



The University of Macau Funding Guidelines for PhD and Master Students

(Approved by Finance Management Committee on 9 February 2018)

1. Purpose and Source of Funding

The *Funding Guidelines for PhD and Master Students* apply to any PhD or master student who receives financial support from his/her supervisor or academic unit (fundamental and independent academic unit) concerned. The source of funding may include all internal and external sources as recognized by the academic unit concerned. The financial support received by a PhD or master student is known as “PhD assistantship” or “master assistantship” for the purpose of these Guidelines.

2. Amount of PhD Assistantship and Master Assistantship

2.1

PhD Students	Full-support	Half-support
Before approval of PhD candidacy	MOP12,500/month	MOP6,250/month
After approval of PhD candidacy	MOP14,000/month	MOP7,000/month

	Full-Support	Half-Support
Master Students*	MOP8,000/month	MOP4,000/month

*students supported by academic units are known as teaching assistants while students supported by supervisors/research funding are known as research assistants

2.2 A student can be supported by either in full or by half as determined by the supervisor or academic unit concerned.

2.3 The total stipend amount that an assistantship recipient can receive in a calendar month must not exceed MOP12,500 (PhD student before approval of PhD candidacy) / MOP14,000 (PhD student after approval of PhD candidacy) / MOP8,000 (master student). Otherwise, the exceeding amount of stipend shall not be remunerated.



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2.4 Students will be entitled to and will receive the new amount of stipend (i.e., MOP14,000 per month for full-support or MOP7,000 per month for half-support) starting from the subsequent semester upon approval of their PhD candidacy.

2.5 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 assistantship as stipulated in these Guidelines.

3. Duty of Assistantship Recipients

3.1 All assistantship recipients are required to engage in duties related to research, 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 (full-support) or 5 hours (half-support) of ancillary teaching per week.

3.3 A master assistantship recipient supported by academic units, known as teaching assistant, is required to engage in a maximum of 18 hours (full-support) or 9 hours (half-support) of ancillary teaching per week.

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

3.5 Satisfactory performance of such duty is one of the preconditions for the renewal of the PhD or master assistantship.

4. Change of Supervisor and Suspension/Termination of Assistantship

4.1 If change of supervisor occurs, assistantship to the PhD or master student should be maintained by the current funding source, i.e. either the academic unit or the supervisor concerned until the end of the semester that the change takes place. However, if the student is able to find a new supervisor and if the new funding can start before the end of that semester, the current funding source can stop at the time when the new funding starts. The arrangements mentioned-above are not applicable to cases where the change of supervisor is due to the



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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 The PhD or master assistantship may be suspended or terminated by the supervisor or the academic unit concerned 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 PhD or master 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 the Graduate School (GRS), Finance Office (FO) and Research Services and Knowledge Transfer Office (RSKTO) of 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 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

For duly justified exceptions, prior approval shall be sought from the respective Vice Rector/academic units/supervisors concerned.



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7. Applicability

These Guidelines are applicable to all PhD or master assistantship recipients admitted in or after academic year 2016/2017. These Guidelines also apply to all PhD students and master students who were admitted before academic year 2016/2017, subject to the budget availability of the supervisor and/or academic unit concerned.