

## APPENDICES

## Funding Guidelines for PhD and Master's Students

### Guidelines for the UM PhD Scholarship and the UM PhD Teaching Research Assistant

(Approved by by the Rector on 05 January 2024)

#### 1. Objective

The University of Macau (UM) established the UM PhD Scholarship (*UMPS*) and the UM PhD Teaching Research Assistant (*UMTRA*) to recruit outstanding PhD students worldwide to pursue PhD studies as well as to gain practical teaching experience and conduct research at UM.

#### 2. Application

##### 2.1. Eligibility

2.1.1. Anyone seeking full-time PhD degree studies and opportunities to gain teaching and research experience at the UM is eligible to apply, regardless of nationality, ethnic background, or prior work experience.

2.1.2. Applicants should fulfill all general admission requirements for PhD degree programmes and any additional admission requirements for certain programmes.

##### 2.2. Application procedures

2.2.1. Applications for the UMPS and the UMTRA should be submitted along with applications for admission to PhD degree programmes.

2.2.2. Degree certificates, research publications, academic awards, and other documents of academic achievements (if any), should be provided in their applications.

#### 3. Selection

3.1. Applicants are assessed by the university-level selection committee according to the following criteria:

3.1.1. Academic excellence

3.1.2. Research abilities or potential

3.1.3. Innovation skills

3.1.4. Communication and interpersonal skills

3.1.5. Leadership abilities

3.2. The availability of the UMPS and the UMTRA is subject to quota limitation and decision of the university-level selection committee.

3.3. The UMPS is awarded to top-ranked applicants with excellent performance on the selection criteria. The UMTRA is classified into UMTRA-Type A and Type B, with UMTRA-Type A awarded to applicants with better performance on the selection criteria. The results of the UMPS or the UMTRA (Type A and Type B) are subject to the final decision of the university-level selection committee.

#### 4. Offers

4.1. Successful applicants of the UMPS or the UMTRA are notified along with their PhD programme admission offers.

4.2. Successful applicants will be asked to provisionally accept their UMPS or UMTRA offers before registration. All conditions (if any) stated in the offers must be fulfilled. Offers that are once declined will not be re-considered.

4.3. Offer holders are strongly encouraged to complete registration at the UM on or before the 15<sup>th</sup> of the designated month of initial registration (usually August) in the 1<sup>st</sup> semester of an academic year. Late registration in the 1<sup>st</sup> semester will result in shortened support period (please refer to "7. Financial Support for UMPS Awardees" and "8. Financial Support for TRAs").

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- 4.4. If an offer holder applies for deferment of studies before registration, he/she should also submit a separate application for suspension of support (please refer to “12. Deferment of Studies”).
  - 4.5. Following the completion of registration, offer holders are required to sign their offer letters of the UMPS or the UMTRA with their respective academic units and provide information of their bank accounts in Macao on the student information system (<https://isw.um.edu.mo/siweb/>). If an offer holder fails to sign the offer letter, the UM may withhold or cancel the offer. If an offer holder fails to provide their bank information at the time of processing, the disbursement of monthly stipend will be delayed.

## **5. Requirements for UMPS Awardees and TRAs**

- 5.1. To be eligible for UMPS or UMTRA, students must comply with the following requirements throughout their support period:
  - 5.1.1. Remain without any form of paid employment (please refer to “14. Termination of Support”). Services for the UM with non-monetary rewards or benefits (e.g. meals or accommodation) are not considered as paid employment.
  - 5.1.2. Remain without any other form of scholarships or assistantships (please refer to “14. Termination of Support”).
  - 5.1.3. Study exclusively at UM as full-time students of their enrolled PhD degree programmes (except academic agreements approved by the UM).
  - 5.1.4. Maintain an active status throughout the support period.
  - 5.1.5. Report to the supervisor regularly and fulfil duties assigned by the UM (please refer to “10. Duties”).
  - 5.1.6. Submit progress reports on time (please refer to “13. Suspension of Support” and “14. Termination of Support”).
- 5.2. Item 5.1.1 and 5.1.2 are not applicable to UMTRA-Type B.
- 5.3. Students who are or have been supported by the UMPS or the UMTRA have to specify UM as their primary affiliation in all publications out of the thesis/theses, unless agreed by the supervisor.
- 5.4. Failure to comply with any of the above requirements will result in suspension or termination of the UMPS or the UMTRA, unless justifications are endorsed by the Deans/Directors of the academic units concerned, and approved by the Vice Rector (Research) via the Graduate School.

## **6. Renewal**

- 6.1. The UMPS or the UMTRA is renewed on an annual basis. Awardees or TRAs should confirm and accept their renewal with their respective academic units.
- 6.2. Renewal of the UMPS or the UMTRA is based on academic performance, duty performance, and evaluation by supervisor.

## **7. Financial Support for UMPS Awardees**

- 7.1. The support for all eligible awardees begins only after they have completed registration, except special cases approved by the UM. The six-month period from August to January of the next calendar year is regarded as the 1<sup>st</sup> semester, while the six-month period from February to July is regarded as the 2<sup>nd</sup> semester.
- 7.2. Shortened support period due to late registration will not be compensated.
- 7.3. Monthly stipend
  - 7.3.1. The UMPS provides each eligible awardee with a monthly stipend of MOP20,000 for a support period up to four years (48 months).
  - 7.3.2. Eligible awardees who complete their registration on or before the 15<sup>th</sup> of that month will be provided with full-month support starting from the month of registration. If registration is completed only after the 15<sup>th</sup> of that month, no support will be provided for that month.
  - 7.3.3. Tuition fees will be offset by the monthly stipend before stipend disbursement (please refer to “9. Tuition Fees Offset”).

## 8. Financial Support for TRAs

- 8.1. The support for all eligible TRAs begins only after the TRAs have completed registration, except special cases approved by the UM. The six-month period from August to January of the next calendar year is regarded as the 1<sup>st</sup> semester, while the six-month period from February to July is regarded as the 2<sup>nd</sup> semester.
- 8.2. Shortened support period due to late registration will not be compensated.
- 8.3. TRAs admitted in Academic Year 2023/2024 are supported by UMTRA-Type A. TRAs admitted in Academic Year 2024/2025 onwards are supported by UMTRA-Type A or UMTRA-Type B.
- 8.4. Monthly stipend of UMTRA-Type A
  - 8.4.1. The UMTRA-Type A provides each eligible TRA with a starting monthly stipend of MOP12,500 for a support period up to four years (48 months).
  - 8.4.2. TRAs who submit both progress reports on time in an academic year, and are graded Scale 5 in both progress reports in the same academic year by their supervisors, will be entitled to a MOP500 increase in monthly stipend starting from the next academic year. The upper limit of the monthly stipend amount is MOP14,000.
  - 8.4.3. TRAs who postpone their registration to the 2<sup>nd</sup> semester and thus have only one progress report rating will not be entitled to the MOP500 increase in the next academic year.
  - 8.4.4. Tuition fees will be offset by the monthly stipend before stipend disbursement (please refer to "9. Tuition Fees Offset").
- 8.5. Monthly stipend of UMTRA-Type B
  - 8.5.1. The UMTRA-Type B provides each eligible TRA with a monthly stipend that is equivalent to the monthly average of the programme full tuition fees during the normative study period.
  - 8.5.2. UMTRA-Type B is compatible with other financial support. The upper limit of financial support given to a TRA per month is MOP12,500 less the monthly stipend of UMTRA-Type B.
- 8.6. Eligible TRAs who complete their registration on or before the 15<sup>th</sup> of that month will be provided with full-month support starting from the month of registration. If registration is completed only after the 15<sup>th</sup> of that month, no support will be provided for that month.

## 9. Tuition Fees Offset

- 9.1. Tuition fees are offset in monthly installments by the monthly stipend before stipend disbursement. Under normal circumstances, UMPS awardees and TRAs do not need to settle the tuition fees by themselves during their support period.
- 9.2. The following are details of monthly tuition fees offset for UMPS awardees and TRAs (examples in "Appendix"):
  - 9.2.1. The amount of monthly tuition fees offset is the monthly average of the programme full tuition fees.
  - 9.2.2. For UMTRA-Type A, in the first five months upon registration (except late registration), tuition fees will also be offset by the monthly average of the non-refundable deposit. For UMTRA-Type B, the non-refundable deposit will be returned to the student after initial registration.
  - 9.2.3. For awardees and TRAs who register late at UM, tuition fees incurred that are not covered by the monthly stipend will be paid by the student to the Finance Office.
- 9.3. After the end of the support period or when support is suspended or terminated, students will need to begin settling tuition fees by themselves.
- 9.4. In case of suspension or termination of support, any outstanding tuition fees not offset by the monthly stipend are payable by the students. The payable amount will be shown in the Debit Note provided by the Finance Office.

## 10. Duties

- 10.1. Aside from fulfilling the duties and responsibilities as full-time PhD students, UMPS awardees and TRAs are required to fulfil one or more of the following types of duties:

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- 10.1.1. Ancillary teaching (including the supervision of master's theses)
  - 10.1.2. Administrative service
  - 10.1.3. Research
- 10.2. Duties of 5 to 15 hours per week are assigned by academic units and/or supervisors.

### **11. Responsibilities of Supervisors**

- 11.1. Supervisors should schedule regular meetings with their students and provide them with guidance.
- 11.2. Supervisors should maintain a fair and professional manner in accordance with relevant regulations, rules, and guidelines of the UM.

### **12. Deferment of Studies**

- 12.1. UMPS awardees or TRAs who defer their studies should submit a separate application for the suspension of support if deemed necessary. Only medical or other exceptional cases with strong justifications will be accepted for suspension. Otherwise, the UMPS or the UMTRA will be terminated.
- 12.2. The suspension of support due to deferment of studies should be endorsed by supervisors and approved by the Deans/Directors of academic units concerned. The Graduate School and the Finance Office should then be informed accordingly.
- 12.3. UMPS awardees or TRAs can only apply for suspension once and the suspension period should not exceed two semesters. Special cases are subject to the approval by the Vice Rector (Research).
- 12.4. For UMPS awardees and TRA-Type As, the monthly stipend for the starting month of deferment is provided on a pro rata basis, while no financial support is provided during other months of deferment. For TRA-Type Bs, the full monthly stipend for the starting month of deferment is provided if the approval date of deferment is on or after the 16th of the month.
- 12.5. The starting month of deferment is counted as a whole month towards the support period, regardless of the amount of monthly stipend disbursed. However, other months of deferment are not counted towards the support period.

### **13. Suspension of Support**

- 13.1. The UMPS or the UMTRA will be suspended in any of the following cases:
  - 13.1.1. Deferment of studies (please refer to "12. Deferment of Studies").
  - 13.1.2. Failure to fulfil duties assigned by the UM (please refer to "10. Duties").
  - 13.1.3. Absence from duties without prior approval or unjustified absence.
  - 13.1.4. Failure to submit progress reports on time.
- 13.2. For suspension due to conditions stated in Item 13.1.2 to 13.1.4, the period of suspension is counted towards the support period.
- 13.3. If awardees or TRAs fail to submit the progress report within one month after the submission deadline, the UMPS or the UMTRA will automatically be suspended from the subsequent month until the month following the submission of report.

### **14. Termination of Support**

- 14.1. The UMPS or the UMTRA will be terminated in any of the following cases:
  - 14.1.1. Failure to maintain an active status, except conditions stated in Item 12.1.
  - 14.1.2. Completion of the PhD degree programme.
  - 14.1.3. Awardees or TRAs undertaking any forms of paid employment.
  - 14.1.4. Awardees or TRAs receiving any other form of scholarships and assistantships.
  - 14.1.5. Concurrent registration at other higher education institutions (except academic agreements approved by the UM).
  - 14.1.6. Violation of regulations, rules, and guidelines of the UM.
  - 14.1.7. Misrepresentation, fraudulence, and non-disclosure of information in the applications of the UMPS or the UMTRA.
  - 14.1.8. Non-compliance with leave of absence requirements.

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- 14.1.9. Awardees or TRAs receive any of the following combinations of progress report ratings from supervisors:
- 14.1.9.1. Two Scale 2 in any two progress reports; or
  - 14.1.9.2. Two Scale 1 in any two progress reports; or
  - 14.1.9.3. A Scale 2 and a Scale 1 in any two progress reports.
  - 14.1.9.4. In extraordinary circumstances, a Scale 1 in any one report.
- 14.1.10. Unsatisfactory duty performance.
- 14.2. Item 14.1.3 and 14.1.4 are not applicable to UMTRA-Type B.
- 14.3. Terminated UMPS and UMTRA cannot be resumed.
- 14.4. No stipend will be provided for the effective month of termination regardless of the hours of duties fulfilled. Exception for UMPS awardees and TRA-Type As is graduation or withdrawal of studies before the end of the support period, for which the stipend for the effective month will be provided on a pro rata basis. Exception for TRA-Type Bs is graduation before the end of support period, for which the full stipend for the effective month will be provided if the graduate date is on or after the 16<sup>th</sup> of the month.
- 14.5. Termination does not exempt students from the payment of any outstanding fees.
- 14.6. For cases from 14.1.3 to 14.1.7, the UM reserves the right to collect any financial support previously provided to the awardees or TRAs.
- 14.7. For cases from 14.1.9.1 to 14.1.9.3, the UMPS or the UMTRA will be terminated automatically at the end of the month of evaluation.
- 14.8. For cases of 14.1.9.4, the supervisor may suggest termination to the UMPS or the UMTRA with justification to the Dean/Director of the academic unit concern for endorsement, and to the Dean of Graduate School for approval. However, this should be exercised only under extraordinary circumstances. For example, for an awardee or a TRA who refuses a substantial portion of the assigned duties in the semester.
- 14.9. For termination due to unsatisfactory performance of the duties assigned by the academic units or the supervisor, the concerned unit shall form a unit-level ad-hoc committee to review the case and make recommendation for approval of Vice Rector (Research) via the Graduate School.
- 15. Demotion**
- 15.1. UMPS Awardees and TRA-Type As will be demoted if they have received any of the following combinations of progress report ratings from their supervisors:
- 15.1.1. Two Scale 3 in any two reports; or
  - 15.1.2. A Scale 3 and a Scale 2 in any two reports; or
  - 15.1.3. A Scale 3 and a Scale 1 in any two reports.
  - 15.1.4. In extraordinary circumstances, a Scale 2 or Scale 1 in any one report.
- 15.2. Demotion is proposed by the supervisor to the Dean/Director of the academic unit concerned for endorsement, and to the Vice Rector (Research) for approval via the Graduate School.
- 16. Special Cases**
- 16.1. For UMPS awardees and TRAs under the “1+3 PhD Programme”, tuition fees offset will apply after their tuition fee waiver period and duties will apply after the completion of their arranged master’s degree programmes.
- 16.2. For UMPS awardees and TRAs under the Dual Doctoral Degree Programme, they are required to maintain an active status during their outgoing semesters.
- 16.3. Participation in exchange programmes will be approved on a case-by-case basis.
- 16.4. For duly justified exceptions, special approval from the Vice Rector (Research) should be sought.
- 17. Administration**
- The UMPS and the UMTRA are administered by the Graduate School. For uncertain or ambiguous cases, discretion from the Graduate School should be sought.
- 18. Applicability**
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This set of Guidelines is effective upon approval and is only applicable to UMPS awardees and TRAs who are admitted from Academic Year 2023/2024 onwards (UM-centralized funding).

#### 19. Remark

The Guidelines are subject to revisions by the UM. When revisions are made, UMPS awardees and TRAs will be informed accordingly.

### Appendix Examples of Tuition Fees Offset

#### Example 1

**Admission Year:** Academic Year 2023/2024

**Residence:** Mainland China

Details	UMPS Awardee	TRA-Type A
<b>Period:</b> August to December 2023	<b>Amount (MOP)</b>	<b>Amount (MOP)</b>
Original monthly stipend	20,000	12,500
Tuition fees offset (MOP150,000 per programme ÷ 48 months) – (MOP5,000 Non-refundable deposit ÷ 5 months)	-2,125	-2,125
<b>Monthly stipend after tuition fees offset</b>	<b>17,875</b>	<b>10,375</b>

Details	UMPS Awardee	TRA-Type A
<b>Period:</b> January 2024 onward	<b>Amount (MOP)</b>	<b>Amount (MOP)</b>
Original monthly stipend	20,000	12,500
Tuition fees offset (MOP150,000 per programme ÷ 48 months)	-3,125	-3,125
<b>Monthly stipend after tuition fees offset</b>	<b>16,875</b>	<b>9,375</b>

#### Example 2

**Admission Year:** Academic Year 2023/2024

**Residence:** Mainland China

**Graduation Date:** 28 July 2027

Details	UMPS Awardee	TRA-Type A
<b>Period:</b> July 2027	<b>Amount (MOP)</b>	<b>Amount (MOP)</b>
Monthly stipend (MOP20,000 or 12,500 x 28 days ÷ 30 days)	18,666.67	11,666.67
Tuition fees offset (MOP150,000 per programme ÷ 48 months)	-3,125.00	-3,125.00
<b>Monthly stipend after tuition fees offset</b>	<b>15,541.67</b>	<b>8,541.67</b>

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**Guidelines for the UM Macao PhD Scholarship and the UM PhD Assistantship**

(Approved by the Rector on 05 January 2024)

**1. Objective**

The University of Macau (UM) established the UM Macao PhD Scholarship (*MPDS*) and the UM PhD Assistantship (*Assistantship*) to recruit outstanding PhD students worldwide.

**2. Application****2.1. Eligibility**

2.1.1. Anyone seeking full-time PhD degree studies at the UM is eligible to apply, regardless of nationality, ethnic background, or prior work experience.

2.1.2. Applicants should fulfill all general admission requirements for PhD degree programmes and any additional admission requirements for certain programmes.

**2.2. Application procedures**

2.2.1. Applications for the MPDS and the Assistantship should be submitted along with applications for admission to PhD degree programmes.

2.2.2. Degree certificates, research publications, academic awards, and other documents of academic achievements (if any), should be provided in their applications.

**3. Selection**

3.1. Applicants are assessed by the university-level selection committee according to the following criteria:

3.1.1. Academic excellence

3.1.2. Research abilities or potential

3.1.3. Innovation skills

3.1.4. Communication and interpersonal skills

3.1.5. Leadership abilities

3.2. The availability of the MPDS and the Assistantship is subject to quota limitation and decision of the university-level selection committee.

3.3. The MPDS is awarded to top-ranked applicants with excellent performance on the selection criteria. The results of the MPDS or the Assistantship are subject to the final decision of the university-level selection committee.

**4. Offers**

4.1. Successful applicants of the MPDS or the Assistantship are notified along with their PhD programme admission offers.

4.2. Successful applicants will be asked to provisionally accept their MPDS or Assistantship offers before initial registration. All conditions (if any) stated in the offers must be fulfilled. Offers that are once declined will not be re-considered.

4.3. Offer holders are strongly encouraged to complete registration at the UM on or before the 15<sup>th</sup> of the designated month of initial registration (usually August) in the 1<sup>st</sup> semester of an academic year. Late registration in the 1<sup>st</sup> semester will result in shortened support period (please refer to "7. Financial Support for MPDS Awardees" and "8. Financial Support for Assistantship Recipients").

4.4. If an offer holder applies for deferment of studies before registration, he/she should also submit a separate application for suspension of support (please refer to "12. Deferment of Studies").

4.5. Following the completion of registration, offer holders are required to sign their offer letters of the MPDS or the Assistantship with their respective academic units and provide information of their bank accounts in Macao on the student information system (<https://isw.um.edu.mo/siweb/>). If an offer holder fails to sign the offer letter, the UM may withhold or cancel the offer. If an offer holder fails to provide their bank information at the time of processing, the disbursement of monthly stipend will be delayed.

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## 5. Requirements for MPDS Awardees and Assistantship Recipients

- 5.1. To be eligible for MPDS or Assistantship, students must comply with the following requirements throughout their support period:
  - 5.1.1. Remain without any form of paid employment (please refer to “14. Termination of Support”). Services for the UM with non-monetary rewards or benefits (e.g. meals or accommodation) are not considered as paid employment.
  - 5.1.2. Remain without any other form of scholarships or assistantships (please refer to “14. Termination of Support”).
  - 5.1.3. Study exclusively at UM as full-time students of their enrolled PhD degree programmes (except academic agreements approved by the UM).
  - 5.1.4. Maintain an active status throughout the support period.
  - 5.1.5. Report to the supervisor regularly and fulfil duties assigned by the UM (please refer to “10. Duties”).
  - 5.1.6. Submit progress reports on time (please refer to “13. Suspension of Support” and “14. Termination of Support”).
- 5.2. Students who are or have been supported by the MPDS or Assistantship have to specify UM as their primary affiliation in all publications out of the thesis/theses, unless agreed by the supervisor.
- 5.3. Failure to comply with any of the above requirements will result in suspension or termination of the MPDS or the Assistantship, unless justifications are endorsed by the Deans/Directors of the academic units concerned, and approved by the Vice Rector (Research) via the Graduate School.

## 6. Renewal

- 6.1. The MPDS or the Assistantship is renewed on an annual basis. Awardees or recipients should confirm and accept their renewal with their respective academic units.
- 6.2. Renewal of the MPDS or the Assistantship is based on academic performance, duty performance, and evaluation by supervisor.

## 7. Financial Support for MPDS Awardees

- 7.1. The support for all eligible awardees begins only after they have completed registration, except special cases approved by the UM. The six-month period from August to January of the next calendar year is regarded as the 1<sup>st</sup> semester, while the six-month period from February to July is regarded as the 2<sup>nd</sup> semester.
- 7.2. Shortened support period due to late registration will not be compensated.
- 7.3. Monthly stipend
  - 7.3.1. The MPDS provides each eligible awardee with a monthly stipend of MOP20,000 for a support period up to four years (48 months).
  - 7.3.2. Eligible awardees who complete their registration on or before the 15<sup>th</sup> of that month will be provided with full-month support starting from the month of registration. If registration is completed only after the 15<sup>th</sup> of that month, no support will be provided for that month.
  - 7.3.3. Tuition fees will be offset by the monthly stipend before stipend disbursement (please refer to “9. Tuition Fees Offset”).
- 7.4. Conference or research-related travel allowance
  - 7.4.1. The MPDS provides each eligible awardee with a conference or research-related travel allowance. Awardees should refer to the *Guidelines for Conference or Research-Related Travel Allowance of the UM Macao PhD Scholarship* for details.

## 8. Financial Support for Assistantship Recipients

- 8.1. The support for all eligible recipients begins only after the awardees have completed registration, except special cases approved by the UM. The six-month period from August to January of the next calendar year is regarded as the 1<sup>st</sup> semester, while the six-month period from February to July is regarded as the 2<sup>nd</sup> semester.
- 8.2. Shortened support period due to late registration will not be compensated.
- 8.3. Monthly stipend



- 8.3.1. The Assistantship provides each eligible recipient with a starting monthly stipend of MOP12,500 for a support period up to four years (48 months).
- 8.3.2. Recipients who submit both progress reports on time in an academic year, and are graded Scale 5 in both progress reports in the same academic year by their supervisors, will be entitled to a MOP500 increase in monthly stipend starting from the next academic year. The upper limit of the monthly stipend amount is MOP14,000.
- 8.3.3. Recipients who postpone their registration to the 2<sup>nd</sup> semester and thus have only one progress report rating will not be entitled to the MOP500 increase in the next academic year.
- 8.3.4. Eligible recipients who complete their registration on or before the 15<sup>th</sup> of that month will be provided with full-month support starting from the month of registration. If registration is completed only after the 15<sup>th</sup> of that month, no support will be provided for that month.
- 8.3.5. Tuition fees will be offset by the monthly stipend before stipend disbursement (please refer to “9. Tuition Fees Offset”).

## **9. Tuition Fees Offset**

- 9.1. Starting from 1 February 2021, tuition fees are offset in monthly installments by the monthly stipend before stipend disbursement. Under normal circumstances, MPDS awardees and Assistantship recipients do not need to settle the tuition fees by themselves during their support period.
- 9.2. The following are the amounts of tuition fees offset per month for MPDS awardees and Assistantship recipients admitted or resuming studies in different academic years (examples in “Appendix”):
  - 9.2.1. For awardees admitted in Academic Year 2018/2019 or 2019/2020 and recipients admitted in Academic Year 2019/2020 and are following a credit-based tuition fee scheme, the amount of tuition fees offset will be the monthly average of three credits per semester. For the tuition fees due to enrolled credits beyond this amount, the awardees and recipients will need to pay by themselves.
  - 9.2.2. For awardees and recipients who begin or resume their studies from Academic Year 2020/2021 onwards and are following a programme-based tuition fee scheme, the amount of tuition fees offset will be the monthly average of the programme full tuition fees.
  - 9.2.3. In the first five months upon registration (except late registration), tuition fees will also be offset by the monthly average of the non-refundable deposit.
  - 9.2.4. For awardees and recipients who register late at UM, tuition fees incurred that were not covered by the monthly stipend will be paid by the student to the Finance Office.
- 9.3. After the end of the support period or when support is suspended or terminated, students will need to begin settling tuition fees by themselves.
- 9.4. In case of suspension or termination of support, any outstanding tuition fees not offset by the monthly stipend are payable by the students. The payable amount will be shown in the Debit Note provided by the Finance Office.

## **10. Duties**

- 10.1. Aside from fulfilling the duties and responsibilities as full-time PhD students, MPDS awardees and Assistantship recipients are required to fulfil one or more of the following types of duties:
  - 10.1.1. Ancillary teaching (including the supervision of master’s theses)
  - 10.1.2. Administrative service
  - 10.1.3. Research
- 10.2. Duties of 5 to 15 hours per week are assigned by academic units and/or supervisors.

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## **11. Responsibilities of Supervisors**

- 11.1. Supervisors should schedule regular meetings with their students and provide them with guidance.
- 11.2. Supervisors should maintain a fair and professional manner in accordance with relevant regulations, rules, and guidelines of the UM.

## **12. Deferral of Studies**

- 12.1. MPDS awardees or Assistantship recipients who defer their studies should submit a separate application for the suspension of support if deemed necessary. Only medical or other exceptional cases with strong justifications will be accepted for suspension. Otherwise, the MPDS or the Assistantship will be terminated.
- 12.2. The suspension of support due to deferral of studies should be endorsed by supervisors and approved by the Deans/Directors of academic units concerned. The Graduate School and the Finance Office should then be informed accordingly.
- 12.3. MPDS awardees or Assistantship recipients can only apply for suspension once and the suspension period should not exceed two semesters. Special cases are subject to the approval by the Vice Rector (Research).
- 12.4. Monthly stipend for the starting month of deferral is provided on a pro rata basis, while no financial support is provided during other months of deferral.
- 12.5. The starting month of deferral is counted as a whole month towards the support period, regardless of the amount of monthly stipend disbursed. However, other months of deferral are not counted towards the support period.

## **13. Suspension of Support**

- 13.1. The MPDS or the Assistantship will be suspended in any of the following cases:
  - 13.1.1. Deferral of studies (please refer to “12. Deferral of Studies”).
  - 13.1.2. Failure to fulfil duties assigned by the UM (please refer to “10. Duties”).
  - 13.1.3. Absence from duties without prior approval or unjustified absence.
  - 13.1.4. Failure to submit progress reports on time.
- 13.2. For suspension due to conditions stated in Item 13.1.2 to 13.1.4, the period of suspension is counted towards the support period.
- 13.3. If awardees or recipients fail to submit the progress report within one month after the submission deadline, the MPDS or Assistantship will automatically be suspended from the subsequent month until the month following the submission of report.

## **14. Termination of Support**

- 14.1. The MPDS or the Assistantship will be terminated in any of the following cases:
  - 14.1.1. Failure to maintain an active status, except conditions stated in Item 12.1.
  - 14.1.2. Completion of the PhD degree programme.
  - 14.1.3. Awardees or recipients undertaking any forms of paid employment.
  - 14.1.4. Awardees or recipients receiving any other form of scholarships and assistantships.
  - 14.1.5. Concurrent registration at other higher education institutions (except academic agreements approved by the UM).
  - 14.1.6. Violation of regulations, rules, and guidelines of the UM.
  - 14.1.7. Misrepresentation, fraudulence, and non-disclosure of information in the applications of the MPDS or the Assistantships.
  - 14.1.8. Non-compliance with leave of absence requirements.
  - 14.1.9. Awardees or recipients receive any of the following combinations of progress report ratings from supervisors:
    - 14.1.9.1. Two Scale 2 in any two progress reports; or
    - 14.1.9.2. Two Scale 1 in any two progress reports; or
    - 14.1.9.3. A Scale 2 and a Scale 1 in any two progress reports.
    - 14.1.9.4. In extraordinary circumstances, a Scale 1 in any one report.
  - 14.1.10. Unsatisfactory duty performance.
- 14.2. Terminated MPDS and Assistantship cannot be resumed.

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- 14.3. No stipend will be provided for the effective month of termination regardless of the hours of duties fulfilled. Exception to that is graduation or withdrawal of studies before the end of the support period, in which the stipend for the effective month of termination will be provided on a pro rata basis.
  - 14.4. Termination does not exempt students from the payment of any outstanding fees.
  - 14.5. For cases from 14.1.3 to 14.1.7, the UM reserves the right to collect any financial support previously provided to the awardees or recipients.
  - 14.6. For cases from 14.1.9.1 to 14.1.9.3, the MPDS or Assistantship will be terminated automatically at the end of the month of evaluation.
  - 14.7. For cases of 14.1.9.4, the supervisor may suggest termination to the MPDS or Assistantship with justification to the Dean/Director of the academic unit concerned for endorsement, and to the Dean of Graduate School for approval. However, this should be exercised only under extraordinary circumstances. For example, for an awardee or a recipient who refuses a substantial portion of the assigned duties in the semester.
  - 14.8. For termination due to unsatisfactory performance of the duties assigned by the academic units or the supervisor, the concerned unit shall form a unit-level ad-hoc committee to review the case and make recommendation for approval of Vice Rector (Research) via the Graduate School.
- 15. Demotion**
- 15.1. MPDS awardees and Assistantship recipients will be demoted if they have received any of the following combinations of progress report ratings from their supervisors:
    - 15.1.1. Two Scale 3 in any two reports; or
    - 15.1.2. A Scale 3 and a Scale 2 in any two reports; or
    - 15.1.3. A Scale 3 and a Scale 1 in any two reports.
    - 15.1.4. In extraordinary circumstances, a Scale 2 or Scale 1 in any one report.
  - 15.2. Demotion is proposed by the supervisor to the Dean/Director of the academic unit concerned for endorsement, and to the Vice Rector (Research) for approval via the Graduate School.
- 16. Special Cases**
- 16.1. For MPDS awardees and Assistantship recipients under the “1+3 PhD Programme”, tuition fees offset will apply after their tuition fee waiver period and duties will apply after the completion of their arranged master’s degree programmes.
  - 16.2. Participation in exchange programmes will be approved on a case-by-case basis.
  - 16.3. For duly justified exceptions, special approval from the Vice Rector (Research) should be sought.
- 17. Administration**
- The MPDS and the Assistantship are administered by the Graduate School. For uncertain or ambiguous cases, discretion from the Graduate School should be sought.
- 18. Applicability**
- This set of Guidelines is effective upon approval and is only applicable to MPDS awardees and UM PhD Assistantship recipients (UM-centralized funding).
- 19. Remark**
- The Guidelines are subject to revisions by the UM. When revisions are made, MPDS awardees and Assistantship recipients will be informed accordingly.
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## Appendix Examples of Tuition Fees Offset

### Example 1

**Admission Year:** Academic Year 2018/2019 or 2019/2020

**Tuition Fee Scheme:** Credit-based

**Residence:** Mainland China

	<b>MPDS Awardee</b>	<b>Assistantship Recipient</b>
<b>Details</b>	<b>Amount (MOP)</b>	<b>Amount (MOP)</b>
Original monthly stipend	20,000	12,500
Tuition fees offset (MOP3,310 per credit x 3 credits ÷ 6 months)	-1,655	-1,655
<b>Monthly stipend disbursed to awardee/recipient</b>	<b>18,345</b>	<b>10,845</b>

### Example 2

**Admission Year:** Academic Year 2020/2021

**Tuition Fee Scheme:** Programme-based

**Residence:** Mainland China

	<b>MPDS Awardee</b>	<b>Assistantship Recipient</b>
<b>Details</b>	<b>Amount (MOP)</b>	<b>Amount (MOP)</b>
Original monthly stipend	20,000	12,500
Tuition fees offset (MOP111,760 per programme ÷ 48 months)	-2,328.33	-2,328.33
<b>Monthly stipend disbursed to awardee/recipient</b>	<b>17,671.67</b>	<b>10,171.67</b>

### Example 3

**Admission Year:** Academic Year 2021/2022

**Registration Date:** 10 August 2021

**Tuition Fee Scheme:** Programme-based

**Residence:** Mainland China

	<b>MPDS Awardee</b>	<b>Assistantship Recipient</b>
<b>Details</b>	<b>Amount (MOP)</b>	<b>Amount (MOP)</b>
<b>Period: August to December 2021 (5 months)</b>		
Original monthly stipend	20,000	12,500
Tuition fees offset (MOP111,760 per programme ÷ 48 months) – (MOP5,000 Non-refundable deposit ÷ 5 months)	-1,328.33	-1,328.33
<b>Monthly stipend disbursed to awardee/recipient</b>	<b>18,671.67</b>	<b>11,171.67</b>
<b>Details</b>	<b>Amount (MOP)</b>	<b>Amount (MOP)</b>
<b>Period: January 2022 onwards</b>		
Original monthly stipend	20,000	12,500
Tuition fees offset (MOP111,760 per programme ÷ 48 months)	-2,328.33	-2,328.33
<b>Monthly stipend disbursed to awardee/recipient</b>	<b>17,671.67</b>	<b>10,171.67</b>

**Example 4**

**Admission Year:** Academic Year 2021/2022

**Registration Date:** 10 August 2021

**Tuition Fee Scheme:** Programme-based

**Residence:** Mainland China

**Termination Date\*:** 18 May 2025

	<b>MPDS Awardee</b>	<b>Assistantship Recipient</b>
<b>Details</b>	<b>Amount (MOP)</b>	<b>Amount (MOP)</b>
<b>Period:</b> May 2025 (the 46 <sup>th</sup> month of support)		
Monthly stipend (MOP20,000 ÷ 30 days x 18 days) or (MOP12,500 ÷ 30 days x 18 days)	12,000	7,500
Tuition fees offset (MOP111,760 per programme ÷ 48 months)	-2,328.33	-2,328.33
<b>Monthly stipend disbursed to awardee/recipient</b>	<b>9,671.67</b>	<b>5,171.67</b>

\*Due to circumstances that are eligible for pro rata monthly stipend as mentioned in the current Guidelines.

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## Guidelines for Conference or Research-Related Travel Allowance of the UM Macao PhD Scholarship

(Approved by the Rector on 14 October 2022)

### 1. General Guidelines

- 1.1. The UM Macao PhD Scholarship (MPDS) provides each eligible awardee with a conference or research-related travel allowance of MOP10,000 per calendar year (January to December) on a reimbursement basis during the support period.
- 1.2. Applications for the travel allowance are accepted starting from the second semester upon registration.
- 1.3. The travel allowance covers a maximum of two trips per calendar year.
- 1.4. The unused travel allowance in a calendar year cannot be carried forward to the next calendar year.
- 1.5. Trips taken by eligible awardees must be finished before the end of a calendar year and their support periods.

### 2. Applications

- 2.1. Each application for travel allowance consists of two steps:
  - 2.1.1. Trip application: to obtain approval for the trip and budget from Deans/Directors of academic units concerned, which should be completed before the trip and expenses.
  - 2.1.2. Reimbursement application: to obtain reimbursement for the expenses paid for the trip, which should be completed after the trip.

### 3. Trip Application

- 3.1. At least 30 days before the payment deadline of conference registration fees or the payment for intercity transport (whichever is earlier), applicants should submit trip applications to their respective academic units (faculty/institution). Late submissions will not be processed.
- 3.2. No expenses should be paid before approval.
- 3.3. Applicants must be invited or accepted to present at conferences (conference trips) or to conduct research at destination universities or institutions (research trips).
- 3.4. Expenses covered by the travel allowance:
  - 3.4.1. Conference registration fee (if applicable)
  - 3.4.2. Accommodation
  - 3.4.3. Intercity transportation (limited to standard economy class flights, trains, buses, or ferries. Other types of economy class, e.g. premium economy, are not covered)
  - 3.4.4. Local transportation at destination
- 3.5. Trip period:
  - 3.5.1. Trip period should not exceed the duration of conference or research work.
  - 3.5.2. For destinations outside the Hong Kong Special Administrative Region and Guangdong Province, the trip period can be extended for two days: one for the outgoing trip and one for the return trip.
  - 3.5.3. For destinations outside Asia, the trip period can be extended for another additional day, either for the outgoing trip or the return trip.
  - 3.5.4. Special cases should be backed up with justifications.
  - 3.5.5. Trip period includes weekends and public holidays in Macau.
- 3.6. Documents required for conference trip application:
  - 3.6.1. Conference and registration information
  - 3.6.2. Invitation or acceptance letter from the conference organizer
  - 3.6.3. Abstract
  - 3.6.4. Proposed budget
  - 3.6.5. Written consultation (quotations) for accommodation and transportation

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- 3.7. Documents required for research trip application:
    - 3.7.1. Invitation or acceptance letter from the destination university or institution
    - 3.7.2. Brief description of the trip, including:
      - 3.7.2.1. Research topic
      - 3.7.2.2. Purpose of the trip
      - 3.7.2.3. Expected outcome(s)
      - 3.7.2.4. Daily schedule
      - 3.7.2.5. Justification(s) for conducting the research work outside Macau
    - 3.7.3. Proposed budget
    - 3.7.4. Written consultation (quotations) for accommodation and transportation
  
  4. **Reimbursement Application**
    - 4.1. Within one week after the end of the trip, applicants should submit reimbursement applications to their respective academic units (faculty/institution). Late submissions will not be processed.
    - 4.2. For trips in December, reimbursement applications must be submitted within three days after the end of the trips or by the last working day of the month, whichever comes earlier.
    - 4.3. Only one application per trip is accepted.
    - 4.4. Documents required for reimbursement application:
      - 4.4.1. All original receipts of accommodation, transportation, and conference registration (if applicable)
      - 4.4.2. Trip report (with signature by supervisor)
  
  5. **Remarks**
    - 5.1. Budget should reflect actual need for the trip.
    - 5.2. Any special cases not covered in the current Guidelines are subject to approval from the Vice Rector (Research).
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## Funding Guidelines for Research Assistantships

(Approved by the Rector on 17 December 2020)

### 1. Purpose

The *Funding Guidelines for Research Assistantships* apply to any PhD or master's students who receive financial support from their supervisors for performing duties related to research projects (except consultancy projects). The sources of funding include all internal and external sources recognized by the Research Services and Knowledge Transfer Office (RSKTO). For the purpose of this set of Guidelines, the financial support received by a PhD student or a master's student is known as "PhD Assistantship" or "Master's Assistantship".

### 2. Amount of PhD Assistantship and Master's Assistantship

#### 2.1

PhD Students	Maximum Support
Before approval of PhD candidacy	MOP12,500/month
After approval of PhD candidacy	MOP14,000/month

	Maximum Support
Master's Students	MOP8,000/month

2.2 The amount of stipend to be received by a student will be subject to the available research funding of his/her supervisor.

2.3 The total stipend that a student can receive in a calendar month must not exceed the maximum support amount, regardless of the source(s) of financial support involved in the same period. Otherwise, the exceeding amount of stipend shall not be remunerated.

2.4 Stipend for support period less than one month is provided on a pro rata basis.

2.5 Students will be eligible to receive the new ceiling of stipend (i.e., maximum MOP14,000 per month) starting from the subsequent semester upon approval of their PhD candidacy.

2.6 Benefits or rewards not in monetary form (e.g. meals, accommodations, etc.) granted to students in return for services that they provide on campus shall not be considered as a component of the PhD or master's assistantship as stipulated in these Guidelines.

2.7 The RSKTO and the Finance Office (FO) should be informed on any change in stipend arrangements at least one month before the change takes effect.

### 3. Duties of Assistantship Recipients

3.1 All research assistantship recipients are required to engage in duties related to research as assigned by his/her supervisor, ancillary teaching and/or student services.

3.2 In addition to research, every PhD assistantship recipient is required to engage in a maximum of 10 hours of ancillary teaching per week.

3.3 Considering that an assistantship recipient may have more than one appointment at UM, the number of hours stated above may be fully/partially waived, subject to the approval of the respective Dean/Director.

3.4 Satisfactory performance of such duties is one of the preconditions for the renewal of the research assistantships.



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**4. Change of Supervisor and Suspension/Termination of Assistantship**

- 4.1 If change of supervisor occurs, the availability and the amount of Assistantship should be determined by the new supervisor. This arrangement is not applicable to cases where the change of supervisor is due to the unsatisfactory performance of the student, which includes but not limited to performance in study, and/or his or her duties as assistantship recipient stipulated in article 3 of the Guidelines, is found to be unsatisfactory, or when the student has violated any other UM regulations, rules and guidelines.
- 4.2 Research assistantships may be suspended or terminated by the supervisor when the performance of the student, which includes but not limited to performance in study, and/or his or her duties as assistantship recipient stipulated in article 3 of the Guidelines, is found to be unsatisfactory, or when the student has violated any other UM regulations, rules and guidelines. However, such decision must be well justified according to the relevant regulations, rules and guidelines of UM. Normally two weeks' notice in writing for suspension/termination should be given.
- 4.3 A research assistantship recipient may relinquish the offer with one month's advance notice in writing.
- 4.4 The suspension/termination of assistantship, or relinquishment of the assistantship by the recipient, does not release the recipient concerned from his or her duty to settle any outstanding fees owed to the UM.
- 4.5 The academic unit concerned should inform RSKTO and FO about any change in the recipient's status as referred to in this provision immediately.

**5. Duty and Role of Supervisors**

Supervisors should meet their PhD or master's students regularly, monitor their study progress, and treat them in a fair and equal way according to the relevant regulations, rules and guidelines of UM.

**6. Special Cases**

Any special cases not covered in the current Guidelines are subject to the endorsement from the Director of RSKTO and the approval from the Vice Rector (Research).

**7. Administration**

Research Assistantships are administered by RSKTO. For uncertain or ambiguous cases, discretion from RSKTO should be sought.

**8. Applicability**

The current Guidelines are applicable to all Research Assistantship recipients (except Research Assistantships for Consultancy Projects).

**9. Remark**

The Guidelines are subject to revisions by the UM. When revisions are made, assistantship recipients will be informed accordingly.

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## Funding Guidelines for Teaching Assistantships

(Approved by the Rector on 18 August 2022)

### 1. Purpose

The *Funding Guidelines for Teaching Assistantships* apply to all PhD and master's students who receive stipends for the teaching service that they provide to academic units. The stipend received by a teaching assistant (TA) is known as "Teaching Assistantship".

### 2. Eligibility

PhD and master's students with good academic performance are eligible to apply.

### 3. Amount and Duration

3.1

PhD Students	Maximum Support
Before approval of PhD candidacy	MOP12,500/month
After approval of PhD candidacy	MOP14,000/month

	Maximum Support
Master's Students	MOP8,000/month

3.2 The duration and amount of Teaching Assistantships are determined by the academic unit concerned.

3.3 The total stipend that a student can receive in a calendar month must not exceed the maximum support amount, regardless of the source(s) of financial support involved in the same period. Otherwise, the exceeding amount of stipend shall not be remunerated.

3.4 Monthly stipend for a service period of less than one month shall be provided on a pro rata basis.

3.5 Students will be eligible to receive the new ceiling of stipend (i.e., maximum MOP14,000 per month) starting from the subsequent semester upon approval of their PhD candidacy.

3.6 Benefits or rewards not in monetary form (e.g., meals, accommodations, etc.) granted to students in return for services that they provide on campus shall not be considered as a component of the Assistantships as stipulated in these Guidelines.

3.7 The Finance Office (FO) should be informed on any change in stipend arrangements.

### 4. Duties of Assistantship Recipients

4.1 Every TA is required to engage in academic activities which include ancillary teaching and/or administrative services as assigned by the academic unit concerned for 5 to 15 hours per week.

4.2 Satisfactory performance of such duties is one of the preconditions for the renewal of the Assistantships.

### 5. Suspension/Termination of Assistantships

5.1 A recipient may apply for suspension of Teaching Assistantship due to medical reasons, family emergency, deferral or other reasons with strong justifications. All applications are subject to the approval of Dean/Director of academic unit concerned.

- 5.2 Teaching Assistantship may be terminated by the academic unit concerned when the academic performance or the performance of duties as an assistantship recipient is considered unsatisfactory, or when the student has seriously violated UM regulations, rules and guidelines. However, such decision must be well justified according to the relevant regulations, rules and guidelines of UM, and approved by the Dean/Director of academic unit concerned. A written notice for termination should be given at least two weeks in advance.
- 5.3 The academic unit concerned should inform FO of any change in the recipient's status as referred to in this provision as soon as possible.
- 6. Special Cases**  
Any special cases are subject to endorsement from the Deans/Directors of academic units concerned and approval from the Vice Rector (Academic Affairs).
- 7. Administration**  
Teaching Assistantships are administered by academic units and supervised by the Office of the Vice Rector (Academic Affairs).
- 8. Applicability**  
The current Guidelines are applicable to all recipients of Teaching Assistantships.
- 9. Remark**  
The Guidelines are subject to revisions by the UM. The recipients of Teaching Assistantships should check the website of the Graduate School for the most up-to-date information on Teaching Assistantships.