

Postgraduate Scholarships and Assistantship

Macao SAR Government Postgraduate Scholarships – Mainland China Master's Degree Students

澳門特區政府研究生獎學金 - 內地碩士研究生

Eligibility	: Mainland China bachelor's degree holders
Criteria	: 1. Academic performance 2. Recommendation of PRC Ministry of Education
Amount	: Covers tuition fee and hostel fee and provides a living allowance

Master International Student Scholarship

碩士國際學生獎學金

Eligibility	: International* applicants of full-time Master's degree programmes of UM (excluding executive degree programmes)
Criteria	: 1. Academic excellence; 2. Research abilities or potential; and/or 3. Communication and interpersonal skills.
Amount	: 1. Tuition fee waiver 2. Postgraduate House (sharing room) fee waiver 3. Maximum for 2 academic years / 3 academic years for awardees who admit to 3-year Master's programme

* Nationality of an applicant is China (including Macao SAR, Hong Kong SAR and Taiwan China) is not considered as an international applicant.

Instituto de Estudos Europeus de Macau Scholarship

澳門歐洲研究學會獎學金

Eligibility	: Full-time master's degree students majoring in European Union Law, International Law, or Comparative Law
Criteria	: Academic performance
Amount	: MOP15,000 (total amount), quota and amount per recipient determined by faculty according to the performance of students of the year

Instituto de Estudos Europeus de Macau Academic Prize

澳門歐洲研究學會學術獎項

Eligibility	: Best graduate from Master of Law in European Union Law
Criteria	: Academic Performance
Amount	: MOP15,000 (total amount), quota and amount per recipient determined by the faculty according to the performance of students of the year

Bank of China Scholarship

中國銀行獎學金

Eligibility	: Master's degree students
Criteria	: Academic Performance
Amount	: Five scholarships, MOP20,000 each 1. Four scholarships for students from Faculty of Business Administration (at least 1 student from each related department) 2. One scholarship for student majoring in Economics of Faculty of Social Sciences

Luso International Bank Scholarship**澳門國際銀行獎學金**

- Eligibility : Master's degree students
- Criteria : Academic Performance
- Amount : Four scholarships, MOP20,000 each
1. Two scholarships for students from Faculty of Business Administration
 2. Two scholarships for students majoring in Economics of Faculty of Social Sciences

UMDF Scholarship - FED Scholarship for Outstanding Master Thesis**澳門大學發展基金會獎學金 - 教育碩士優秀論文獎學金**

- Eligibility : 1. FED Master students (year-2/year-3)
2. Completion of oral defense
- Criteria : Quality of the thesis writing
- Amount : Eight scholarships, MOP10,000 each
1. Four scholarships for quantitative research
 2. Four scholarships for qualitative research

UMDF Scholarship - FED Scholarship for Outstanding Doctoral Thesis**澳門大學發展基金會獎學金 - 教育博士優秀論文獎學金**

- Eligibility : 1. FED Doctoral students (year-3/year-4)
2. Completion of oral defense
- Criteria : Quality of the thesis writing
- Amount : Four scholarships, MOP10,000 each

UMDF Scholarship - FED Scholarship for Outstanding Postgraduate Research Outcomes**澳門大學發展基金會獎學金 - 教育學院研究生優秀研究成果獎學金**

- Eligibility : FED graduate students (both Master and Doctoral students)
- Criteria : 1. Publications in high quality journals (e.g., SSCI, TSSCI, SCI, AHCI, etc.)
2. Journal impact factor
3. Order of the authorship
- Amount : Four scholarships, MOP10,000 each

Akrostar Academic Prize**芯耀輝學術獎項**

- Eligibility : Postgraduate graduates (including PhD) majoring in Electrical and Computer Engineering of Faculty of Science and Technology or Microelectronics of Institute of Microelectronics, local students preferred
- Criteria : Academic performance & R&D result in microelectronics circuit design
- Amount : Three prizes, MOP10,000 each

Academic prize for the Best Portuguese Thesis**最佳葡語學術論文獎**

- Eligibility : PhD/Master graduate from Faculty of Law and Faculty of Arts and Humanities-Department of Portuguese. If there is no qualified graduate thesis in Faculty of Law, the quota will be transferred to Faculty of Arts and Humanities-Department of Portuguese, vice versa
- Criteria : 1. Graduate thesis written in Portuguese Language
2. Faculty's recommendation
- Amount : Two prizes, MOP10,000 each

BNU UM Affinity Card Scholarship

大西洋銀行澳門大學信用卡獎學金

- Eligibility : Postgraduate students
Criteria : Academic performance
Amount : Three scholarships, MOP10,000 each
1. Two scholarships for students from Institute of Chinese Medical Sciences
2. One scholarship for student majoring in majoring in Translation Studies of Faculty of Arts and Humanities

HSBC Scholarship

香港上海滙豐銀行獎學金

- Eligibility : Master local students
Criteria : Academic performance
Amount : Three scholarships, MOP10,000 each

Bank of China Macau Branch Elite Athletes Scholarship

中國銀行澳門分行精英運動員獎學金

Scholarship on sports achievements

- Eligibility : Full-time students
Criteria : Sports performance
Amount : Three scholarships, MOP20,000 each and Four scholarships, MOP10,000 each

Lisboa Holdings Scholarship

葡京集團獎學金

Scholarship on sports achievements

- Eligibility : Full-time students
Criteria : Sports performance
Amount : One scholarship, MOP20,000 and Two scholarships, MOP10,000 each

Victormap Group Scholarship

飛萬里集團獎學金

Scholarship on sports team development and sports achievements

- Eligibility : UM Dragon Dance Team; students from UM Fencing Team and UM Martial Arts Team
Criteria : Sports performance
Amount : Three scholarships, MOP10,000 each

Neoson Men's Basketball Team Development Scholarship

上澳男子籃球隊發展獎學金

Scholarship on sports team development

- Eligibility : UM Men's Soccer Team, UM Women's Basketball Team, UM Dragon Boat Team, UM Fencing Team, UM Squash Team and UM Swimming Team
Criteria : Sports performance
Amount : One scholarship, MOP20,000

Parry Group Sports Teams Development Scholarship

百齡集團運動校隊發展獎學金

Scholarship on sports team development

- Eligibility : UM Men's Soccer Team, UM Women's Basketball Team, UM Dragon Boat Team, UM Fencing Team, UM Squash Team and UM Swimming Team
Criteria : Sports performance
Amount : Two scholarships, MOP20,000 each and Four scholarships, MOP10,000 each

Kangaroo King Men's Soccer Team Development Scholarship**袋鼠王男子足球隊發展獎學金****Scholarship on sports team development**

Eligibility	: UM Men's Soccer Team
Criteria	: Sports performance
Amount	: One scholarship, MOP20,000

University of Macau Outstanding Student-Athletes Award Scheme**澳門大學傑出運動員獎勵計劃**

Eligibility	: Full-time students
Criteria	: Students with excellent athletic results; meet the GPA requirement; achieve the required sports team training attendance and sports performance as stipulated by OSA
Amount	: 100%/50% waiver of tuition fee in the following academic year, and/or a maximum of MOP5,000 study allowance

UM Macao PhD Scholarship**澳大濠江博士生獎學金**

Eligibility	: 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. Applicants should fulfill all general admission requirements for PhD degree programmes and any additional admission requirements for certain programmes
Criteria	: 1. Academic excellence 2. Research abilities or potential 3. Innovation skills 4. Communication and interpersonal skills 5. Leadership abilities
Amount	: 1. A monthly stipend of MOP20,000 for a support period up to four years (48 months) 2. A conference or research-related travel allowance of MOP10,000 per calendar year (January to December) on a reimbursement basis during the support period. Applications for the travel allowance are accepted starting from the second semester upon registration

UM PhD Assistantship**澳大博士生助學金**

Eligibility	: 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. Applicants should fulfill all general admission requirements for PhD degree programmes and any additional admission requirements for certain programmes
Criteria	: 1. Academic excellence 2. Research abilities or potential 3. Innovation skills 4. Communication and interpersonal skills 5. Leadership abilities
Amount	: A starting monthly stipend of MOP12,500 with an upper limit of MOP14,000 for a support period up to four years (48 months)

Research Assistantships

研究助理助學金

- Eligibility : PhD students and Master's students
Criteria : Determined by individual supervisors.
Amount : Determined by individual supervisors. Maximum monthly stipend as follows:
- PhD students (before approval of PhD candidacy): MOP12,500
- PhD students (after approval of PhD candidacy): MOP14,000
- Master's students: MOP8,000

Teaching Assistantships

教學助理助學金

- Eligibility : PhD students and Master's students
Criteria : Students with good academic performance, research potential and ability are eligible to apply.
Amount : Determined by academic unit concerned. Maximum monthly stipend as follows:
- PhD students (before approval of PhD candidacy): MOP12,500
- PhD students (after approval of PhD candidacy): MOP14,000
- Master's students: MOP8,000

Funding Guidelines for PhD and Master Students

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

(Approved by the Rector on 17 December 2020)

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 UM Selection Panel 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 UM Selection Panel.

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 UM Selection Panel.

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 registration. All conditions (if any) stated in the offers must be fulfilled.

4.3. Offer holders are strongly encouraged to complete registration at the UM on or before the 15th of the designated month of initial registration (usually August) in the 1st semester of an academic year. Late registration in the 1st 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” and “13. Suspension of Support”).

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. If an offer holder fails to sign the offer letter, the UM may withhold or cancel the offer.

4.6. When signing the offer letters, offer holders should ensure that:

4.6.1. They are not undertaking any form of paid employment.

4.6.2. They are not receiving any other form of scholarships and assistantships.

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- 4.6.3. They are not concurrently registered at any other higher education institutions (except those with Joint Agreements approved by the UM).

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 those with Joint Agreements approved by the UM).
 - 5.1.4. Maintain an active status throughout the support period.
 - 5.1.5. Fulfill 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. 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 (Academic Affairs) 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 period for all eligible awardees begins in the designated month of initial registration (usually August) in the 1st semester of an academic year, except special cases approved by the UM.
- 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 initial registration on or before the 15th of that month will be provided with full-month support starting from the month of registration. If registration is completed only after the 15th 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 period for all eligible recipients begins in the designated month of initial registration (usually August) in the 1st semester of an academic year, except special cases approved by the UM.
- 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 ("Excellent") 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 (usually August). The upper limit of the monthly stipend amount is MOP14,000.
- 8.3.3. Recipients who postpone their registration to the 2nd 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 initial registration on or before the 15th of that month will be provided with full-month support starting from the month of registration. If registration is completed only after the 15th 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. The tuition fees offset mechanism begins on 1 February 2021. For all MPDS awardees and Assistantship recipients, tuition fees will be offset in monthly installments by the monthly stipend before stipend disbursement. In other words, they 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 fee will also be offset by the monthly average of the non-refundable deposit.
 - 9.2.4. Awardees and recipients who register late at UM will need to settle tuition fees not covered by the monthly stipend for the corresponding installment. A Debit Note will be issued to them by the Finance Office and they would need to settle the outstanding fees before registration.
- 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. MPDS awardees and Assistantship recipients are required to fulfil one or more of the following types of duties:
 - 10.1.1. Ancillary teaching
 - 10.1.2. Administrative service
 - 10.1.3. Research
- 10.2. Duties are assigned by academic units and/or supervisors, and should be between 5 and 10 hours per week.
- 10.3. Satisfactory duty performance is a prerequisite for the renewal of the MPDS or the Assistantship.
- 10.4. If awardees or recipients fail to fulfill their assigned duties on schedule without justifications, the MPDS or the Assistantship will be suspended or terminated.

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. 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 deferment of studies should be endorsed by supervisors and approved by the Deans/Directors of academic units concerned. The Graduate School 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 (Academic Affairs).
- 12.4. Monthly stipend for the starting month and the ending month of suspension is provided on a pro rata basis, while no financial support is provided during other months of suspension.
- 12.5. The starting month and the ending month of suspension are counted in whole months towards the support period, regardless of the amounts of monthly stipend disbursed. However, the period of suspension between the starting month and the ending month will not be 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. Deferment of studies (please refer to “12. Deferment of Studies”).
 - 13.1.2. Failure to fulfill duties assigned by the UM (please refer to “10. Duties”).
 - 13.1.3. Failure to submit progress reports on time (please refer to Item 3.8. of the *Rules on the Progress Report of the Postgraduates of the University of Macau*).
- 13.2. The starting month and the ending month of suspension are counted in whole months towards the support period, regardless of the amounts of monthly stipend disbursed. For suspension due to conditions stated in Item 13.1.2 and 13.1.3, the period of suspension between the starting month and the ending month will be counted towards the support period.

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 those with Joint Agreements approved by the UM).
 - 14.1.6. Two Scale 1 (“Unsatisfactory”) or Scale 2 (“Marginally Satisfactory”) ratings on progress reports given by supervisors during the support period. For one Scale 1 rating, supervisors may suggest support termination with justifications to the Dean/Director of the academic unit concerned for endorsement, and to the Dean of Graduate School for approval.
 - 14.1.7. Unsatisfactory duty performance (please refer to “10. Duties”).
 - 14.1.8. Violation of regulations, rules, and guidelines of the UM.
 - 14.1.9. Misrepresentation, fraudulence, and non-disclosure of information in the applications of the MPDS or the Assistantships.
- 14.2. Terminated MPDS and Assistantship cannot be resumed.

- 14.3. Monthly stipend for the effective month of termination is 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 14.1.5, the UM reserves the right to collect any financial support previously provided to the awardees or recipients.

15. Special Cases

- 15.1. 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 degree programmes.
 15.2. For duly justified exceptions, special approval from the Vice Rector (Academic Affairs) should be sought.

16. 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.

17. Applicability

This set of Guidelines is only applicable to MPDS awardees and UM PhD Assistantship recipients (UM-centralized funding).

18. Remark

The Guidelines are subject to revisions by the UM. When revisions are made, MPDS awardees and Assistantship recipients will be informed accordingly.

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

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

Example 2

Admission Year: Academic Year 2020/2021

Tuition Fee Scheme: Programme-based

Residence: Mainland China

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

Example 3**Admission Year:** Academic Year 2021/2022**Registration Date:** 10 August 2021**Tuition Fee Scheme:** Programme-based**Residence:** Mainland China

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

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

	MPDS Awardee	Assistantship Recipient
Details	Amount (MOP)	Amount (MOP)
Period: May 2025 (the 46 th 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
Monthly stipend disbursed to awardee/recipient	9,671.67	5,171.67

*Termination of the MPDS or the Assistantship due to circumstances mentioned in the current Guidelines. Monthly stipend for the effective month of termination is provided on a pro rata basis.

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

(Approved by the Rector on 17 December 2020)

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 conference registration or the start of research trip, 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 (Academic Affairs).

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.

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

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.

Funding Guidelines for Teaching Assistantships

(Approved by the Rector on 17 December 2020)

1. Purpose

The *Funding Guidelines for Teaching Assistantships* apply to all PhD and master's students who receive financial support from academic units for their services as teaching assistants (TAs) or research assistants for consultancy projects (RAs for Consultancy Projects). For the purpose of these Guidelines, the financial support received by a TA is known as "Teaching Assistantship", and the financial support received by a RA for Consultancy Projects is known as "Research Assistantship for Consultancy Projects".

2. Eligibility

Students with good academic performance, research potential and ability 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 amounts of Teaching Assistantships and Research Assistantships for Consultancy Projects are determined by the academic unit concerned.

3.3 Research Assistantship for Consultancy Projects can be provided in monthly or hourly format.

3.4 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.

3.5 Monthly stipend for support period less than one month is provided on a pro rata basis.

3.6 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.

3.7 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.

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

4. Duties of Assistantship Recipients

4.1 Every TA or RA for Consultancy Projects is required to engage in duties in addition to research, including ancillary teaching and/or administrative services as assigned by the academic unit concerned for 5 to 10 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 Suspension of Teaching Assistantship or Research Assistantship for Consultancy Projects may be allowed due to medical reasons, family emergency, or other reasons with strong justification. If a recipient is also deferring his/her studies, a separate application for the suspension of assistantship should be submitted. All applications must be approved by the Dean/Director of academic unit concerned.

5.2 Teaching Assistantship or Research Assistantship for Consultancy Projects may be terminated by the academic unit concerned when the performance of the student in study and/or the duties as assistantship recipient stipulated in article 4 of the Guidelines 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. Normally two weeks' notice in writing for termination should be given.

5.3 The suspension/termination of Assistantship does not release the recipient concerned from his/her duty to settle any outstanding fees owed to the UM.

5.4 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 not covered in the current Guidelines are subject to endorsement from the Deans/Directors of academic units concerned. For cases related to Teaching Assistantships, final approval from the Vice Rector (Academic Affairs) should be sought. For cases related to Research Assistantships for Consultancy Projects, final approval from the Vice Rector (Research) should be sought.

7. Administration

Teaching Assistantships are administered by academic units and supervised by the Vice Rector (Academic Affairs) Office. Research Assistantships for Consultancy Projects are administered by academic units and supervised by the Vice Rector (Research) Office.

8. Applicability

The current Guidelines are applicable to all recipients of Teaching Assistantships and Research Assistantships for Consultancy Projects.

9. Remark

The Guidelines are subject to revisions by the UM. When revisions are made, recipients of Teaching Assistantships and Research Assistantships for Consultancy Projects will be informed accordingly.