

# The University of Macau

## Admission Rules Governing Doctoral Degree Programmes

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**Keywords:** admission, deferment, doctoral degree, PhD, programmes

**Remarks:** Revisions are made to the Admission Requirements, PhD Scholarship and Assistantship, PhD Candidacy and the Termination of Application or Study. The Thesis Supervision Fee is removed.

### 1. Admission Requirements

#### 1.1) General Entry (for Master's Degree Holders)

Possess a Master's degree or academic background recognized as equivalent by the University of Macau.

#### 1.2) Accelerated Entry (for Master's Students)

Have been registered in a Master's Programme at the University of Macau for at least one year.

Have successfully finished the coursework part with outstanding performance and have demonstrated strong research ability.

#### 1.3) Direct Entry (for Bachelor's Degree Holders)

Possess a Bachelor's degree with outstanding performance and have demonstrated strong research ability.

#### 1.4) Proof of English Proficiency

Applicants who received their Bachelor/Master's degree from a university where the medium of instruction was not English are required to provide any of the following as proof of English proficiency:

- Obtained a TOEFL\* score of 550 (paper-based examination) / 80 (Internet-based examination) or above or,
- An IELTS\* overall score of 6.0 or above with no sub-score lower than 5.5 or,
- College English Test (CET) score is acceptable to some academic units, please visit corresponding website of each academic unit for details.

\*Note: TOEFL and IELTS scores are valid for two years from the test date.

For exceptional cases, admission should be endorsed by the Dean/Director of the academic unit concerned and be approved by the Graduate School.

Note:

Some programmes may have additional admission requirements. Please visit the corresponding website <http://www.umac.mo/grs/> for more details.

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## **2. Application Procedures**

Online application forms will be available during the application period. Applicants should submit their application via the Online Application System of the University at <http://www.umac.mo/grs/>.

- 2.1) Read carefully the important notes before you proceed with your application.
- 2.2) You must have an email address to register as a new user in order to submit an application. Applicants who have successfully registered will receive a reference number (e.g. 1XXXXXXXX) and password by email. You must keep such information to login to your account throughout the whole application procedure. (If you fail to receive the email within 2 days, please contact us by phone at 8822 4898 or by email at [gradschool@umac.mo](mailto:gradschool@umac.mo).)
- 2.3) Complete all relevant sections of the Online Application. It is recommended that you supply a local mobile number so that the University may notify applicants of any news by email and SMS.
- 2.4) Scan and upload all required documents to the Online Application System. All submitted documents must be in A4 size, PDF format and the total size for all attached documents should NOT be greater than 6MB.

The documents should include:

- 2.4.1) Identification card copy.
- 2.4.2) Personal curriculum vitae.
- 2.4.3) Passport size photo (in JPG format with 300dpi, with no border and white background).
- 2.4.4) Certificates and academic transcripts :
  - 2.4.4.1) General Entry (for Master's Degree Holders): each of the certificate and academic transcript of both the Bachelor's degree and Master's degree
  - 2.4.4.2) Accelerated Entry (for Master's Students): Bachelor's degree certificate and academic transcript, Master's academic transcript in University of Macau
  - 2.4.4.3) Direct Entry (for Bachelor's Degree Holders): Bachelor's degree certificate and academic transcript.

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- 2.4.5) Non-UM current students must submit a testimonial which must be issued in not more than 60 days prior to the submission of the application for the doctoral degree programme.
- 2.4.6) Applicants currently studying in the final year of a Master's degree programme at the University of Macau do not need to submit the Master's degree transcript and testimonial.
- 2.4.7) Recommendation forms. Applicants must use the recommendation forms provided by the Graduate School. Each application must contain two completed recommendation forms. At least one of the two recommendation forms must be completed by a university academic. The other one can be completed by either a university academic or an employer. Applicants can submit them either online or by post. However, to avoid possible postal delay, online recommendations are recommended.
- 2.4.7.1) If you prefer to submit online recommendations, you must make sure your referees submit your recommendations to us before the application deadline. An automatic notification email will be sent to the applicant once we receive the recommendations. If applicants do not receive this email, it means your referee has not submitted the online recommendation for you yet. You should contact your referee as soon as possible to make sure that it is submitted by the application deadline.
- 2.4.7.2) If you choose to submit by post, the forms should be sealed in an envelope by your referee and forwarded/sent to the Graduate School directly. Please write on the envelope your application number YP-BX-XXXX-X or reference number 1XXXXXXXX before sending the recommendation form to us.
- 2.4.8) A statement addressing the area or topic of the applicant's interest in pursuing doctoral studies. The statement must be of no more than 15 pages or of size less than 1 MB.
- 2.4.9) Proof of English proficiency (Please refer to Item 1.4 under Admission Requirements for details).
- 2.4.10) Applicants who received their Bachelor/Master's degree from a

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university where the medium of instruction was English are required to provide a proof of English as the medium of instruction, if deemed necessary, issued by the applicants' university where their Bachelor/Master's degree was obtained (UM's current students and graduates are not required to provide such proof).

- 2.4.11) Other documents as requested by the programme for which the applicant is applying (if applicable).
- 2.4.12) Application without the above mentioned documents enclosed will not be processed.
- 2.4.13) Documents submitted to the University will not be returned to the applicant.
- 2.5) Verify all application data before submitting the application. Once the application is submitted, no data can be changed. Each applicant can submit only one application in the same academic year. If necessary, the applicant can indicate in his/her application a maximum choice of two programmes in one application with priority given to each programme. Although the applicant can apply for two programmes, application fee will be charged once only.
- 2.6) Settle the application fee by the deadline of the application period (For more details, please refer to 2.11).
- 2.7) Once the application fee is settled, an acknowledgment email with an application number (YP-BX-XXXX-X) will be sent to you by email. Applications without an application number will not be regarded as valid. If you do not receive any acknowledgment email, please contact us by email at [gradschool@umac.mo](mailto:gradschool@umac.mo).
- 2.8) Academic documents (such as recommendation forms, certificates, testimonials, academic transcript, etc.) submitted must be of the same language version as that of the thesis language of the programme being applied. Otherwise, the application will not be considered.
- 2.9) Admission for doctoral degree programmes in principle is open all year round. For practical purpose, most students should be admitted in the first semester of the forthcoming academic year. However, if necessary they can also be admitted in the second semester as requested by the academic unit concerned.
- 2.10) Applicants will be given conditional offer in the following circumstances.

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- 2.10.1) applicants currently studying in the final year of Bachelor's degree programmes (Direct Entry) / Master's degree programmes (General Entry) will be conditionally offered and will only be formally admitted upon successful completion of their Bachelor's degree programmes (Direct Entry) / Master's degree programmes (General Entry) with overall result satisfying the admission requirements.
- 2.10.2) in special cases, applicants are required to submit proof of English proficiency before formally admitted.
- 2.11) The application fee for each application is MOP200.00. The application fee is non-refundable.

The application fee payments must be made by the deadline of the application period:

- 2.11.1) by online credit card payment (please follow the payment instructions on the website);
- 2.11.2) by cheque, bank draft or cashier's order drawn on a bank in Macao and made payable to the "University of Macau". An additional handling charge of MOP50 is required for each foreign bank draft or cashier's order. However, the exact amount of handling fees depends on the amount charged by banks. Our University reserves the right to recover the difference.

(Applicants who choose option 2.11.2 must print the application fee payment slip after they have completed the application at the Online Application System and submit the slip to the Treasury Section at Room 1012, Administration Building for payment.)

### **3. Interview**

If interviews are required, the academic unit concerned will inform the applicants about the interview details.

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#### **4. Tuition Fees**

- 4.1) Please refer to the Tuition Fees Scheme for postgraduate programmes (which is available at GRS webpage: <http://www.umac.mo/grs>) for further details.
- 4.2) Tuition Fees are subject to revision annually.

#### **5. PhD Scholarship and Assistantship**

The UM Macao PhD Scholarship and PhD assistantship are available to PhD students of the University which serve as a source of stipend for students. Please refer to the *Guidelines for UM PhD Scholarship and Assistantship* (GRS.10/201808/605) for further details.

#### **6. PhD Candidacy**

- 6.1) 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.
- 6.2) Each PhD student must complete the seminars/courses offered by the academic unit concerned. In addition, a student must pass three assessments during his/her study. The three assessments include qualifying examination, a thesis proposal assessment and a thesis oral defence examination. A student should pass the qualifying examination within 2 years and the thesis proposal assessment within 3 years after his/her initial registration at the UM in order to achieve PhD candidacy. A student failing to do so will be discontinued from the enrolled PhD Programme.
- 6.3) For students admitted in academic year 2016/2017 onwards, the normative study period of all PhD programmes is four years.

For more details about the “General Rules Governing Doctoral Degree Programmes”, please visit the UM’s website: <http://www.umac.mo/grs/>.

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**7. Termination of Application or Study**

- 7.1) Applicants must guarantee that the information given in the application form is TRUE and the UM reserves the right to terminate an application or study at any time if any information given in his/her application form is found later to be untrue, false or incorrect.
- 7.2) Students should not enrol/register in any other higher education programme in Macao in the same academic year. If students are found to be registered for more than one higher education programme, the UM reserves the right to terminate his/her application or study at any time.

**8. Deferment of Study for New Students**

- 8.1) 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 fulfil 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 certifications at the time of application.
- 8.2) Students who have deferred their studies and wish to return to the University should apply for resumption of study. Resumption is not granted automatically. Besides, new students are not permitted to transfer to another programme when they apply for resumption of study.
- 8.3) 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.

**9. Personal Identification**

Applicants must hold valid personal identification documents for admission:

- Valid Macao identification card for local applicants;
- Valid passport for non-local applicants.

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For Mainland China identification card or passport holders, please refer to the admission guidelines for doctoral degree Programmes for Mainland China applicants at <http://www.umac.mo/grs/>.

#### **10. Submission of Documents**

##### 10.1) For Application:

Applicants must scan and upload all required documents to the Online Application System of the University for application. Otherwise, the application will not be considered. (For details, please refer to Point 2.4.)

##### 10.2) Upon Offer of Admission:

Upon offer of admission, candidates will be requested to provide certified true copies of their academic documents or to present the originals before/during registration, otherwise, the offer of admission will be cancelled and the candidate will not be eligible for registration. All submitted documents will not be returned.

All documents submitted must be in A4 size. Applicants who fail to provide the required documents for verification will be disqualified from admission and subsequent enrolment in the University.

#### **11. Specialization**

For details, please refer to Specialization for Doctoral Degree Programmes at the Graduate School's website: <http://www.umac.mo/grs/>.