澳 門 大 學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

持續進修中心
Centro de Educação Contínua
Centre for Continuing Education

# Certificate in IELTS Preparation

## Objectives

All of the four components (Writing, Speaking, Reading and Speaking) will be covered in full in this IELTS course. Essential techniques and skills will be taught so that students will understand the exam format in detail. A combination of theoretical knowledge and practice will allow students to gain a solid understanding of how to get a satisfactory score in the IELTS exam.

## Learning Outcomes

Certificate in IELTS Preparation (36 hours) is combination of Module 1: Writing and Speaking (18 hours) and Module 2: Reading and Listening (18 hours). After the end of this IELTS Preparation Course, students should be able to:

| Module1: Writing and Speaking | Module 2: Reading and Listening |
|---|---|
| - Use accurate grammar to form more complex structures<br>- Apply more advanced vocabulary<br>- Use a range of pronunciation features<br>- Paraphrase unfamiliar ideas<br>- Express and develop their ideas logically, cohesively, and coherently | - Recognise different types of questions<br>- Adopt different techniques accordingly<br>- Locate answers efficiently and accurately<br>- Understand more advanced vocabulary |

## Course Details

| Course / Module | Certificate in IELTS Preparation | Certificate in IELTS Preparation － Writing and Speaking |
|---|---|---|
| Course Schedule | 21/09/2024 - 09/11/2024, Sat and Sun, 10:00 - 13:00 | 21/09/2024 - 06/10/2024 Sat and Sun, 10:00 - 13:00 |
| Hours | 36 | 18 |
| Tuition fee | MOP5,400* *MOP4,320 after 20% discount | MOP2,700* *MOP2,160 after 20% discount |
| Target | For individuals who need to enhance their English language abilities or who intend to pursue further study abroad | |
| Seats | 40 | |
| Venue | University of Macau | |
| Instructing Language | English | |

- Application fee is MOP100 for each module (18 hours course). (If an applicant applies the certificate (36 hours course) in the application period, the fee is MOP 100 only.)
- Assessment(s) are arranged for each module.
- Certificate will be issued to those who attended 80% of each module and got passing grades (50) of each module.
- Attendance certificate will be issued to those who have attended 80% of the module.

＊ Those who are current UM students, UM alumni and Macao residents can enjoy 20% discount on tuition fee.

## Application Details

Only online application is accepted. "Certificate in IELTS Preparation" and "Certificate in IELTS Preparation - Writing and Speaking" are open for enrollment at the same time with 40 seats altogether for both courses. The seats are on a first-come-first-served basis. Application is closed once the seats are filled.

Applicant is suggested to complete the account registered and activated via CCE application system. Please find the attachment 1 about Online Application Procedures.

- Online application period: from 19 August 10:00am to 8 September 11:59pm

  Before application, applicant shall prepare the documents below. All documents are in the format of .pdf, .jpg, .png and the maximum file size is 20MB.

  - Macao resident: Copy of ID card

  - UM alumni: Copies of ID card AND UM alumni card

  - Current UM student: Copies of ID card AND UM student card

## Online application form can only be submitted via CCE application system after the account is registered and activated.

## Payment Information

| | |
|---|---|
| Payment Method | 1. By UnionPay / VISA / MASTER card (online payment available)<br>2. By other electronic payments<br>3. By cheque/cashier's order, payable to "University of Macau" |
| Address | The Centre for Continuing Education<br>Ground Floor, BOC Centennial Building, University of Macau, E3, Avenida da Universidade, Taipa, Macau |
| Office Hours | Mon to Fri 10:00-20:00; Sat 10:00-17:00; Sun 10:00-13:00<br>(Closed on Macao Public Holidays) |

## Notices

1. The fee is non-refundable once the course is commenced.
2. The Centre reserves the right to amend the course details and to commence either the certificate course or the module course .
3. The Centre reserves the right to postpone or cancel the course in case of insufficient enrolments. Please refer to the guidelines: https://cce.um.edu.mo/download/ .
4. If a student who is absent from class and applies for justifiable absence, he/she must provide valid reasons and supporting documents. Medical certificate is required for health reason. Student should submit the application form to the Centre within 10 days after the first day of class absence. Applications are subject to the approval of the Centre.
5. If a student applies for course withdrawal, please refer to the guidelines: https://cce.um.edu.mo/download/.

## Course Schedule

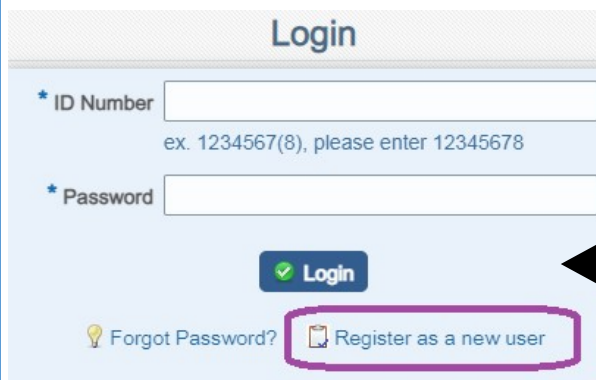| Lecture | Date (10:00 - 13:00) | Week | Certificate in IELTS Preparation (36 hours) | Certificate in IELTS Preparation — Writing and Speaking (18 hours) |
|---|---|---|---|---|
| 1 | 21/09/2024 | SAT | Writing and Speaking | |
| 2 | 22/09/2024 | SUN | Writing and Speaking | |
| 3 | 28/09/2024 | SAT | Writing and Speaking | |
| 4 | 29/09/2024 | SUN | Writing and Speaking | |
| 5 | 05/10/2024 | SAT | Writing and Speaking | |
| 6 | 06/10/2024 | SUN | Exam: Writing and Speaking | |
| 7 | 12/10/2024 | SAT | Reading and Listening | -- |
| 8 | 13/10/2024 | SUN | Reading and Listening | -- |
| 9 | 19/10/2024 | SAT | Reading and Listening | -- |
| 10 | 20/10/2024 | SUN | Reading and Listening | -- |
| 11 | 03/11/2024 | SUN | Reading and Listening | -- |
| 12 | 09/11/2024 | SAT | Exam: Reading and Listening | -- |

Online Application Procedures: Certificate in IELTS Preparation / Certificate in IELTS Preparation - Writing and Speaking

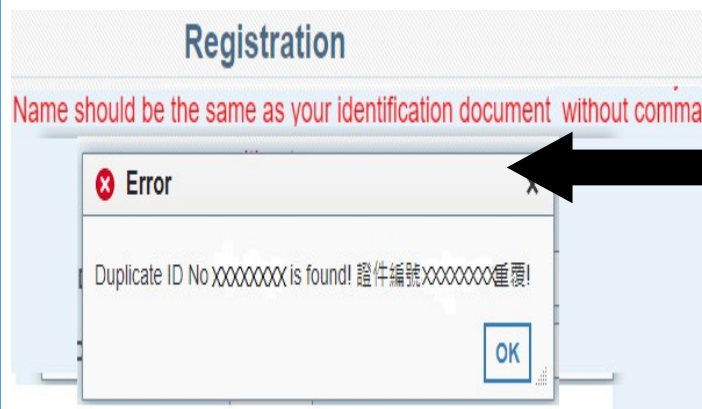## Step 1: Register and Activate Account Online (From 13 August)

Tips:
- Online application form can only be submitted via CCE application system after the account is registered and activated.
- In order to submit the online application form successfully via the system within the application period, applicant can review Step 2 before the online application which is started on 19 August.



1. Starting from 13 August, visit the Centre (below as "CCE") website (https://isw.um.edu.mo/ceas/faces/login) to enter the Login webpage during the registration period, click "Register as a new user" button to enter Registration webpage.
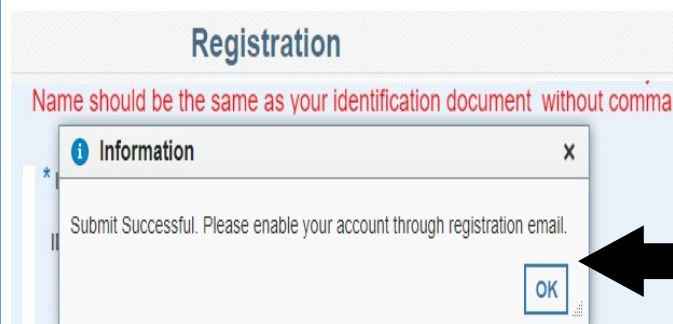
Recommend all applicants to input personal information in Registration webpage to test if the account is registered and activated. Online application form can only be submitted via CCE application system after the account is registered and activated.



1.1 Account is registered …

An error is popped up "Duplicate ID No XXXXXXXX is found!", meaning that the account has been registered.

Return back to Login webpage, input ID Number and Password to login to the system.



1.2 Account is not yet registered …

Follow the instruction to login to the registered email and open an email sent from CCE System Admin to activate the account.

Return back to Login webpage, input ID Number and Password to login to the system.

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# Online Application Procedures: Certificate in IELTS Preparation / Certificate in IELTS Preparation - Writing and Speaking

## Step 2: Online Application (from 19 August 10:00am to 8 September 11:59pm)

**Only online application is accepted.** 40 seats (certificate and module 1) are on a first-come-first-served basis. Application is closed once the seats are filled. Late application is not accepted.

1. Visit CCE website (https://isw.um.edu.mo/ceas/faces/login) within the application period, input ID Number and Password to click "Login" button to enter Course Enrollment webpage.

2. Select the course either *Certificate in IELTS Preparation* OR *Certificate in IELTS Preparation - Writing and Speaking* to enter Course Detail Information webpage, then click "Enroll" to enter Enrolled Course(s) webpage.

3. Click "Next" to enter Personal Information webpage

4. Complete textboxes and options marked with Asterisk (*), follow 4.1 and 4.2 for uploading the required documents, then click "Submit" to complete the form

4.1 Tips to upload document(s): Upload one after another

| ID card | UM student card / UM alumni card |
|---|---|
| i/ Select "Copy of I.D. Card" from the drop-downs menu of "More File(s)" | i/ Select "Others" from the drop-downs menu of "More File(s)" |
| ii/ click "Choose File" to select the document | |
| iii/ click the "Upload" button | |

All documents shall be .pdf, .jpg and .png; and the maximum file size is 20MB.

4.2 The webpage will show the relevant document(s) upon successful uploading.

5. The application screen will show this message upon successful submission of the form. CCE System Admin will send an email to the mailbox for confirmation.

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**Online Application Procedures: Certificate in IELTS Preparation / Certificate in IELTS Preparation - Writing and Speaking**
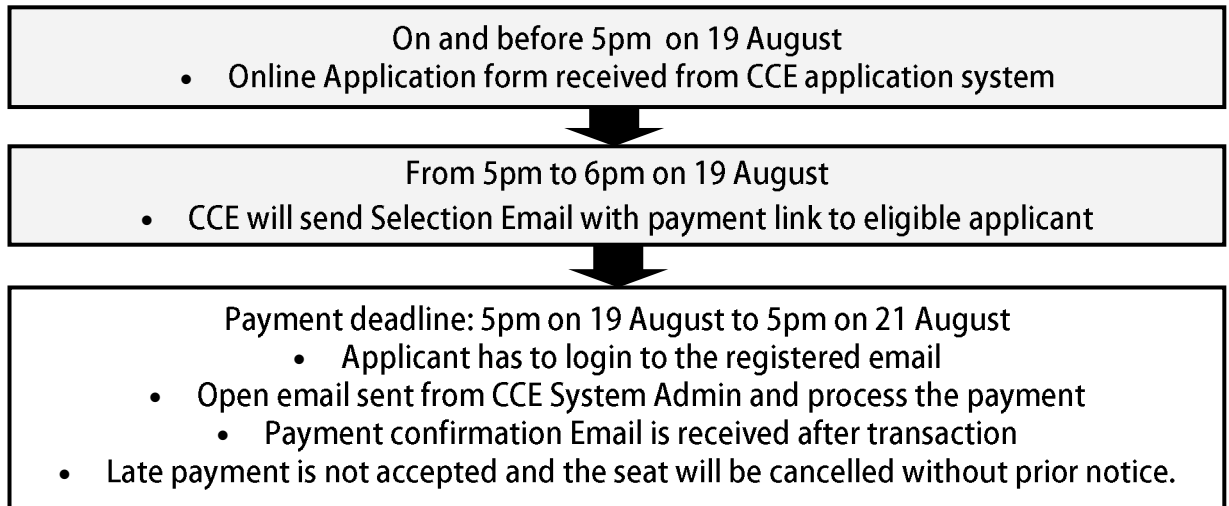
## Step 3: Admission and Payment

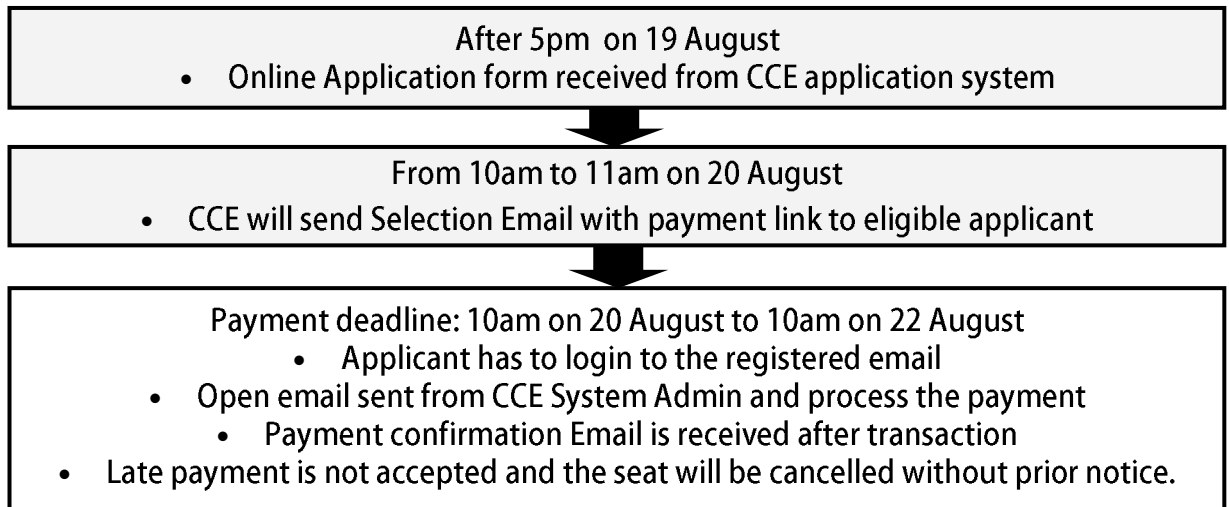Eligible applicant has to pay the fees within the payment deadline.

Late payment is not accepted and the seat will be cancelled without prior notice.

- As the seats are on a first-come and first-served basis, CCE will accept the form according to the sequence that the system received. Eligible applicants will be confirmed by email and SMS for payment. The fee has to be paid before the deadline, otherwise, the seats will be cancelled.

- After the payment deadline is gone, CCE will fill up the seats if there are still vacancies, according to the sequence. Eligible applicants will be confirmed by email and SMS for payment. The fee has to be paid before the deadline, otherwise, the seats will be cancelled.

- Eligible applicant is the one who enroll in the course. The seat cannot be transferred.

- CCE arranges two times a day (24 hours) to send payment links via email according to the forms received. Detailed arrangement and payment deadline are shown below. The application period is from 10am on 19 August to 11:59pm on 8 September. Applications received after 5pm on Fridays and during holidays will be processed by CCE in the order they were received on the first working day.

**Example 1:**

> On and before 5pm on 19 August
> - Online Application form received from CCE application system

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> From 5pm to 6pm on 19 August
> - CCE will send Selection Email with payment link to eligible applicant

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> Payment deadline: 5pm on 19 August to 5pm on 21 August
> - Applicant has to login to the registered email
> - Open email sent from CCE System Admin and process the payment
> - Payment confirmation Email is received after transaction
> - Late payment is not accepted and the seat will be cancelled without prior notice.

**Example 2:**

> After 5pm on 19 August
> - Online Application form received from CCE application system

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> From 10am to 11am on 20 August
> - CCE will send Selection Email with payment link to eligible applicant

↓

> Payment deadline: 10am on 20 August to 10am on 22 August
> - Applicant has to login to the registered email
> - Open email sent from CCE System Admin and process the payment
> - Payment confirmation Email is received after transaction
> - Late payment is not accepted and the seat will be cancelled without prior notice.

For enquires about the application procedures, kindly contact CCE at 8822 4545 or cce.enquiry@um.edu.mo