

# Continuing Education Institution Licenses

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Pursuant to [Decree-Law no. 38/93/M](#) “The Statute of Private Education Institutions” of 26 July, private education institutions (hereinafter referred to as “institution”) refer to private entities providing educational and teaching services in any mode of education. The “institutions” can be classified as profitable or non-profitable and enjoy autonomous management in teaching, administration and finance.

The institution shall comprise the licence holding entity, headmaster, teaching management department and administrative management department, and holding plural positions concurrently is allowed.

The headmaster is mainly responsible for leading and directing the teaching activities of the institution and coordinating the work of other management departments. The headmaster is required to have a tertiary education background or adequate qualification for engaging in teaching activities, which shall be in no circumstances lower than the qualification required for the highest education level offered by the institution, and must hold the position under full time employment.

The teaching management department is auxiliary to the headmaster, the head of which must have a tertiary degree or professional qualification in education, or adequate qualification for teaching the highest education level or stage offered by the institution. The head of the teaching management department shall not serve as a teacher or hold any position in any other educational institution.

The administrative management department is auxiliary to the headmaster and should be led by the headmaster, a teacher

appointed by the headmaster, or a staff member with a tertiary education background or a minimum of 11 grades of education and knowledge of accounting. The teaching faculty (tutors) are people engaged in teaching activities and are required to have a tertiary education background or/and professional skills corresponding to the subject they teach.

## Required documents and information

1. The application to operate the institution should be filed with the education administrative authority by submitting the completed [application form](#) indicating the Chinese and Portuguese names of the institution, types of education activities proposed to be offered and the number of students that the institution can accommodate. (The application form can be downloaded from the Education and Youth Development Bureau's (DSEDJ) website)
2. Applicants must submit the following documents:
  - 2.1 For natural person applicants:
    - 2.1.1 A copy of the identity document and the Certificate of No Criminal Conviction
    - 2.1.2 A statement of agency in the absence of the applicant entity
  - 2.2 If the applicant entity is a religious organisation or non-public legal person, the following documents are required:
    - 2.2.1 A copy of the document proving the legal registration or establishment of the applicant entity (application can be made at the Identification Bureau/Legal Affairs Bureau)
    - 2.2.2 A copy of the articles of association of the applicant entity that is registered with the SAR

Government and published on the Official Gazette of the Macao SAR

2.2.3 The identity document of the legal representative and supporting documents (meeting minutes with the signature authenticated and letter of appointment of legal representative)

2.3 Management and teaching staff must submit: a copy of identify documents, academic certificates or/and professional qualification certificates, Certificate of No Criminal Conviction and Certificate of Physical and Mental Health\*

\*Certificate of Physical and Mental Health (valid for three months)

DSEDJ only accepts a Certificate of Physical and Mental Health issued by the Health Bureau or a medical institution registered in the Macao SAR, and the examinees must pass all the tests below:

- Chest and lung examination – chest X-ray film
- Urine test
- Valid tetanus vaccination
- Mental health assessment
- Cardiac function test – resting electrocardiogram (for people aged 35 or above)

2.4 User right of the institution's location, property registration report, guarantee certificate of appropriate operation of the fire prevention system, plans and description of the building.

## **Planning of the location of the institution**

### **1. Description of the building planning**

The planning and description memorandum of the proposed building as stipulated in Paragraph 2(h) under Article 7

of Decree-Law no. 38/93/M “The Statute of Private Education Institutions” of 26 July must include:

1.1 Site drawings: including a 1:1000 scale location plan, floor plan, section plan (longitudinal section) and elevation plan in a 1:100 scale. The plans must indicate the layout of major equipment, such as artificial lighting, ventilation, air conditioning units, desks, chairs and black boards

1.2 Description: indicating the usage, location, layout of facilities, number of users or details of the construction project (if any)

2. Important notes for project execution:


2.1 If modification projects are to be performed on the interior or exterior of the building or unit, such as building or demolishing walls, attics, toilet facilities, staircases, partitions or renovating the façade, the relevant project plans must be formulated by a qualified technician registered with DSSCU. The plans must be submitted to DSSCU in advance for approval, and the project can proceed only when the project permit is issued. Relevant plans must include documents stipulated in point 1 of this section.

2.2 The applicant entity may request information from the Real Estate Registry about the use of the unit or building which is the proposed location of the institution, and apply to DSSCU for a certified copy of the approved architectural drawings.

## Licence

1. The licence will be issued when the inspection has proved that the “institution” is qualified to carry out the teaching activities stated in the application form.
2. The licence does not have an expiration date.
3. For any changes to the conditions crucial to the

approval of the licence after the licence is issued, an application must be submitted to the DSEDJ.

For more information, please click  [here](#)

(Competent department: DSEDJ)