

General Rules Governing PhD Programmes

(Approved by the Senate on 07 June 2017)

A. ADMISSION

1. Admission is governed by the University Admission Rules. Applicants must satisfy the University admission requirements, and any additional requirements imposed by the academic unit they intend to enter.
2. According to Article 25 of Decree no. 11/91/M of 4 February 1991, students should not enrol/register in any other higher education programme in Macao in the same academic year.
3. A student of the University is required to observe the General Rules, and those rules and procedures which govern admission requirements, examinations, fees and charges.

B. GENERAL

1. The University offers full-time programmes of study leading to the degrees of Doctor of Philosophy (PhD).
2. Students will be awarded the appropriate PhD degree provided that they have:
 - a. undertaken a programme of study for a period normally within the normative period of study; and
 - b. completed the total credit units of courses as stated in the regulations and rules for that degree; and
 - c. passed the prescribed examinations; and
 - d. fulfilled minimum coursework graduation requirements set by the academic units; and
 - e. written a thesis and passed the oral defence; and
 - f. paid the prescribed fees; and
 - g. fulfilled the requirements of the regulations and rules of the University.
3. Each individual academic unit may issue special rules applying to specific PhD programmes, within the general framework of the present General Rules. However, any standard for qualification requirements, performance of candidates and/or else, as provided for in the present General Rules, may not be set to a lower or less strict level by the special rules issued for any programme by the relevant academic unit.
4. Students must register in a programme of study on the specified dates in any one academic year, with compulsory attendance at classes.
5. According to Article 31.1 of Decree no. 11/91/M of 4 February 1991, the maximum period of studies will be 150% of the normative period of the programme. For working students, it will be two times the normative period of studies. Students who cannot complete the programme within the periods above will be required to discontinue their studies.

C. ACADEMIC YEAR

An academic year covers the period from August to July. Each year consists of two semesters.

D. REGISTRATION

1. A student is normally registered as a PhD student at his/her initial registration.

2. New students will be considered registered students upon proper completion and submission of all registration materials to the Graduate School with tuition fees settled, while returning students will be considered registered students upon settlement of tuition fees.
3. A student must register in the name which appears in his/her personal identification documents.
4. Student Cards
 - a. All students will be issued with student cards (UM Campus Card).
 - b. The student card is a student's personal identification document. It is not transferable.
 - c. In case of loss or damage of a student card, a student should apply for a replacement. Application forms for such replacement are obtainable from the Graduate School's homepage. A card replacement fee will be charged to the student.
 - d. The student card will be renewed once the student achieves the PhD candidacy, no administration fee will be charged to student in such a case.
 - e. Students may refer to the 'Rules & Guidelines Governing the Use of UM Campus Card' for further details.
5. Late Registration
 - a. Students may apply for late registration if they cannot complete the process within the scheduled period. Application for late registration should be submitted at least three working days before the scheduled registration period by completing application forms obtained from the Graduate School's homepage.
 - b. Late registration fees will be charged to students who do not apply for late registration three working days before the scheduled registration period. Students who have applied for late registration but failed to complete the process within the approved period will also be charged a late registration fee.
 - c. Late registration can be considered once only.
 - d. Apart from medical reason, registration can only be delayed for at most five calendar days after commencement of classes. If late registration is anticipated for medical reasons, a medical certificate should be attached to the student's application for late registration. Applications for registration later than the above period will not be accepted except for medical reasons and other extraordinary circumstances. In such case, late registration application requires the approval of the Dean/Director of the academic unit concerned.
 - e. In any case, students must also make sure that they will still be able to enrol in either course work or thesis in the semester that they register. Otherwise, they will not be considered as an active student and will have to defer their studies.
 - f. The admission offer for students who fail to complete the required registration procedures by the designated deadline will be disqualified.
 - g. Students will not be entitled to register if the non-refundable deposit has not been settled.
6. Double Registration

Students are not permitted to register simultaneously in another programme at the University or any other Higher Education Institution in Macao. If a student is found to be in breach of this rule, he/she will be required to discontinue his/her studies at this University.
2. Students with insufficient academic background may be considered and will be given provisional status. PhD students admitted under provisional status have to complete the additional courses required when they were admitted. Students passing their provisional status should be officially approved by the Dean/Director of the academic unit concerned, before becoming eligible for the qualifying examination. Academic unit should then inform the Graduate School to update the student status on the following day of the approval of passing the provisional status.

E. COURSE RETAKE

Students may apply for retaking a course. Application form is obtainable at the Graduate School's homepage. The student should obtain the consent of the Dean/Director of the academic unit concerned by securing required signatures. For the credit-based tuition fee scheme, all applications must be approved and the retaking courses must be enrolled before the deadline of the add/drop period. The fees for retaking any courses are calculated based on the credit-based tuition fee scheme.

If a student retakes a course, only the course grade for the latest attempt will appear on the student's transcript.

F. COURSEWORK

1. All PhD students should complete the required coursework. All courses should be completed before the oral defence. A student who does not pass a compulsory course in a second attempt may be required to discontinue his or her studies.
2. **Withdrawal from Individual Courses**
Students may withdraw from an individual course after the course add/drop period on condition that he/she still has at least one course enrolled after the course is withdrawn. When students wish to withdraw from a course after the add/drop period, they should complete and submit an application form, which is obtainable from the Graduate School or can be downloaded from the Graduate School's homepage, to the Graduate School at least 5 working days before the final examination. A 'W' grade will be given to the withdrawn course and the tuition fee for the withdrawn course will not be refunded. Any application submitted after the aforementioned deadline will not be considered.
3. Students should always look carefully at their enrolment records. If they are not sure if their enrolment records are correct, they may seek advice from the academic unit concerned. Students are responsible for following up any updates, errors or omissions.

G. COURSE EXEMPTION

1. Students who have completed equivalent courses in other tertiary education institutions may apply for course exemption to the academic unit concerned before the last day of course add/drop period. In the case of course exemption, credits will be granted to replace the original UM course. Exempted courses will be assigned a grade 'X' and will be shown in the transcript of academic record, but will not be counted towards the GPA.

Applications should be submitted to the respective academic unit and be accompanied by supporting documents, e.g. course outlines, official course descriptions, lecture hours, study plans, course grades etc, showing that the students have passed equivalent courses elsewhere.

2. Students may apply for course exemption for any courses.
3. Course exemptions are considered valid only after they are endorsed by the head of department or programme coordinator and approved by the Dean/Director of the academic unit concerned.
4. The normal limit on the number of credits that can be transferred to a programme is one-third of the total credits required.
5. Any exceptional cases are subject to the endorsement of the Dean/Director of the academic unit concerned and the approval of the Vice Rector (Academic Affairs) via the Graduate

School.

H. COURSE WAIVER

1. Students who have not completed equivalent courses in other tertiary education institutions but have attained the knowledge and skills of specific UM courses may apply for a course waiver to the academic unit concerned before the last day of course add/drop period. In the case of course waiver, no credits will be granted, and students will be required to take a related course approved by the head of department or programme coordinator to fulfil the credit requirement. Waived courses will be assigned a grade 'CW' and will be shown in the transcript of academic record, but will not be counted towards the GPA.

Applications must be submitted to the respective academic unit and be accompanied by an explanation for the waiver request and supporting documents (if any). Proof of the acquired competence is required.

2. Students may apply for course waiver for any courses.
3. Course waivers are considered valid only after they are endorsed by the head of department or programme coordinator and approved by the Dean/Director of the academic unit concerned.
4. All exceptional cases are subject to the endorsement of the Dean/Director of the academic unit concerned and the approval of the Vice Rector (Academic Affairs) via the Graduate School.

I. GRADING SYSTEM

1. Grades are awarded according to the following system:

Letter Grades	Grade Points	Percentage	Scale
A	4.0 (Excellent)	97-100	20
		93-96	19
A-	3.7 (Very Good)	88-92	18
B+	3.3	83-87	17
B	3.0 (Good)	78-82	16
		73-77	15
C+	2.3	68-72	14
C	2.0	63-67	13
C-	1.7	58-62	12
D+	1.3	53-57	11
D	1.0 (Pass)	50-52	10
F	0 (Fail)	Below 50	Below 10

Definition of Grades

Letter Grade	Definition	Remark
CW	Course Waiver	Assigned to a course that has been waived.
DX	Deferred Result	A temporary grade assigned to the students who ask for a supplementary examination with justifiable reasons.

Letter Grade	Definition	Remark
I	Incomplete	Used when work is necessarily delayed through no fault of the student, such as a medical problem. This grade must be converted to a regular grade by the commencement of the following semester; otherwise it will be converted to 'F'.
P or NP	Pass or Fail	Given to a course where the results are not counted towards the GPA.
T	Audit	Assigned when an auditing student has completed, to the satisfaction of the instructor, the conditions established at registration as an auditing student.
W	Withdrawal	Assigned when a student has withdrawn from a course. The result will not be counted towards the GPA.
X	Course Exempted	Assigned in the case of a course exemption.

2. Except programmes offered by the Faculty of Law, letter grades are official grades.
3. For programmes offered by the Faculty of Law, scales are official grades. Other grades are for reference only.

J. PERIOD OF STUDY

The normative study period of all PhD programmes is 4 years.

K. RESIDENCE REQUIREMENT

1. The normal residence period of a PhD student is 3 years unless with special approval for absence of leave. The minimum residence period is 12 months. The residence requirement will be part of the graduation requirement.
2. A student who is in Macao, except for absences not exceeding 3 weeks continuously and not exceeding 1 month aggregate in an academic year, is deemed to be studying and receiving regular supervision, and provided he/she is also attending courses, if required, is regarded as in residence.
3. A student who is not in Macao is normally regarded as not being in residence. In cases where the student would nevertheless receive adequate supervision on a regular basis while away from Macao, or where the absence from Macao is related to an academic purpose, an application with the endorsement of the supervisor should be submitted to the Faculty GSC Chair concerned for endorsement, and then to the Dean of the academic unit for approval, so as to regard the student as being in residence during that period of absence.
4. A student may also be regarded as being in residence while away from Macao if his/her study programme officially requires him/her to be on exchange to an institution outside Macao or if the student is formally accepted to go on an exchange programme.

Except for periods of approved leave, and except as provided in 2, 3 and 4 above, all PhD students are required to be in residence during their period of study. In any case a student needs to fulfill the minimum residence requirement of 12 months in Macao. The residence requirement will be part of the graduation requirement.

L. RESEARCH SUPERVISION

1. The Faculty Graduate Studies Committee will administer the appointment of supervisor(s) or temporary supervisor and PhD advisory committees of PhD students.
 - a. The supervisor has the primary responsibility for directing and advising a student throughout his/her study period, especially during the preparation of the thesis.
 - i. Supervisor(s) of a student should be appointed at the admission of a student.
 - ii. Supervisor(s) must submit a progress report of the student required by the Guidelines for the Progress Report of the Postgraduates of the University of Macau.
 - b. The temporary supervisor has the primary responsibility for directing and advising a student during his/her supervision period.
 - i. The temporary supervisor of a student should be appointed at the admission of a student if the student cannot identify the supervisor. The admission of PhD students with temporary supervisor should be considered as exceptional cases only.
 - ii. The temporary supervisor must submit a progress report of the student required by the Guidelines for the Progress Report of the Postgraduates of the University of Macau.
 - iii. The temporary supervisor can only supervise the student for at most one year. Academic unit/a temporary supervisor shall decide whether a student with financial support will receive full or half support of funding when he/she is under the supervision of a temporary supervisor for the first semester. If a student cannot identify the supervisor within the first semester, he/she should only receive half support of funding for one more semester under the temporary supervisor's supervision. If the student cannot identify the supervisor within one year after his/her initial registration, he/she has to be discontinued from the PhD programme.
 - c. The PhD advisory committee is intended to provide additional academic advice to the student during the coursework period, for the qualifying examination, and for the preparation of the thesis proposal.
 - i. Each newly admitted PhD student will be assigned a PhD advisory committee to provide guidance after his/her initial registration.
 - ii. A tailor-made coursework study plan for each individual PhD student will be designed by the Committee. The study plan is a guide to what students have to accomplish in order to complete their programme of studies. Students are advised to consult their study plans during selection of courses for enrolment. They should keep their study plans and any subsequent adjustments for future reference during the course enrolment and for graduation purposes.
 - iii. The committee will also provide advice about the qualifying examination and the thesis proposal, the acceptability of the proposed thesis topic, the appropriateness of the proposed methodology, and the adequacy of the literature search. Upon approval of the student's thesis proposal, the committee will advise the candidate about the preparation of the thesis and assist the supervisor, in monitoring the candidate's progress.
 - iv. The membership of the PhD advisory committee should include the thesis supervisor(s) plus at least one member. The member(s), appointed by the Faculty Graduate Studies Committee, should represent academic disciplines relevant to the thesis topic. When appropriate, the member(s) may be selected from more than one faculty/institute. In addition, the member(s) may be appointed from outside UM if necessary.
 2. The appointments of the supervisor(s) and PhD advisory committee of a student are officially approved by the Faculty Graduate Studies Committee.
 3. Changes of the supervisor(s) and/or the membership of the PhD advisory committee can be made upon the approval of the Faculty Graduate Studies Committee.
-

M. ASSESSMENTS

1. Each PhD student must pass three assessments during his/her study.
2. The three assessments include a qualifying examination, a thesis proposal assessment and a final thesis oral defence examination.
3. The qualifying examination and thesis proposal assessment are administered by the Faculty Graduate Studies Committee.

N. QUALIFYING EXAMINATION

1. The qualifying examination will assess the ability and background of the student for the enrolled PhD programme.
2. Each faculty/institute will define the form and operation procedures of the qualifying examination according to its own needs.
3. A student must pass the qualifying examination within 2 years after his/her initial registration. Academic units should inform the Graduate School on the following day a student passes the qualifying examination. Unless special approval of an extension of this period from Vice Rector (Academic Affairs) is granted, a student failing to pass the qualifying examination will be discontinued from the enrolled PhD programme. All applications related to extension beyond the stipulated period to pass the qualifying examination should be submitted to the individual Faculty Graduate Studies Committee for consideration. The recommendation of Faculty Graduate Studies Committee will be forwarded to the Vice Rector (Academic Affairs) for approval via the Graduate School.
4. A student who fails the qualifying examination on the first attempt may take the examination again. If the student fails the examination a second time, he/she will be discontinued from the relevant PhD programme.

O. THESIS PROPOSAL ASSESSMENT

1. The thesis proposal assessment will examine the quality of the planned research, ensuring that it meets UM standards.
2. The thesis proposal assessment may be carried out only after the student has passed the qualifying examination.
3. The thesis proposal assessment will include submission of a written proposal from the student and its presentation to an assessment panel. The assessment panel will include a chairperson appointed by the Faculty Graduate Studies Committee (this chairperson should not be a member of the PhD advisory committee), along with the PhD advisory committee members. A student who fails the thesis proposal assessment the first time may take the assessment again. If the student fails the assessment a second time, he/she will be discontinued from the enrolled PhD programme.
4. A student who passes the thesis proposal assessment will be considered as a PhD candidate at the University of Macau.
5. The Faculty Graduate Studies Committee which administered the thesis proposal assessment will submit the passed and fully revised thesis proposal together with the names of the student, supervisor(s) and the PhD advisory committee to the Graduate School for official approval of PhD candidacy.

6. A student must achieve PhD candidacy within 4 years after his/her initial registration at the University of Macau by passing the qualifying examination and thesis proposal assessment. The maximum period for achieving the PhD candidacy will not be extended in general. This policy is independent of UM funding support. Unless special approval of an extension of this period from the Vice Rector (Academic Affairs) is granted, a student failing to achieve PhD candidacy as governed by the above term will be discontinued from the enrolled PhD programme. All applications related to extension beyond the stipulated period to achieve PhD candidacy should be submitted to the individual Faculty Graduate Studies Committee for consideration. The recommendation of Faculty Graduate Studies Committee will be forwarded to the Vice Rector (Academic Affairs) for approval via the Graduate School.
7. A PhD student who would like to extend his/her PhD study period to achieve PhD candidacy should submit the following documents at least one month before the end of the study period to the academic unit concerned:
 - a. a completed application form which can be obtained from the Graduate School's homepage for extension of study period for PhD degree programme;
 - b. a brief qualifying examination & PhD thesis assessment report;
 - c. a proposed plan of research for the extension period.

(b and c should be endorsed by the thesis supervisor before submission.)

P. THESIS FORMAT, SUBMISSION AND PUBLICATION

1. Candidates are advised to study thoroughly and follow strictly the Guidelines Governing the Format of PhD Theses when writing their thesis. Candidates may refer to the Graduate School's homepage (<http://www.umac.mo/grs/>) for details of the said Guidelines.
2. Before a candidate submits a thesis for examination, he/she shall pass one copy of the thesis to the supervisor(s) for assessment. If the supervisor(s) confirm(s) that the thesis is ready for submission, a "thesis submission" form should be completed as endorsement.
3. A candidate shall submit five copies of his/her thesis, together with the "thesis submission" form, to the academic unit concerned. The thesis shall conform in layout, binding and presentation as required by the academic unit concerned.
4. The examination committee shall declare in writing to accept/reject the thesis.
5. If a thesis is rejected by the examination committee, the candidate shall re-submit the thesis following the above mentioned thesis submission procedures within the period as decided by the examination committee. The re-submission deadline shall not exceed the maximum period of study. A candidate shall only re-submit the thesis once only.
6. A candidate must submit properly bound copies of the final version of the thesis approved by the examination committee upon successful completion of the oral defence examination. The exact number of copies of thesis and the submission deadline will be specified by the academic unit concerned.
7. The Library copy of a thesis must be bound by the official contractor appointed by the UM to ensure a uniform appearance of the PhD theses. The bound Library copy must be first sent to the Graduate School for checking before it will be finally housed in the Library. Candidates can contact the Graduate School for details about the thesis binding arrangements.
8. A candidate must also submit a soft copy of the said thesis to the academic unit concerned for onward transmission to the University Library, in ways and format as determined by the

University Library.

9. All PhD theses will be published with the ProQuest UMI Dissertation Publishing. Exceptions would be allowed for special cases with sound justification and proper approval. The University Library will process the thesis publication procedures with the UMI.

Q. EXAMINATION COMMITTEE

1. The examination committee members shall be appointed normally within 30 working days after the thesis is submitted.
2. The candidate shall normally be informed of the official composition of the examination committee within two weeks after the official appointment.
3. The examination committee shall be chaired by the Rector or his/her representative and shall be composed of the supervisor and at least three examiners.
4. The examination committee members shall normally be those who have completed a graduate degree at doctoral level in the relevant discipline and have involved in supervision of theses.

R. ORAL DEFENCE EXAMINATION

1. The oral defence examination is compulsory and shall be held normally within 2 months after the day on which the thesis is officially accepted by the examination committee for oral defence examination.
2. The academic unit concerned shall give the candidate at least one week's notice of the date of oral defence examination.
3. The oral defence examination is an open examination. The PhD candidate shall present the thesis and defend it in front of an examination committee.
4. The oral defence examination shall not take place if it cannot fulfil the criteria stated in the Guidelines on Approval Procedures for PhD Theses and Formation of PhD Oral Defence Examination Committee.
5. Prior to the oral defence examination, the examination committee shall decide the speaking order and method of its members.
6. The thesis presentation session and the question and answer session of an oral defence examination shall not exceed 2 hours.
7. After the thesis presentation and the question and answer session, the examination committee shall discuss and evaluate the candidate's performance. By open ballot voting, the committee shall decide to go into the final resolution deliberation session.
8. Final Resolution Deliberation Session:
 - a. A resolution must be decided by majority vote and open ballot voting with supporting statements. No committee voting member can abstain from voting.
 - b. The final resolution of the defence examination shall be delivered as pass (P), conditional pass (CP) or fail (NP).
 - i. Pass: The student has to submit the final copy to academic unit within one week.
 - ii. Conditional pass, subject to minor revisions: Revised version to be assessed by

- supervisor(s) only/all Examination Committee Members. The student has to submit the final copy to the academic unit within 3 months from the date of the oral defence examination.
- iii. Conditional pass, subject to major revisions: The student has to take the oral defence examination again within a year.
 - iv. Fail: The student has to be terminated from the PhD programme.
9. The academic unit concerned shall submit the final thesis together with the student's graduation proposal to the Graduate School for graduation check within one month after the final thesis is submitted to the academic unit and the graduation requirements are fulfilled by the student.
 10. The oral defence examination and the resolution-deliberation discussions must be put on record. A proposal for the award of degrees shall be submitted to the Senate for approval. The minutes of the oral defence examination shall record the voting results and comments on the oral defence.

S. APPEAL AGAINST RESULTS

No appeal against the final academic decision of an examination committee is permitted.

T. TUITION FEE & CONTINUOUS THESIS SUPERVISION FEE

For students admitted from academic year 2014/2015 onwards, a credit-based tuition fee scheme will be adopted. The tuition fee is charged based on the number of credits enrolled and students should settle their tuition fees before the deadline set by the University. Please refer to the "Fees and Charges" for the relevant charges.

The Continuous Thesis Supervision Fee is charged per semester according to the credit-based tuition fee scheme. Students are required to pay this fee upon fulfilling and settling the charges of the required number of credits for thesis.

U. GRADUATION

1. Graduation and Issue of Graduation Certificates

A student who has completed the coursework of a Master programme but does not manage to accomplish the PhD part could still be awarded the relevant Master's degree provided that he/she has successfully completed Master's thesis writing and oral defence.

Upon successful completion of studies, thesis writing and oral defence and with the approval of the Senate, academic awards are conferred on students at a congregation.

Students eligible for academic awards for that particular year will be notified in writing of the details regarding the congregation, the collection of academic dress, and the award certificate.

The graduation certificate will be issued once only, as there will be no second printing. **Students are therefore strongly advised to ensure the safe-keeping of this important document.**

The University reserves the right to withhold conferment of an award on a student who has outstanding fees owed to the University, or who has otherwise failed to discharge all obligations towards the University.

V. DISCONTINUATION OF STUDIES

1. A student shall be required to discontinue studies under the following circumstances:
 - a. A student who has failed a compulsory course more than once.
 - b. A student who has failed a second qualifying examination.
 - c. A student who has failed a second thesis proposal assessment.
 - d. A student (under the temporary supervisor's supervision) who cannot identify the supervisor within 1 year.
 - e. A student who cannot pass the qualifying examination within 2 years or achieve PhD candidacy within 4 years.
 - f. A student who cannot or is not in a position to complete his/her course of study within the maximum study period.
 - g. A student whose thesis has been rejected by the examination committee for a second time.
 - h. A student who has failed the oral defence examination.
 - i. A student who is graded "Unsatisfactory" twice consecutively in the progress report.
2. Students whose studies have been discontinued due to unsatisfactory academic performance or who have exceeded their maximum study period cannot register as a student of the University within the subsequent three years, unless special approval or authorisation has been granted by the party concerned.

Discontinued students returning within the subsequent three years

For students who have been discontinued from their studies due to unsatisfactory academic performance, they should apply for re-admission and such application must be approved by the Vice Rector (Academic Affairs) with the recommendation from the Dean/Director of the academic unit concerned.

For students who have been discontinued from their studies by exceeding the maximum study duration, they should apply for regular admission as new students and such application must be authorised by the government on the recommendation of the University authority.

Discontinued students returning after three years

Three years after the discontinuation, regardless of the reason for discontinuation, they should apply for regular admission and be admitted as new students following all the procedures and rules for new students.

W. DEFERMENT OF STUDY

1. Application for deferment of study from a withdrawn or inactive student will not be considered. For definitions of withdrawn and inactive students, please refer to item X and Z respectively.
2. Students who wish to postpone their studies should apply for deferment of study by completing an application form from the Graduate School and securing the required signatures from the Dean/Director of the academic unit concerned before leaving the University. The University does not guarantee such students that the degree programme/courses will remain constant after they return to the University.
3. Students can apply for deferment of study for not more than 2 semesters at one time. If students wish to prolong their deferment period, they should submit another application before class commencement of the next semester after they have reached the previously approved deferment period. The total approved period of deferment of study cannot accumulate to more than 6 semesters. Any exceptional cases are subject to the

endorsement of the Dean/Director of the academic unit concerned and the approval of the Vice Rector (Academic Affairs) via the Graduate School.

4. New students can apply for deferment of study for not more than one academic year. Application for such deferment should be made before class commencement. New students must fulfill all the conditions stated in their offer letters and submit the required amount of non-refundable deposit before they become eligible to apply for deferment of study. Such applications will only be permitted for medical reasons and exceptional cases with sound justification. For medical reasons, students are required to submit medical certificates issued by hospitals at the time of application. For exceptional cases with sound justification, students are required to specify the reason and submit written certification at the time of application.
5. Students who have deferred their studies and wish to return to the University should apply for resumption of study. Resumption is not granted automatically (See the item AA - Resumption/Re-admission of Study for details). Besides, new students are not permitted to transfer to another research area when they apply for resumption of study.
6. If students neither apply for resumption of study nor submit another deferment application before class commencement of the next semester after they have reached the previously approved deferment period, they will be considered having withdrawn from the University, and they have to apply for re-admission of study later if they wish to return to the University (See the item AA - Resumption/Re-admission of Study for details).

X. WITHDRAWAL FROM THE UNIVERSITY

1. Students who wish to terminate their studies at the University prior to graduation should apply for withdrawal of study by completing an application form which is obtainable from the Graduate School or can be downloaded from the Graduate School's homepage.
2. Withdrawal grades will be recorded for each course at the time the student receives permission to withdraw. The grades are either "W", meaning that the student withdraws from the University before the examination period, or "F", meaning that the student does not take the examinations but withdraws during or after the examination period. However, if a student withdraws from the University after completing all the courses and examinations of a semester, all academic credits/grades are given for the courses taken in that semester.
3. Students who withdraw from the University and later wish to return must apply for re-admission of study. Re-admission of study is not granted automatically and is with lower priority than resumption of study during application consideration subject to quota availability. (See the item AA - Resumption/Re-admission of Study for details.)

Y. CHECK-OUT

1. All withdrawn, suspended or discontinued students and those applying for deferment of study are required to complete the student clearance forms, which are obtainable from the Graduate School or can be downloaded from the Graduate School's homepage, before leaving the University. Students are required to clear all outstanding matters with the department concerned.
2. All graduates are not required to come in person to the University to complete the check-out procedures. However, students who have any outstanding records must clear their records with the department concerned. Otherwise, certificates of graduation and other official documents will not be issued.

-
3. A student may authorise another person to process the check-out procedures by filling in Graduate School's official authorisation letter. I.D. copies of both parties must be submitted.
 4. Students who withdraw voluntarily from the University sever their connection with the University.
 5. If students leave the University in the course of study without going through the check-out procedures, no official document (such as testimonial, transcript or graduation certificate) will be issued.

Z. INACTIVE STUDENTS

1. Students admitted or resuming in academic year 2013/2014 or before who do not settle their tuition fees (including continuation fee) ten calendar days after the commencement of classes in any semester will be considered inactive students.
2. Students admitted or resuming in academic year 2014/2015 onwards who do not enrol in any courses or do not settle their tuition fees (including Continuous Thesis Supervision Fee) ten calendar days after the payment deadline in any semester will be considered inactive students.
3. Students admitted in academic year 2016/2017 onwards who do not maintain at least 3 credits of enrolment per semester prior to the stage of extended thesis supervision (where only 2 credits per semester will be charged) will be considered inactive students.
4. Inactive students will be prohibited from attending classes, using any services or facilities of the University, and applying for any official documents. For students who become inactive from academic year 2015/2016 onwards, the maximum inactive duration is two semesters cumulatively. If inactive students wish to return to the University within the inactive duration, they must make up the check-out procedures and apply for re-admission of study. An administration fee will be charged for the late check-out procedures, and a re-admission fee based on the number of inactive semesters will be charged upon approval of re-admission. Please refer to "Fees and Other Charges" for the relevant fees. Re-admission of study is not granted automatically and is with lower priority than resumption of study during application consideration subject to quota availability. Also, inactive students are with lower priority than withdrawn students for re-admission (See the item AA - Resumption/Re-admission of Study for details).

AA. RESUMPTION/RE-ADMISSION OF STUDY

1. Students who have deferred their studies and wish to return to the University should apply for resumption of study, while withdrawn, discontinued or inactive students should apply for re-admission of study.
2. Students returning to the University either through resumption or re-admission can continue their study with all the previous academic records. However, the procedures for resumption and re-admission are different from each other and re-admission is with lower priority than resumption of study during application consideration subject to quota availability. Also, discontinued and inactive students are with lower priority than withdrawn students for re-admission.
3. It should be noted that the total duration for deferment of study, withdrawal of study, and inactive period should not exceed six semesters altogether, and the inactive period should not exceed two semesters independently. No resumption or re-admission of study will be considered if students cannot fulfil this duration requirement. Any exceptional cases are

subject to the endorsement of the Dean/Director of the academic unit concerned and the approval of the Vice Rector (Academic Affairs) via the Graduate School.

Students who cannot return to the University through resumption or re-admission have to apply for regular admission if they wish to study at the University afterwards and all the previous academic records will be expired.

4. Procedures for Resumption of Study

When students apply for resumption of study, they should submit written applications to the Graduate School before class commencement of a certain semester for the approval from the Dean/Director of the academic unit concerned. Any applications submitted on/after the first day of classes will be directly rejected by the Graduate School. The applicants must meet all the admission requirements prevailing at the time of resumption and successful applications will be effective in the specific semester required by the students.

In addition, all resuming students who have deferred their studies due to health issues are required to submit a Medical Examination Report (GRS/Form/005) to the Graduate School during the resumption process. This report is to prove that the student has recovered from the health issues and is capable of pursuing his/her studies at the University. If a student has already had a medical check-up within three months prior to resumption, he/she may submit a certified true copy of that medical report.

5. Procedures for Re-admission of Study

When withdrawn and inactive students apply for re-admission of study, they should submit written requests to the Graduate School for the approval from the Dean/Director of the academic unit concerned. For inactive students, they must make up the check-out procedures before applying for re-admission; however, they are not required to obtain approval from the Dean/Director of the academic unit concerned for the check-out. Also, an administration fee will be charged for the late check-out procedures, and a re-admission fee based on the number of inactive semesters will be charged upon approval of re-admission. (Please refer to “Fees and Other Charges” for the relevant fees).

When discontinued students apply for re-admission of study, they should submit written requests to the Graduate School for the approval of the Vice Rector (Academic Affairs) with the recommendation from the Dean/Director of the academic unit concerned. All re-admission applications should be submitted to the Graduate School before class commencement of a certain semester and any applications submitted on/after the first day of classes will be directly rejected by the Graduate School. The applicants must meet all the admission requirements prevailing at the time of re-admission and successful applications will be effective in the following semester.

6. All resuming and re-admitted students should pay their tuition fees according to the tuition schemes of the resuming/re-admitted year and are required to check the study plan with the general office of the academic unit concerned.

AB. CHANGE OF PERSONAL INFORMATION

1. Students should inform the Graduate School immediately of any change of personal particulars entered in the students' registration records. For changes of address (such as home address, postal address and e-mail address) and contact numbers, requests may be sent through fax or e-mail. For changes of other personal particulars, students must go personally to the Graduate School and personal identification documents must be presented.
2. Application forms are obtainable from the Graduate School or can be downloaded from the Graduate School's homepage. All current students can also directly change their addresses

and telephone numbers through the University's Student Information Web Services (<http://isw.umac.mo>).

3. Other than changes of address or telephone number, applications for changing a student's registered particulars will not be accepted after graduation or withdrawal from the University.

AC. CERTIFICATION

1. Academic Transcripts and Testimonials

- a. An academic transcript is a certification of a student's record of academic performance at the University and it shows the student's grades obtained in a programme up to the latest final examination taken. Students can apply for transcripts after the academic reports have been released. A testimonial is a certification of the student's present registration status with regard to his/her studies at the University. Application forms may be obtained from the Registry or can be downloaded from the Registry's homepage. The charge per copy may be found in "Fees and Other Charges". The completed form must be submitted to the Registry. If students submit their applications by post in Macao, a cheque or cashier's order for the amount due should be enclosed. For overseas applicants, payment must be paid by either cashier's order or bank draft; an additional handling fee will be charged. Please refer to "Fees and Other Charges" for further details.
- b. To avoid delay, please remember that requests for transcripts by other parties must bear the student's authorisation before the Registry can process the requests. During examination and assessment periods, the issuing of transcripts may be suspended or delayed.
- c. The University reserves the right to withhold an academic transcript or a testimonial from a student who has outstanding fees owing to the University, or who has otherwise failed to discharge all obligations towards to the University.

2. Certified True Copy of Academic Documents

Students may apply for certified true copies of academic documents issued by the University such as graduation certificates and academic transcripts from the Registry. Application forms for such copies are obtainable from the Registry or can be downloaded from the Registry's homepage. Please refer to "Fees and Other Charges" for the relevant charges. However, the Registry will provide a free service to students who apply for admission to the programmes offered by the University.

AD. ACADEMIC HONESTY

Students should uphold the principle of academic integrity and pursue their studies with passion and honesty. They should avoid committing any act of academic dishonesty, including but not limited to cheating, fabrication, collusion and plagiarism. Plagiarism is a serious academic offence and the University shall penalize the student who is proved to have incorporated others' works as his/her own work according to the "Student Disciplinary Regulations of the University of Macau". Regarding the types and handling procedures of academic dishonesty, please refer to the Rules on Handling Student Academic Dishonesty.

Annex

FEES AND CHARGES

For details about fees and charges, please refer to the “Fees and Charges” section of the UM Academic Calendar or the homepage of the Treasury Section of the Finance Office (<http://www.umac.mo/fo>).

IMPORTANT ANNOUNCEMENTS

Notices such as important announcements, examination schedules or university activities will be posted on notice boards. There are also electronic bulletin boards, which display messages campus-wide and can be easily accessed through the campus computer network. In addition, the University sends important notices to students through SMS (short message service) or e-mails (university’s accounts only). Students should check the campus notice-boards, electronic bulletin boards and university’s e-mail accounts to learn about University news and events.