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The University of Macau Guidelines for UM PhD Scholarship and Assistantship (Approved by Finance Management Committee on 19 September 2018)

1. Purpose

1.1 The UM Macao PhD Scholarship (MPDS or the Scholarship) and PhD assistantship (the Assistantship) were established by the University of Macau (UM) to attract excellent students in the world to pursue their PhD studies in the UM.

2. Terms and Conditions

2.1 Eligibility

- 2.1.1 Anyone seeking full-time PhD study in the UM, irrespective of their country of origin, prior work experience and ethnic background, is eligible to apply.
- 2.1.2 The applicant should have bachelor or master degree with proven academic records, including degree certificate(s), academic awards, publications, etc.
- 2.1.3 The top-ranked applicants with outstanding academic achievements or potential will be selected for the Scholarship. Whether applicants will be awarded the Scholarship (awardee) or the Assistantship (recipient) is subject to the final decision by the UM Selection Panel.

2.2 Amount

UM Macao PhD Scholarship

- 2.2.1 The MPDS provides each awardee with a monthly stipend of MOP20,000 and a conference or research-related travel allowance up to MOP10,000 per academic year (August to July) for a period up to 4 years. The unused travel allowance in any academic year cannot be carried forward to the next academic year.
- 2.2.2 Tuition and/or any other kinds of fees that may incur during the course of studies will not be covered by the Scholarship.
- 2.2.3 Benefits or rewards not in monetary form (*e.g.*, meals, accommodations, etc.) granted to awardees in return for services that they provide on campus shall not be considered as a component of the Scholarship as stipulated in these Guidelines.



PhD Assistantship

- 2.2.4 The PhD assistantship can be supported by either UM centralized funding or principal investigator (PI)'s research funding, and it provides each new recipient with a starting monthly stipend of MOP12,500.
- 2.2.5 For recipients who are graded 'excellent' (grade 5) in the progress reports of the previous academic year, the monthly stipend will increase by MOP500 in the next academic year starting from the subsequent August, up to MOP14,000 per month within the normative study period.
- 2.2.6 Tuition and/or any other kinds of fees that may incur during the course of studies will not be covered by the Assistantship.
- 2.2.7 Benefits or rewards not in monetary form (*e.g.*, meals, accommodations, etc.) granted to recipients in return for services that they provide on campus shall not be considered as a component of the Assistantship as stipulated in these Guidelines.

2.3 Duration

- 2.3.1 The maximum duration of MPDS is 4 years (12 months per year, maximum 48 months).
- 2.3.2 The maximum duration of UM-funded assistantship (*i.e.*, from UM centralized funding) is 4 years (12 months per year, maximum 48 months).
- 2.3.3 The maximum duration of PI-funded assistantship is subject to the budget availability of the PI concerned and student's performance.

2.4 Application Process

- 2.4.1 Applicants seeking full-time PhD study in the UM should submit application for the MPDS or PhD assistantship simultaneously when submitting application for admission.
- 2.4.2 Applicants must meet the admission requirements of their selected programmes in addition to the requirements by the university.

2.5 Selection Criteria

- 2.5.1 The following criteria will be used by the Selection Panel for the selection of MPDS awardees or PhD assistantship recipients:
1. Academic excellence;
 2. Research abilities or potential;
 3. Innovation skills;



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4. Communication and interpersonal skills; and
5. Leadership abilities.

2.6 Other Conditions

- 2.6.1 An awardee or a recipient must be a registered full-time PhD student of UM during the Scholarship or the Assistantship period and maintaining an active student status at the UM.
- 2.6.2 In the event that the admission offer made by the UM is conditional, the candidate concerned must comply with the conditions before he/she is eligible for the Scholarship or the Assistantship.
- 2.6.3 Under normal circumstances, an awardee or a recipient should register in the fall semester. However, an awardee or a recipient may postpone the registration to the subsequent spring semester, the latest, if justifiable reasons are provided and accepted by the Graduate School (GRS) as well as the academic unit concerned. An awardee or a recipient will receive full-month stipend starting from the month of registration if registration is completed on or before 15th of the month. Otherwise, no stipend will be provided on the registration month, and an awardee or a recipient will receive full-month stipend starting from the subsequent month of registration.
- 2.6.4 Normally, an awardee or a recipient is not permitted to concurrently register at other local or non-local tertiary institutions. If concurrent registration takes effect without prior approval from the UM, the Scholarship/the Assistantship will be terminated and the awardee or the recipient is required to refund the Scholarship/the Assistantship received after the effective date of concurrent registration.
- 2.6.5 An awardee or a recipient is not permitted to undertake any part-time or full-time paid employment or appointment on and/or off campus during the Scholarship/the Assistantship period unless exceptional approval has been given by the UM with strong justification and support from the academic unit concerned.
- 2.6.6 An awardee or a recipient must observe all regulations, rules, guidelines and requirements prescribed by the UM. In the event that he/she is expelled from the UM in the course of the studies, the UM shall terminate the Scholarship/the Assistantship.



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2.6.7 An awardee or a recipient is required to comply with the residence requirement of the UM.

2.6.8 The Scholarship/the Assistantship is renewable on annual basis, subject to evaluation by the supervisor on academic performance and the academic unit concerned on service performance.

2.7 Duties of Scholarship Awardees/Assistantship Recipients

2.7.1 All scholarship awardees or assistantship recipients are required to engage in duties in addition to research, including ancillary teaching and/or administrative services, regardless of the source of financial support.

2.7.2 The ancillary teaching and/or administrative services assigned by the academic unit concerned should be 5 hours per week.

2.7.3 An awardee or recipient is obliged to take part in activities to promote the UM Macao PhD Scholarship/PhD assistantship when necessary.

2.7.4 Satisfactory performance of such duties is one of the preconditions for the renewal of the Scholarship/the Assistantship.

2.8 Suspension of Scholarship/Assistantship

2.8.1 Suspension of the Scholarship or the 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.

2.8.2 Failure to complete and submit progress report will lead to suspension of the Scholarship/Assistantship. For details, please refer to the *Guidelines for the Progress Report of the Postgraduates of the University of Macau*.

2.8.3 The academic unit concerned should inform the GRS, Finance Office (FO) and any other related unit(s) of any change in the awardee or recipient's status as referred to in this provision as soon as possible.

2.9 Termination of Scholarship/Assistantship

2.9.1 The Scholarship or the Assistantship shall be terminated in any of the following situations:

- a) early completion of the study by the awardee or recipient;
- b) drop out from UM during the Scholarship/Assistantship period;
- c) dismissal of the awardee or recipient by the UM;



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- d) unsatisfactory academic performance as indicated by poor grading in any two progress reports, *i.e.*, unsatisfactory (grade 1) or marginally satisfactory (grade 2), throughout the Scholarship/Assistantship period of the awardee or recipient;
 - e) unsatisfactory performance of duties as stipulated in article 2.7 of the Guidelines; and
 - f) serious violation of UM regulations, rules and guidelines.
- 2.9.2 Normally two weeks' notice in writing for termination should be given.
- 2.9.3 The termination of the Scholarship/Assistantship does not release the awardee or the recipient concerned from his or her duty to settle any outstanding fees owed to the UM.
- 2.9.4 The terminated Scholarship/Assistantship cannot be resumed.
- 2.9.5 In the event that any misrepresentation, fraudulence, and non-disclosure of information during the application stage is detected, the Scholarship/Assistantship shall be terminated immediately and the awardee or recipient concerned is liable to refund in full the stipend and/or travel allowance paid under the MPDS or the Assistantship.
- 2.9.6 The academic unit concerned should inform the GRS, FO and any other related unit(s) of any change in the awardee or recipient's status as referred to in this provision as soon as possible.

2.10 Duty and Role of Supervisors

- 2.10.1 Supervisors should meet their PhD 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.

2.11 Administration

- 2.11.1 The MPDS or the PhD assistantship is administered by the GRS for selected candidates admitted as new full-time PhD students in the UM.

2.12 Special Cases

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



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2.13 Applicability

2.13.1 These Guidelines are applicable to all MPDS awardees admitted in or after academic year 2018/2019 and PhD assistantship recipients admitted in or after academic year 2019/2020.

2.14 Remarks

2.14.1 The above terms and conditions may be revised from time to time by the UM. In the event that changes are made, the updated terms and conditions will always supersede earlier versions, and the awardees or the recipients will be informed of the changes accordingly.