



POLICY ON ADMISSIONS

1. INTRODUCTION

- 1.1 The University of Saint Joseph (USJ) is committed to promoting and ensuring that its admissions abide by principles of inclusiveness, equity, transparency and quality. The University recognizes that applicants from different backgrounds and with different experiences enhance whole person education for everyone, and promote innovative cultural and academic insights to teaching, learning and research. This serves the institutional mission and vision statements which indicate that the University celebrates diversity, a multicultural community, international exchange and membership that draws from the local and international students. The University develops as an open and inclusive academic community made up of, and supporting, diverse ethnic, social and religious affiliations, welcoming students with varied needs and challenges, and committed to fostering a caring, ethical, responsible, economically, environmentally and socially sustainable society.
- 1.2 This policy describes the eligibility to apply for USJ programmes and courses. Additional requirement(s), such as prior qualifications, language proficiency and age, are subject to government approved study plans for respective programmes. Admission also depends on the resident and/or immigration status of the applicants, to conform to the Macau SAR law and related regulations. All admission requirements are set out with transparency. Guidance on documentation and procedures is freely available on the USJ website and its admissions department(s).

2. PRINCIPLES

- 2.1 The principle of INCLUSIVENESS encourages and welcomes all applicants. The University is against any forms of discrimination based on age, gender, ethnicity, cultural background, socio-economic status, religious affiliation, physical ability, or political persuasion. The University's admissions operate on diversity, inter-cultural dialogue, multiculturalism, due diligence in considering applications, and the match between the applicants and the programmes for which they are applying.
- 2.2 It is important to apply principles of EQUITY and TRANSPARENCY to the entire admissions procedure. The application and assessment process is conducted equitably, in accordance with policies and regulations that are fair and transparent, meeting the requirements of respective programmes and embracing the guiding principles of the University.
- 2.3 QUALITY serves the standard of the University. It ensures that the application, assessment and admission processes are dealt with efficiently and conducted with due speed, clarity, care, respect and responsiveness. Unsuccessful applicants have the right to know, on request, why their application and/or admissions have been declined.
- 2.4 All new, amended and existing practices and procedures ensure that inclusiveness, equity, transparency and quality of student recruitment and admission are maintained at all times.



3. PURPOSE

The purposes of this policy are:

- 3.1 To foster a shared understanding of the University's key principles for student recruitment and admission;
- 3.2 To provide the University with an effective mechanism for monitoring and enhancing the implementation of inclusiveness, equity, transparency and quality in the processes of student recruitment, assessment and admission.

4. SCOPE

- 4.1 This policy applies to applicants for award-bearing and non-award bearing programmes and courses, including programmes at the levels of pre-university, associate diploma, intensive/foundation course, bachelor, Master, doctor, postgraduate diploma and lifelong learning courses.
- 4.2 This policy does not apply to those bespoke training and service agreements for which different procedures apply in ensuring their own streamlined services.
- 4.3 This policy does not apply to the USJ Nursery (which is required to meet the requirements of the Macau SAR Social Welfare Bureau).

5. RATIONALE

The University is committed to:

- 5.1 ensuring that information on admissions is open, transparent and accessible to potential applicants;
- 5.2 fairness and transparency for all its applicants, regardless of gender, nationality, ethnicity, disability, age, marital status, pregnancy/maternity, religion, political persuasion, economic status or social conditions, provided that admission requirements are met and places are available;
- 5.3 ensuring that the application process is welcoming, clear, transparent, convenient, straightforward, fit for purpose, person-centred, responsive to applicants' questions, concerns and requests; and processed with due speed and care, involving the administrative offices and academic faculties;
- 5.4 regularly reviewing the University's relevant practices and procedures so that inclusiveness, transparency, quality and equity are maintained at all times.

6. ROLES AND RESPONSIBILITIES

6.1 The Executive Council is responsible for:

- Providing leadership on, and oversight of the policy and strategy, ensuring that the policy is implemented at all levels;
- Ensuring that the strategy and policy are communicated, internally and externally;



- Monitoring, reviewing, evaluating and continuously improving the policy and its implementation;
 - Providing guidance on the implementation of the policy to Deans/Heads of units, staff and students.
- 6.2 The Admissions Departments (e.g. in the Academic Affairs Office, the Public and Internal Relations Office, the Student Recruitment Office and the Lifelong Learning Office) are responsible for:
- Implementing the policy as part of their management and day-to-day work of student recruitment and admissions;
 - Reviewing existing documents and procedures in accordance with the admissions policy, and make consequent changes and updates, where appropriate;
 - Facilitating training and development initiatives at all levels of USJ, concerning principles and practices which concern the University's admissions policy.
- 6.3 The Deans/Programme Coordinators are responsible for:
- Implementing the policy as part of their management during student recruitment and admission assessment processes;
 - Reviewing existing documents and procedures at the Faculty and programme levels in accordance with the admissions policy, proposing consequent changes where appropriate, and communicating with admission departments with regard to such changes;
 - Ensuring that all staff and students act in accordance with the policy, providing necessary implementation, support and direction.
- 6.4 Each and every staff member at USJ is responsible for:
- Implementing the policy in their day-to-day work when dealing with applicants and potential applicants;
 - Ensuring that their work on admission embodies the policy and that they treat applicants with respect and dignity;
 - Notifying relevant Deans/Programme Coordinators/Heads of office of any concerns with regard to the implementation of the policy.

7. REFERENCE

This policy should be read in conjunction with: the University Policies and Regulations, the Admission Handbook, Equality and Diversity Policy; the Anti-discrimination and anti-harassment policy; the Staff Handbook; and Article 4 of Law No.10/2017 Higher Education Regime in which it states "the Government of the Macao SAR shall create equality of admission to higher education, without discrimination on grounds of nationality, descent, sex, race, language, religion, political or ideological beliefs, economic situation or social status." The list of related documents is annexed to the Policy.



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8. REVIEW

This policy takes effect from 30 April 2019 and is subject to ongoing review and amendment as appropriate. Amendments to this policy are made by the Executive Council in response to advice and recommendations from across the University.

Author: Executive Council

Approved by: Executive Council

Approval date: 30 April 2019

Operational commencement date: 30 April 2019

Version number: Policy on Admissions 001