



澳門大學  
UNIVERSIDADE DE MACAU  
UNIVERSITY OF MACAU

**The University of Macau**  
**Guidelines for UM Master Assistantship**  
(Approved by Finance Management Committee on 22 August 2018)

**1. Purpose**

The *Guidelines for UM Master Assistantship* apply to all master students who receive financial support from the university. The financial support received by a master student is known as “master assistantship” for the purpose of these Guidelines.

**2. Eligibility**

Students with good academic performance, research potential and ability.

**3. Amount and Duration**

3.1

Full-Support	Half-Support
MOP8,000/month	MOP4,000/month

3.2 The duration and amount of master assistantship, either in full or half-support, are determined by the supervisor or academic unit concerned.

3.3 The total stipend amount that a master assistantship recipient can receive in a calendar month must not exceed MOP8,000. Otherwise, the exceeding amount of stipend shall not be remunerated.

3.4 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 master assistantship as stipulated in these Guidelines.

**4. Duties of Master Assistantship Recipients**

4.1 Every master assistantship recipient is required to engage in duties in addition to research, including ancillary teaching and/or administrative services as assigned by the supervisor and/or academic unit concerned for at least 5 hours per week.

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



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## **5. Suspension of Master Assistantship**

- 5.1 Suspension of the master assistantship may be allowed due to medical reasons, family emergency, or other reasons with strong justification. Application of suspension must be endorsed by the supervisor concerned and approved by the faculty Dean.
- 5.2 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 as soon as possible.

## **6. Termination of Master Assistantship**

- 6.1 The master assistantship may be terminated by the supervisor or 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. Normally two weeks' notice in writing for termination should be given.
- 6.2 The termination of assistantship does not release the recipient concerned from his or her duty to settle any outstanding fees owed to the UM.
- 6.3 The academic unit concerned should inform the GRS, FO and RSKTO of any change in the recipient's status as referred to in this provision as soon as possible.

## **7. Duty and Role of Supervisors**

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

## **8. Special Cases**

For duly justified exceptions, prior approval shall be sought from Vice Rector (Academic Affairs).



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## 9. Applicability

These Guidelines are applicable to all master assistantship recipients admitted in or after academic year 2019/2020.