Centre (GTRC) Library
Address: Edif. King Light Garden, Rua de Chiu Chau, No. 48-52, Taipa
Tel: (853) 8893-6175; Fax: (853) 2883-6216; E-mail: library@gtrc.ipm.edu.mo;
Website: http://gtrc.ipm.edu.mo
Opening hours: Monday through Friday 09:00-21:00; Closed on Saturday and Sunday and public holidays. (Details of the opening hours during the semester breaks are announced in advance on the Library homepage and posted at the entrance to the Library.)

Counseling
Students may encounter pressures or problems in their studies and/or personal life, such as in their interpersonal relationships, personal development and mental health. The Welfare and Recreation Department offers counseling services to students. Counselors have face-to-face meetings with individual students. All information will be kept in strict confidence. For details of the counseling service, please contact the counselors of the Welfare and Recreation Department (Email: priscillalai@ipm.edu.mo/thomasho@ipm.edu.mo; Tel: 8599 6139 / 8599 6141).

Support to Disabled Students
The quality of learning opportunities is managed to enable the entitlements of disabled students to be met.

- All staff of MPI have the responsibility to support students with disabilities.
- Policy for Students with Disability is formulated to support learning opportunities of students with disabilities.
- In order to provide support to students with disabilities, barrier-free access to campus locations is available. Classrooms on the ground floor and convenient parking lots are allocated to students with disabilities. MPI also assists financially-challenged students with disabilities by offering an MPI grant each academic year.
- The Welfare and Recreation Department has disability advisor to provide
specific support to students with disabilities.
- To improve disability support services and to make the necessary special arrangements in advance, a special section for disability declaration will be included in the MPI Application Form.
- Applicants to MPI and existing students are given the option to disclose a disability. This information is used by the disability advisor to offer advice and support.
- MPI is committed to treating students with disabilities equally, and the Welfare and Recreation Department has the role of ensuring equality of opportunity for students with disabilities in all aspects of their learning while enrolled in MPI.

**Career Development**

MPI holds its “Careers Day” each year and invites various industries and organisations to a careers fair to provide information about job vacancies. Events during the “Careers Day” include career talks which are presented by professionals who will cover topics such as techniques and points for attention when applying for jobs. The Student Affairs Office also organizes ad hoc employment activities such as mock interviews and recruitment schemes presented by individual companies. MPI also makes use of the Internet as a platform for job advertisement postings. For details, please refer to the MPI website (Student > General Information for Students > Job Opportunities). Should students have any enquiries concerning career planning, job applications and employment, please contact the Team for Furthering Studies, Career Counseling and Student Exchange Affairs in the Student Affairs Office. (dae@ipm.edu.mo, phone: 8599 6625/6463).

**Student Assistants**

In order to provide an opportunity for students to gain internship and working experience, the Welfare and Recreation Department is responsible for recruiting student assistants. Students are paid an hourly wage to handle a variety of administrative work within MPI.

Student assistants have to be MPI full-time students and holders of valid Macao identity documents. If an applicant’s parents are receiving family subsidies from the government, the student’s annual income has to be lower than 600 points on the salary index. Applications may be submitted to the Welfare and Recreation Department
during office hours.

Required documents: an application form (available on the website or at the Welfare and Recreation Department), an M/2 (Professional Tax) form, a bank transfer/remittance authorization form, a copy of the bank passbook (page with the information of the account holder), a recent photo, two copies of identity card, and a copy of student card.

Applications and Collection of Various Documents
For their convenience students can submit an online application for various documents including Active/Registration Certificates, Active/Registration Certificates (with class schedule), Course Attendance Certificates, Transcripts, Student Card Replacements, Declarations of Examination Attendance, Declarations of Deferred Study, Declarations of Withdrawal, Declarations of Class Attendance, Study Plans, Course Outlines, Declarations of Address, Declarations of Behavioural Record and Declarations of Scholarships.

There are established formats and contents for the above-mentioned documents. If students should require other such documents, they must complete the relevant application forms and draft the contents. Such applications will need to be approved and no postal services will be provided. Students must produce their valid identity documents (Identity cards, Student ID cards, etc) in order to collect the documents in person from the Registry or the Student Affairs Office. Students may authorize another person to collect them on their behalf. Documents to be submitted:

- Authorization Letter (with the student’s endorsement, the letter includes information about the student and the authorized person: name, identity card numbers, contact information, type of document);
- Copies of the student’s and authorized person’s identity (ID cards or student cards).

MPI will dispose of any uncollected documents at the end of each semester.

Accident Insurance (Group)

In order to ensure that MPI students are adequately insured during classes, in the Institute’s hostel or when participating in School activities, the Institute has purchased “Group Personal Accident Insurance” on their behalf. Students who suffer an injury during classes, in the Institute’s hostels or when participating in School activities,
should approach the Welfare and Recreation Department during office hours (within one month) to apply for insurance compensation. Please kindly be reminded that the injured person should present evidence of injury (e.g. document issued by the doctor) with the application. Application forms can be obtained from the Welfare and Recreation Department or may be downloaded from the MPI website (Student's Corner > General Information for Students > Forms to Download).

Documents required:
- A completed insurance application form;
- An ID copy;
- A student ID copy;
- Written medical proof and the original copy of treatment (issued by hospital or clinic);
- Class timetable or schedule of competition and activities;
- Declaration(s) of any witness(es) to the accident (original/s);
- Proof of recovery issued by hospital or clinic (original).

The main coverage and clauses included under the 'Group Personal Accident Insurance' are as follows:
- Bodily injuries sustained by students during classes / School activities in Macao;
- Bodily injuries sustained by students during usual travel to and from the School, usual travel means one hour prior to/after the lecture / session time;
- Injuries sustained by students driving motor vehicles to / from classes / School activities in Macao;
- Bodily injuries sustained by students outside Macao while participating in School organized activities (e.g. participating in classes / competitions / exchange programmes / visits);
- Bodily injuries sustained by students (School of Physical Education and Sports) while participating in competitions. Medical insurance compensation for students of School of Physical Education and Sports is higher than that of other students;
- Medical treatment outside of Macao is covered (in emergencies for injuries sustained outside of Macao only);
- Students studying on higher diploma / bachelor degree programmes and in
the Seniors Academy are insured;
– The age limit for students studying in the higher diploma / bachelor degree programme is 60 years, whilst that for the Seniors Academy is 86 years.

The main coverage and clauses for students' staying in the Institute's hostel are as follows:
– Bodily injuries sustained by students during their participating in activities / staying in the Institute’s hostel;
– Bodily injuries sustained by students during usual travel to and from the Institute’s hostel.

**Student Lockers**

Starting from the date of locker registration to the end of the programme of study, students studying on higher diploma or bachelor degree programmes can apply for use of one of the student lockers located at the Institute’s main campus.

**Locker Using Registration / Application**

Students must apply for a student locker within the specified application period (the beginning of each academic year or refer to the ‘News for Students’ section on the MPI website). Applications can be made via the “Student Information Web (SIWeb)”. Login and access the “Student Locker Use Application”. A locker number will be randomly drawn. Changes and reapplications are not possible once a locker number has been generated. The registered locker number can be checked by accessing the SIWeb.

**Regulations Governing the Use of Student Lockers**

Students are responsible for familiarizing themselves with the regulations governing the use of student lockers and to abide by them. Any violation of the locker regulations by users may result in termination of the violator’s right to use of lockers or to apply for such usage. Students continuing to study on a bachelor degree programme after graduating with a higher diploma are required to submit a fresh application for a locker. Due to the limited number of student lockers, each student can only apply for one locker, which is allocated on a first-come-first-served basis.
Lost & Found

All lost items found in the Institute will be stored at the Welfare and Recreation Department (SASR). A Lost and Found Notice will be issued by SASR every six months. To claim a lost item please come to the SASR (ground floor left hand side of the MPI Multisport Pavilion). After the due date, all items that are not claimed will be either destroyed or donated.

Student Communication Mechanisms

Dialogue Meetings

Two dialogue meetings, (one between students, all Schools, and the Management Board, and one between students and administrative staff) are held once every semester to listen to students’ opinions and suggestions about teaching affairs and administrative management.

Satisfaction Survey

MPI collects opinions and suggestions from students, academic and administrative staff by means of survey questionnaires at the end of every year. The aim of this survey is to evaluate the degree of satisfaction about teaching, administration service, campus bookstore and restaurants to enhance services and management in all areas.

Handling Students’ Complaints

The Registry welcomes all students’ comments, suggestions and enquiries through letter or e-mail. All comments and suggestions will be very important to the continuous improvement of the facilities, regulations and services in the areas of student affairs of the Institute.

Please send comments and suggestions to: Registry, Room A101, Macao Polytechnic Institute, Rua de Luís Gonzaga Gomes, Macao SAR, China. Or email to registry@ipm.edu.mo.

“Suggestions and Complaints Form” can be obtained on MPI website (Student > Suggestions and Complaints).

Performance Pledge

The administrative units provide a performance pledge service to offer high
quality and effective services. For details please refer to the MPI website (About MPI > Performance Pledge).

**Classrooms and Computer Laboratories**

Classrooms and computer laboratories are open to students. Planned teaching activities have priority in use of the abovementioned rooms. The opening hours and usage status of lecture theatres, language laboratories, multimedia laboratories, studios and other special function rooms are announced by the relevant Schools / units.

Students can refer to http://cvms.ipm.edu.mo for classroom arrangements. Classrooms are for the purposes of teaching, examination or assessment, teaching, counseling, revision, academic discussion, research and work meetings only.

Opening hours of classrooms (for exact dates, please refer to the published academic calendar):

<table>
<thead>
<tr>
<th>Period</th>
<th>Weekdays</th>
<th>Time</th>
<th>Applicable classrooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Campus</td>
<td>Classes</td>
<td>Mon. to Sat.</td>
<td>08:30–24:00</td>
</tr>
<tr>
<td></td>
<td>Classes</td>
<td>Sun</td>
<td>08:30–24:00</td>
</tr>
<tr>
<td></td>
<td>3 days before and after examination</td>
<td>Closed for examination preparations</td>
<td>Classrooms have been arranged for examination</td>
</tr>
<tr>
<td></td>
<td>Examination</td>
<td>Closed for examinations</td>
<td>Classrooms have been arranged for examination</td>
</tr>
<tr>
<td></td>
<td>Christmas, New Year, Lunar New Year, Easter, Summer holidays and other public holidays</td>
<td>Mon. to Sun</td>
<td>08:30–24:00</td>
</tr>
</tbody>
</table>

* Classrooms on the ground floor of A Wing of the Main Campus will be open

**Opening Hours of the Computer Laboratory at A213 Chi Un Building:**

<table>
<thead>
<tr>
<th>Period</th>
<th>Weekdays</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes and Examination</td>
<td>Mon. to Sun.</td>
<td>24 hours except for prior arrangement</td>
</tr>
<tr>
<td>Christmas, New Year, Lunar New Year, Easter, Summer holidays and other public holidays</td>
<td>Mon. to Sun</td>
<td>10:00–22:00</td>
</tr>
</tbody>
</table>

**Regulations for Use of Classrooms**

Students can browse the Regulations for Use of Classrooms at the MPI website (Student > Regulations and Guidelines > Regulations for Use of Classrooms).

For assistance or enquiries concerning the use of classrooms, please contact the
General Services Office at 8599 6202 or 8599 6189. For enquiries about the School of Arts at Sing Hoi campus, please call 2893 3804 for assistance.

Motorcycle Parking Lots for Students

The students’ motorcycle parking lots are located on the pathway between the MPI Chi Un Building A and the PLA Garrison Building (accommodating about 200 motorcycles) and the underground parking lot of Meng Tak Building (accommodating 80 motorcycles). Opening hours of parking are 07:30~23:50 and vehicles are parked on a first come, first served and free of charge basis.

Registration

Students with valid student cards should complete the “Registration Form for Using Motorcycle Parking Lots for Students”. After verification by the Central Services Office, students may use the parking lots. The registration form can be downloaded at ‘Students Corner’ and ‘Central Services Office’ on the MPI website. Students can also obtain and submit the registration forms at (i) Security Room at Wui Chi Building; (ii) Reception at Administration Building; (iii) Reception at MPI Pavilion; (iv) Security Room at Meng Tak Building.

Regulations for the Management of Students’ Motorcycle Parking Lots

Students can browse the Regulations for the Management of Students’ Motorcycle Parking Lots at the MPI website (Student > Regulations and Guidelines > Regulations for the Management of Students’ Motorcycle Parking Lots).

Venues at Headquarters

Venues on the Main Campus that are available for rental include: Auditorium in Chi Un Building, Lam Kan Special Collection, Exhibition Gallery, Lecture Theatres in Wui Chi Building, Multi-Sport Pavilion, Sports Court and the Biomechanics Laboratory, among others. The MPI Student Union and its affiliated associations can apply to use the above venues. For details of these venues, please refer to the ‘Facilities’section on the MPI website.
Canteens

There are two canteens in MPI, Meng Tak Canteen and Wui Chi Canteen. Food such as Chinese lunch / dinner sets, fried noodles, congee, bread, cakes, coffee etc are provided for students and staff. There is a cake shop inside the Starlight Bookstore, to provide convenience foods and drinks. Students are welcome to offer their suggestions concerning the canteens. Please contact the MPI Canteen Affair Work Group (Email: sasr@ipm.edu.mo; Tel. 8599 6613).

Bookstore

Starlight Bookstore MPI Branch provides sales of various kinds of books, magazines, stationery, souvenirs etc to all students, staff and the public.

Address: Rua Luis Gonzaga Gomes, Macao
Tel: (853)8599-3110; Fax: (853)2870-6003; Website: http://www.skbooks.com.mo/
Opening hours: Monday through Friday 09:00-21:00; Saturday and Sunday 11:00-20:00 Closed on mandatory holidays.

Photo-copying Service

MPI provides self-service photo-copying service at the following locations:

Main Library

Address: 2nd Floor, Wui Chi Building, Macao Polytechnic Institute, Rua de Luis Gonzaga Gomes, Macau.
Tel: (853) 8599-6241 / 6708; Fax: (853) 2870-2076; E-mail: library@ipm.edu.mo
Website: http://library.ipm.edu.mo
Opening Hours: Monday through Friday 09:00 - 22:00; Saturday & Sunday 12:00 - 20:00; Closed on public holidays. (Details of the opening hours during the semester breaks are announced in advance on the Library homepage and posted at the entrance to the Library.)

Ricoh Document Service Centre

Address: Rua Luis Gonzaga Gomes, Macao
Tel: (853)2870-3082
Opening hours: Monday through Friday 09:30-18:30.
Hostels

MPI hostels are for non-local students. The Student Affairs and Central Services Offices are responsible for issues relating to hostels. Daily running, warden management, cleaning and/or security services are provided by the management company authorized by MPI.

Meng Tak Hostel

Hostels are located from the 11th to 16th floors of the Meng Tak Building. Two students share one room. Modernized facilities have been installed including electronic access control, broadcasting, CCTV and a fire protection system. Students access the hostels with the use of IC cards. Electricity bills and laundry fees are settled with Macao Pass. There are shared space, pantry and laundry rooms on every floor. Wifi service is available in every room.

The Warden’s Offices are on the 11th and 16th Floors.
Warden Hotline: 8599 3700; Mobile: 6286 6451

Nan Ngon Hostel

This hostel is situated on the 2nd floor of Nan Ngon Garden. There are separate rooms for males and females respectively. Two students share one room. The facilities are equivalent to those at Meng Tak Hostel. There are also activity rooms, shared pantry, laundry room and an outdoor badminton court.

Warden Hotline: 2872 2602; Mobile: 6227 6597
Security Hotline for boys’ area: 2875 2765
Security Hotline for girls’ area: 2875 2766

Nam Fong Hostel

Adjacent to MPI there is the Nan Fong Hostel. Two-room, three-room and four-room apartments are equipped with furniture, TV sets, telephones, Wifi service, refrigerators, washing machines, water heaters, air conditioners, cooking stoves etc. Again, two students share one room.

The Warden’s Office is located in Room R, 11th Floor.
Warden Hotline: 2870 5582; Mobile 6220 8832

Regulations Governing Hostel Management

The establishment of these regulations is to govern the management of hostels, so
as to maintain an appropriate living and studying environment. Hostel students are responsible for familiarizing themselves with the regulations and for complying with them. Regarding the disciplinary rules for violation of these regulations, a Marking Scheme is in force in every hostel, details are as follows:

- Students with 10 marks deducted before the end of the school year, their application for next school year’s hostel places will be placed on the waiting list and MPI retains the right to order the respective student boarders to move out within a specified period.
- Students with 11 to 20 marks deducted before the end of the school year, their application for next school year’s hostel places will not be considered and MPI retains the right to order the respective student boarders to move out within a specified period.
- Students with more than 20 marks deducted before the end of the school year, their application for hostel places within any school year will not be considered and MPI retains the right to order the respective student boarders to move out within a specified period.

In all the above cases, the Institute shall have the right to evict the violator from the hostel within a specified deadline. For details of the hostel regulations, please refer to the Institute’s website (Student > Services to Students > Student Hostel > Regulations Governing Hostel Management).

Dealing with Hostel Emergencies

Regarding emergencies in the hostel, hostel students should contact the wardens or call 999 immediately. The appropriate Institute department will do the necessary follow-up according to internal work instructions. Evacuation route maps are provided in all hostels. Hostel students should pay attention to the locations of fire escapes so as to evacuate quickly in case of fire.

Hostel Life

MPI holds various activities to enrich leisure time, enhance interpersonal exchanges and cultivate the team spirit of hostel students. Such activities include “Hostel Students Sports Competition”, “Hostel Students Party”, “Mid-Autumn Festival Gathering”, “Spring Festival Gathering” etc. Counselors are also on hand to discuss any personal problems. For details of hostel activities please contact the Welfare and
Recreation Department (Email: sasr@ipm.edu.mo, Tel: 8599 6464).

**Campus Equipment/Facilities Repairing Works**

If students find any damage of the equipment/facilities in campus, students can request for repairing services in the following ways:

- Within Campus: Log in our Intranet SRMS:
  
  https://webapps.ipm.edu.mo/srms/eng/main.htm
  
  or contact Construction and Procurement Office / Central Services Office / Computer Service Center, or report to the staff of relevant school;

- Hostel: Contact designated wardens;

- 24-Hours hotline for support (security): 85996189
Student and Alumni Associations

MPI Student Union

The Macao Polytechnic Institute Student Union was established on 5 August 1993. It is an entity representing all the Institute’s students. The Student Union consists of 15 subsidiaries, its mission being to protect the interests and welfare of students. It also takes on the roles of uniting all students, cultivating their team spirit and sense of responsibility, as well as acting as a bridge between the Institute, the Education Bureau and social organisations. The Student Union organizes many extra-curricular activities to enrich student campus life.

For more information about the Student Union, please refer to its website (http://aeipm.ipm.edu.mo) or Facebook (www.facebook.com/aeipm).

Subsidiaries of the Student Union include:

- ESA Student Union
- ESCE Student Union
- ESS Student Union
- ESLT Student Union
- ESEFD Student Union
- ESAP Student Union
- Senior’s Academy Student Union
- Sports Union
- Social Work Student Union
- Mainland Student Union
- Drama Club
- Music Society
- M2 Club (Hip-Hop)
- Putonghua Debating Team
- Cantonese Debating Team

Office: Room 202, 2F, MPI Meng Tak Building; Tel: 8599 3118; Fax: 2851 5031; Email: aeipm@ipm.edu.mo; Website: http://aeipm.ipm.edu.mo
MPI Alumni Association

For many ex-students their days in MPI are unforgettable, many strong friendships being built. The MPI Alumni Association, a non-profit making organisation, was established on 28 April, 1999 and includes as its members MPI graduates from different majors. Mission of MPI Alumni Association:

- To strengthen and enhance liaison between alumni and MPI so as to promote the Institute’s development and to love the country, Macao and each other.
- To liaise between alumni and promote friendship.
- To hold meaningful academic or exchange activities to enhance members’ well-being, as well as to enable alumni to serve and participate in the community.

Updated alumni information, organisation chart and annual activity plan can all be found on MPI Alumni Association’s website (http://www.ipm.edu.mo/aaaipm). Furthermore, MPI Alumni Association has set up a group on Facebook (www.facebook.com/aaaipm) where members are free to share their latest news with one another. Members can register for and enrol on activities online through website or Facebook. All MPI alumni and graduating students are welcome to join.
Notes for Non-Local Students

Notes for Mainland Students

According to the regulations of China’s and Macao’s immigration authorities, students need to hold a valid entry-pass and visa (Generally referred to as a ‘D Visa’) in order to enter Macao. Students who first apply for the entry-pass must submit their application to the Immigration Management Department in their province, city or self-administrative region. The management department of the Macao Immigration Service will allow a maximum stay of 90 days to students who first enter Macao with a valid D Visa (meaning that students can remain in Macao without leaving for 90 days).

The Registry assists new students (Year One Students) to apply for the “Special Stay Permit” (normally valid for one year). In the second and subsequent years students must apply for this permit themselves. Whilst holding the “Hong Kong and Macao Travel Pass” together with a valid student visa students can travel freely between Macao and the mainland.

In case of damage or loss of the “Hong Kong and Macao Travel Pass” or expiry of the “Student Visa”, students need to apply for an Active/Registration Certificate at the China Travel Service (Macao) Limited or the immigration management offices at Zhuhai Immigration Office (Guangdong Province) or place of origin/domicile. Students must re-apply for the “Special Stay Permit” every time after a renewal of the “Hong Kong and Macao Travel Pass”. Students must settle the fees relating to the renewal of the “Hong Kong and Macao Travel Pass”, but may apply to have the application fees of the “Special Stay Permit” waived.

For details concerning applications for the “Special Stay Permit”, please refer to the website of the Immigration Affairs Department of the Public Security Police Force: http://www.fsm.gov.mo/psp/cht/psp_top5_4_1.html.

Medical Insurance

There are one public and two private hospitals in Macao. These are Centro Hospitalar Conde de Sao Januaria, CHCSJ, Kiang Wu Hospital and the University Hospital. Non-local people have to pay for services in these hospitals. Non-local students need to buy insurance for out-patient services and hospitalization and should pay the annual insurance premium before the start of the academic year. The insurance only covers a fixed amount incurred from out-patient services and hospitalization in the Centro Hospitalar Conde de Sao Januario, CHCSJ and Kiang Wu Hospital.
Out-Patient Services
- A maximum of 15 visits per year;
- A maximum claim of MOP200 per visit;
- Maximum claim/s of MOP1,000 per year arising from diagnostic X-ray and laboratory charges.

Hospitalization
- For each disease, a maximum compensation of 30 days;
- Maximum compensation of MOP100/day for physician fee (maximum 30 days);
- Maximum compensation of MOP1,000/case for physician fee by specialists;
- Maximum compensation for each disease: complex surgery MOP10,000, anesthetist fee MOP3,000, fee for operation room MOP3,000;
- Maximum compensation for each disease: major surgery MOP7,500, anesthetist fee MOP2,250, fee for operation room MOP2,250;
- Maximum compensation for each disease: medium-sized surgery MOP5,000, anesthetist fee MOP1,500, fee for operation room MOP1,500;
- Maximum compensation for each disease: minor surgery MOP2,250, anesthetist fee MOP750, fee for operation room MOP750;
- Worldwide emergency assistance: emergency escort and repatriation of body in case of death.

Remarks (The following situations are excluded from the scope of insurance):
- Pre-existing diseases; mental illness and mental disorder treatment; any congenital disease; pregnancy and delivery; damage or injury caused by participating in professional athletic sports, including water sports, winter sports, racing, potholing, rock climbing, parachuting, bungy jumping and martial arts competitions; damage or injury caused by participating in illegal activities; any expenses incurred from the use of unauthorized services; wars, strikes, riots or military service; damage or injury caused by nuclear reaction. For details, please refer to the insurance document of the insurance company.
- Pre-existing injuries: regular body check-up and purely recuperative treatment; pregnancy, delivery, abortion or any disease caused by pregnancy, and sterilizations; any congenital diseases, venereal diseases and their sequel,
all mental illness and mental disorder treatments; any dental treatment; any treatment arising from alcohol or drug abuse; any plastic surgery; injuries caused by participating in illegal activities, attack or fighting; wars, riots or military service; Acquired Immune Deficiency Syndrome and its associated symptoms.

- Pre-existing diseases; wars, riots, strikes and military service; dental and glasses; pregnancy; congenital disabilities.
Student Life

Orientation
At the beginning of every new academic year a series of orientation activities is held to welcome and orient MPI newcomers and to develop peer relationships and their sense of belonging to their School. The orientation activities included the Opening Ceremony for the new academic year, the Orientation Day, the General Guide for Freshmen Seminars, and campus location game, career planning seminars, campus tour, etc. For details of the orientation activities please refer to the relevant MPI webpage for news announcement, or students can inquire at the Student Affairs Office (email: dae@ipm.edu.mo; tel: 8599 6486).

Graduation Ceremony
MPI holds its graduation ceremony every year to witness the graduates’ achievements and award outstanding students. With the presence of the Macao SAR Chief Executive and officiating guests in the community, all graduates are awarded their graduation certificate.

Student Exchange Programmes
The Institute currently has some student exchange programmes with universities in mainland China, Taiwan and Portugal. Students wishing to participate in these exchange programmes should approach the relevant School office or the Student Affairs Office (tel: 8599 6625; email: dae@ipm.edu.mo).

Institute Sports Teams
The MPI Dragon Boat Team is a student sports team. It has participated in local and overseas dragon boat competitions, and won several prizes. The Dragon Boat sport is a traditional Chinese sport which requires special techniques, physical energy, team spirit and cooperation. All students are welcome to join. For details of the Dragon Boat Team, please refer to the MPI website (Student > Students Activities > Dragon Boat Team), or contact the Welfare and Recreation Department (Email: sasr@ipm.edu.mo; Tel: 8599 6220/6613).

The Student Union Sports Association forms sports teams to take part in the Macao Tertiary Students Sports Meet and other competitions each year. Sports teams include football, athletics, badminton, ping-pong, basketball, volleyball, swimming,
tennis, fencing, snooker etc. Interested students can make enquiries for more information at the Student Union Sports Association (email: aeipm@ipm.edu.mo; tel: 8599 3118).

At present, MPI has four Debating Teams: the Cantonese Team, the Putonghua Team, the English Team and the Portuguese Team. For details of the Cantonese and Putonghua Teams, students can contact the Student Union. (tel: MPI Student Union Website > Contact Us > Putonghua Debating Team / Cantonese Debating Team). For details of the Portuguese and English Teams, students can contact Student Affairs Office (Tel.: 8599 6625 / 6486; email: dae@ipm.edu.mo), or refer to MPI website (Student > Students Activities > Debating / Speech Team).
## Contacts

### Schools

<table>
<thead>
<tr>
<th>School</th>
<th>Telephone Number</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>School of Arts</td>
<td>85996851</td>
<td><a href="mailto:esa@ipm.edu.mo">esa@ipm.edu.mo</a></td>
</tr>
<tr>
<td>School of Business</td>
<td>85993304</td>
<td><a href="mailto:esce@ipm.edu.mo">esce@ipm.edu.mo</a></td>
</tr>
<tr>
<td>School of Health Sciences</td>
<td>85993454</td>
<td><a href="mailto:ess@ipm.edu.mo">ess@ipm.edu.mo</a></td>
</tr>
<tr>
<td>School of Languages and Translation</td>
<td>85996533</td>
<td><a href="mailto:eslt@ipm.edu.mo">eslt@ipm.edu.mo</a></td>
</tr>
<tr>
<td>School of Physical Education and Sports</td>
<td>85996827</td>
<td><a href="mailto:esefd@ipm.edu.mo">esefd@ipm.edu.mo</a></td>
</tr>
<tr>
<td>School of Public Administration</td>
<td>85993278</td>
<td><a href="mailto:esap@ipm.edu.mo">esap@ipm.edu.mo</a></td>
</tr>
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</table>

### Research / Training Centres

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<thead>
<tr>
<th>Research/Training Centre</th>
<th>Telephone Number</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centre of Sino-Western Cultural Studies</td>
<td>83998688</td>
<td><a href="mailto:cecso@ipm.edu.mo">cecso@ipm.edu.mo</a></td>
</tr>
<tr>
<td>Language and Culture Research Centre of Macao</td>
<td>87950802 87950803</td>
<td><a href="mailto:celc@ipm.edu.mo">celc@ipm.edu.mo</a></td>
</tr>
<tr>
<td>One Country Two Systems Research Centre</td>
<td>83998712</td>
<td><a href="mailto:ceupds@ipm.edu.mo">ceupds@ipm.edu.mo</a></td>
</tr>
<tr>
<td>Social, Economic and Public Policy Research Centre</td>
<td>83998630</td>
<td><a href="mailto:cepes@ipm.edu.mo">cepes@ipm.edu.mo</a></td>
</tr>
<tr>
<td>Centre of Continuing Education and Special Projects</td>
<td>28317485</td>
<td><a href="mailto:cfcpe@ipm.edu.mo">cfcpe@ipm.edu.mo</a></td>
</tr>
<tr>
<td>Gaming Teaching and Research Centre</td>
<td>28839648</td>
<td><a href="mailto:info@gtrc.ipm.edu.mo">info@gtrc.ipm.edu.mo</a></td>
</tr>
<tr>
<td>Language Training and Testing Centre</td>
<td>85996546</td>
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</tr>
<tr>
<td>MPI-Bell Centre of English Research Centre</td>
<td>85993162</td>
<td><a href="mailto:mpibell@ipm.edu.mo">mpibell@ipm.edu.mo</a></td>
</tr>
<tr>
<td>Seniors Academy</td>
<td>85996618</td>
<td><a href="mailto:acs@ipm.edu.mo">acs@ipm.edu.mo</a></td>
</tr>
<tr>
<td>Portuguese Language Teaching and Research Centre</td>
<td>83998677</td>
<td><a href="mailto:cpclp@ipm.edu.mo">cpclp@ipm.edu.mo</a></td>
</tr>
<tr>
<td>MPI-QMUL Information Systems Research Centre</td>
<td>85996432</td>
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### Administrative Units

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<tr>
<th>Unit</th>
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<th>E-mail</th>
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<tr>
<td>Academic Affairs Department</td>
<td>85996270</td>
<td><a href="mailto:saa@ipm.edu.mo">saa@ipm.edu.mo</a></td>
</tr>
<tr>
<td>- Registry</td>
<td>85996111</td>
<td><a href="mailto:registry@ipm.edu.mo">registry@ipm.edu.mo</a></td>
</tr>
<tr>
<td>- Student Affairs Office</td>
<td>85996203</td>
<td><a href="mailto:dae@ipm.edu.mo">dae@ipm.edu.mo</a></td>
</tr>
<tr>
<td>Computer Service Centre</td>
<td>85996252</td>
<td><a href="mailto:csc@ipm.edu.mo">csc@ipm.edu.mo</a></td>
</tr>
<tr>
<td>Finance Department</td>
<td>85996179</td>
<td><a href="mailto:bursary@ipm.edu.mo">bursary@ipm.edu.mo</a></td>
</tr>
<tr>
<td>- Finance Division</td>
<td>85996183</td>
<td><a href="mailto:gf@ipm.edu.mo">gf@ipm.edu.mo</a></td>
</tr>
<tr>
<td>- Treasury Division</td>
<td>85996130</td>
<td><a href="mailto:tes@ipm.edu.mo">tes@ipm.edu.mo</a></td>
</tr>
<tr>
<td>General Administration Department</td>
<td>85996161</td>
<td><a href="mailto:sag@ipm.edu.mo">sag@ipm.edu.mo</a></td>
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<tr>
<td>- Personnel Office</td>
<td>85996125</td>
<td><a href="mailto:personnel@ipm.edu.mo">personnel@ipm.edu.mo</a></td>
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<tr>
<td>- Construction and Procurement Office</td>
<td>85996123</td>
<td><a href="mailto:doa@ipm.edu.mo">doa@ipm.edu.mo</a></td>
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<tr>
<td>- Central Services Office</td>
<td>85996100</td>
<td><a href="mailto:daag@ipm.edu.mo">daag@ipm.edu.mo</a></td>
</tr>
<tr>
<td>Management Board Office</td>
<td>85996146</td>
<td><a href="mailto:daeg@ipm.edu.mo">daeg@ipm.edu.mo</a></td>
</tr>
<tr>
<td>Public Relations Office</td>
<td>85996132</td>
<td><a href="mailto:grp@ipm.edu.mo">grp@ipm.edu.mo</a></td>
</tr>
<tr>
<td>Technical and Scientific Committee Secretariat</td>
<td>85996333</td>
<td><a href="mailto:sctc@ipm.edu.mo">sctc@ipm.edu.mo</a></td>
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<tr>
<td>Welfare and Recreation Department</td>
<td>85996464</td>
<td><a href="mailto:sasr@ipm.edu.mo">sasr@ipm.edu.mo</a></td>
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### Libraries

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<td>Main Library</td>
<td>85996241</td>
<td><a href="mailto:library@ipm.edu.mo">library@ipm.edu.mo</a></td>
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<td>Lam Kan Special Collection</td>
<td>85996245</td>
<td><a href="mailto:library@ipm.edu.mo">library@ipm.edu.mo</a></td>
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<tr>
<td>Gaming Teaching and Research Centre Library</td>
<td>88936175</td>
<td><a href="mailto:library@gtrc.ipm.edu.mo">library@gtrc.ipm.edu.mo</a></td>
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</table>
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