

# **Notice to Non-Local Higher Education Institutions**

## **Conducting Courses in Macau**

(For reference only)

In accordance with the Macau Decree Law No. 41/99/M dated 16 August, non local higher education institutions intending to launch higher education programmes in Macau are stipulated to present their application to Tertiary Education Services Office. Documents necessary for application are as follows:

### **1. Concerning the non-local higher education institution**

- 1) Official document issued by the education authorities of the home country confirming that the applying non-local institution is a registered higher education institution in that country.
- 2) Official document issued by the education authorities of the home country approving the academic attainment of the programme launched in Macau and confirming the programme has the same quality and leads to the same academic qualifications as the one conducted in the original institution.
- 3) Articles of Association of the applying institution and relevant explanatory documents.
- 4) Financial Plan that guarantees payments sufficient for the longest duration of the course, in addition to two years operational expenditure.

### **2. Concerning the local coordinate institution**

- 1) Notarization of Establishment, Articles of Association in effect, Company Contract or other relevant explanatory documents of the coordinate institution in Macau.
- 2) Contact method of the local coordinate institution.

### **3. Concerning the programme application**

- 1) Explanation of corresponding degree / diploma / certificate awarded by the relevant programme.
- 2) Teaching plan (including programme objectives, admission requirements, duration, mode of study, starting date of functioning of the programme,), study plan (including titles of subjects, class hours, credits), course outline, assessment (including terms leading to the award of the degree / diploma / certificate), registration system, maximum number of students, teacher student ratio.
- 3) Lists of persons in charge of the course both in the applying institution and the

coordinate institution in Macau.

- 4) List of academic staff (including names, highest academic qualification, specialties, titles, subjects to teach and other relevant data).
- 5) Study plan of the original programme conducted in the applying institution identical to the one provided in Macau.
- 6) Indication of the teaching place and teaching facilities.

*Note:*

*1. Regulations for application of launching non-local higher education courses in Macau are subject to the Decree Law no. 41/99/M dated 16 August.*

*2. Except for the documents mentioned above, supplementary documents and data could be required by the Tertiary Education Services Office according to the 2<sup>nd</sup> section of the 5<sup>th</sup> article of the Decree Law no. 41/99/M dated 16 August.*

*2. Copy of document submitted must be stamped with an official seal by the authorities or institution issued, and declared to be identical with the original document.*