HANDBOOK FOR POSTGRADUATE STUDIES
2018-2019
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Preface

As society progresses and develops, many are pursuing a higher education degree beyond their bachelor’s degree. The Graduate School is committed to the success of its students and serves as an advocate for their intellectual development by offering a variety of postgraduate programmes. This Handbook has been prepared with the purpose of helping students understand their responsibilities and rights as postgraduate students.

This Handbook provides easy access to current information on regulations, rules and guidelines pertaining to postgraduate studies at University of Macau. It serves as a useful and handy reference regarding the academic requirements and procedures. Students should read and become familiar with the information contained in this Handbook.

The Graduate School has attempted to include most of the regulations, rules and guidelines governing postgraduate programmes. However, many programmes may have additional requirements. Students should consult your academic unit for information that pertains to particular programmes or areas of concentration.

As the content of this Handbook may be updated from time to time, students are advised to refer to the website of the Graduate School at http://www.umac.mo/grs for the latest information.

Graduate School
Master’s Degree & Postgraduate Certificate/Diploma Programmes
1. Registration

1.1 Registration

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.

A student must register in the name which appears in his/her personal identification documents.

1.2 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. Students may refer to the “Rules Governing the Use of UM Campus Card (For Students)” for further details.

1.3 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.

### 1.4 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.

### 1.5 Discontinuation of Studies

A student shall be required to discontinue studies under the following circumstances:

a. A student who has failed a Compulsory Major course more than once.

b. A student who has enrolled in more than 1 course and has failed two-thirds of the credit units for courses taken in one semester.

c. A student who cannot or is not in a position to complete his/her course of study within the prescribed period stated in Article 31.1 of Decree no. 11/91/M of 4 February 1991.

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.

1.6 Deferment of Study

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 “Withdrawal from the University” and “Inactive Students” respectively.

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.

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.

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.

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 “Resumption/Re-admission of Study” for details). Besides, new students are not permitted to transfer to another programme when they apply for resumption of study.

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 “Resumption/Re-admission of Study” for details).

1.7 Withdrawal from the University

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.

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.

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 “Resumption/Re-admission of Study” for details).

1.8 Inactive Students

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.

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.

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 “Resumption/Re-admission of Study” for details).

1.9 Resumption/Re-admission of Study

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.

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.

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.

1.10 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.

1.11 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 application 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.

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.

1.12 Change of Majors

Students cannot change major in the specified years of study. However, any special request may be considered by the Dean/Director of the academic unit concerned on a case-by-case basis.
2. Course

2.1 Credit and Course Load

The minimum number of credits of course work for Master’s degree programmes is 24 and in addition a thesis is required. A credit unit is equal to one lecture hour per week for one semester. One session (2 to 3 hours) per week of laboratory or practice work for one semester can also be counted as one credit unit.

2.2 Study Plan

A 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 course enrolment and for graduation purposes.

2.3 Course Enrolment

Except under very special circumstances as approved by the Dean/Director of the academic unit concerned, students are advised to follow the study plan specified by the programme in which they have enrolled. The number of credits/courses taken is restricted to the requirements of the academic unit for the semester. It should be noted that no substitutions are allowed under any circumstances for compulsory courses.

The courses offered by any academic unit are normally open to students enrolled in that unit and to students enrolled in other academic units either as electives permitted by, or as requirements set by, those academic units.

A student shall not be allowed to take courses whose lecture-time schedules conflict.

To complete course enrolment for any semester, students must comply with the rules as stated in the study plan for the academic unit in which they are enrolled.

Students will not be entitled to proceed to enrolment or course add/drop if there is any outstanding tuition fee.
2.4 On-line Enrolment

During the enrolment period, students of specified programmes of studies will process course enrolment on-line. Students who are not able to enrol on-line during the specified period may complete the process manually.

2.5 Course Add/Drop

a. Students may make changes to their enrolment records during the course add/drop period. Requests for adding or dropping courses other than the add/drop period will not be accepted.

b. Application forms will be provided to students who wish to add/drop courses. Such students are required to complete the form and obtain the signatures of the course instructors and the signature of the Dean/Director of the academic unit concerned. Application forms must be submitted to the academic unit’s office by the specified date.

c. A student who drops a course without going through the prescribed procedure will be given a failing grade, “F” or “NP” for that course. A student should confirm his/her enrolment records by checking the course enrolment confirmation note obtainable from the general office of the academic unit concerned.

2.6 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.

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.

2.7 Course Designations

a. Courses specified in the postgraduate programmes are designated as Compulsory Major course, Required Elective or Free Elective.
b. Compulsory Major courses must be taken in the semester indicated. A student who fails a Compulsory Major course is required to retake that course.

c. Required Electives are courses chosen by the student but within a group of courses designed for this purpose by the programme. Required Electives may be taken at other times. A student who fails a Required Elective will be required to either retake the same course or take another course within the same group.

d. Free Electives are selected by the student in areas inside or outside the major as designated in the curriculum, subject to the academic unit’s approval. A student who fails a Free Elective will not be required to retake the course. Such students may take another course to fulfil graduation requirements. Within individual programmes, some courses may not be considered Free Electives.

2.8 Course Exemption

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.

Students may apply for course exemption for any courses.

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.

The normal limit on the number of credits that can be transferred to a programme is one-third of the total credits required.

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.

2.9 Course Waiver

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.

Students may apply for course waiver for any courses.

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.

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.

2.10 Examination

a. A student will take course examinations, where each course will be examined or otherwise assessed, at the end of the semester/quarter in which it is offered.

b. For medical or other compelling reasons, a student who is unable to sit for any course examination must apply in writing with a certificate signed by a registered medical practitioner at the earliest possible moment (but not later than seven calendar days after the examination concerned) to the academic unit for leave of absence.

c. A student who is absent from any examination without permission will be given a failing grade for that examination.

d. In some courses, assessment may be made otherwise than by examination when the programme of study so specifies.

e. A student will be examined or assessed for every course he/she has registered for on the basis of his/her performance in that course. Criteria for examination or assessment may include one or any combination of the following: attendance, class-work, written assignments, laboratory work, field work, research papers, tests or examinations.
2.11 Definition of Grades

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Definition</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>CW</td>
<td>Course Waiver</td>
<td>Assigned to a course that has been waived.</td>
</tr>
<tr>
<td>DX</td>
<td>Deferred Result</td>
<td>A temporary grade assigned to the students who ask for a supplementary examination with justifiable reasons.</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>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’.</td>
</tr>
<tr>
<td>P or NP</td>
<td>Pass or Fail</td>
<td>Given to a course where the results are not counted towards the GPA.</td>
</tr>
<tr>
<td>T</td>
<td>Audit</td>
<td>Assigned when an auditing student has completed, to the satisfaction of the instructor, the conditions established at registration as an auditing student.</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>Assigned when a student has withdrawn from a course. The result will not be counted towards the GPA.</td>
</tr>
<tr>
<td>X</td>
<td>Course Exempted</td>
<td>Assigned in the case of a course exemption.</td>
</tr>
</tbody>
</table>

2.12 Grade Point Average (GPA)

Semester GPA – This is a figure ranging from 0 to 4.0 (A=4.0) used to indicate the average performance of a student in the semester concerned.

a. Semester GPA:
   \[
   \text{Total weighted points of all courses taken in the semester concerned} \\
   \text{Total number of credits enrolled in the semester concerned}
   \]

b. Weighted points:
   \[
   \text{Grade points} \times \text{the number of credits of the course concerned}
   \]

Cumulative GPA – This is a figure ranging from 0 to 4.0 (A=4.0) used to indicate the overall performance of a student in all the semesters of the specified years of studies.

Cumulative GPA:

\[
\text{Total weighted points for all courses taken} \\
\text{Total number of credits enrolled in all semesters}
\]
2.13 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 and will be included in the calculation of the GPA.

2.14 Attendance

a. Participation in the work of a course is a precondition for a student’s achievement of credits in that course.

b. A student whose studies are discontinued will not be permitted to attend classes during the period of discontinuation.

2.15 Absence

a. A student who cannot attend classes because of illness must inform the Dean/Director of the academic unit concerned in writing at the earliest opportunity. When longer absence is necessary (over three days) or when absence from examinations is in question, a student must submit in writing an application for leave of absence to the Dean/Director of the academic unit concerned, together with a certificate signed by a registered medical practitioner.

b. A student who, during his studies, desires leave of absence for more than two full consecutive days for non-medical reasons must apply to the Dean/Director of the academic unit concerned in writing at the earliest opportunity, stating the reasons for which the leave of absence is sought. Permission for such leave will only be granted in exceptional circumstances and on a case-by-case basis.

c. A student who is absent without applying for leave of absence from a course for more than 20% of its scheduled teaching periods in the aggregate will not be allowed to take the final examination and will receive a failing grade for that course.

d. If the expected period of leave is of a significant duration, students should apply for deferment of studies.
3. Thesis

3.1 Thesis Registration

A student must submit a thesis proposal endorsed by his/her thesis supervisor with the approval of the Dean/Director of the academic unit concerned. The 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.

3.2 Thesis Writing

A student shall be examined by examiners at an oral defence on the subject of the thesis and/or approved course of study and research.

3.3 Examination Committee

After the candidate has submitted the thesis to the academic unit concerned, the Academic Council of the academic unit shall decide whether to submit a proposal for the examination committee to the Senate for approval and the Rector for appointment. The examination committee shall be appointed by the Rector within 30 days after the thesis submission.

The candidate shall be informed of the official composition of the examination committee within 5 working days.

The examination committee shall be composed of:

a. Two suitably qualified members of academic staff from the specific area of the master's degree programme;

b. The thesis supervisor.

Within 30 days after notifying the candidate of the composition of the examination committee, the examination committee shall declare in writing to accept the thesis or recommend its revision to the candidate with supporting reasons.

In the case of thesis revision, the candidate shall revise the thesis or declare to maintain it unchanged as presented within 90 days. This period cannot be extended.
If the candidate does not submit the revised thesis within the said period nor declare waiving the revision, he/she shall be considered to have given up the candidacy. A failing grade shall be given.

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. In addition, 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.

3.4 Oral Defence Examination

The oral defence examination shall take place within 60 days after:

a. The day on which the thesis is officially accepted; or

b. The day on which the thesis revision or the declaration waiving the revision is submitted.

The oral defence examination shall be held with the presence of at least three members of the examination committee, one of whom must be the thesis supervisor.

The oral defence examination shall not exceed 90 minutes, during which the examination committee members can join in discussion.

The time allocated to the candidate shall be the same as the time given to the examination committee members.

When the oral defence examination is completed, the examination committee members shall meet to assess the examination and set out a deliberation on the candidate’s final classification by open ballot, with supporting reasons. No abstention is permitted.

The chairperson of the examination committee has the deciding vote.

The final resolution shall be delivered in the form of pass “P” or fail “NP”.

The proposal for the award of degrees shall be submitted to the Senate for approval. The minutes of the oral defence examination shall be submitted together with the proposal and shall record the voting results and comments on the oral defence.
4. Graduation

4.1 Graduation Requirements

Students will be awarded the appropriate master’s 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.

4.2 Graduation Honours

For Master’s degree programmes, honours upon graduation are awarded as follows:

- Excellent
- Very Good
- Good

For postgraduate certificate/diploma programmes, a graduation certificate will be awarded upon graduation, with no classification of honours.

Graduation and Issue of Graduation Certificates

a. Master’s Degree Programmes

Upon successful completion of coursework studies, students will be issued a coursework diploma. Upon the fulfilment of the University’s GPA requirement and completion of thesis writing and oral defence and with the approval of the University Senate, academic awards will be conferred on students at a congregation.

b. Postgraduate Certificate/Diploma Programmes

*A student must complete all the required course work and obtain a minimum overall result of Grade B- (GPA 2.7) or 14 in 20-point scale for FLL and fulfill any other requirements as specified by the academic unit concerned as the graduation requirement.
Upon successful completion of studies at the University and with the approval of the University 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.

4.3 Check-out

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.

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.

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.

Students who withdraw voluntarily from the University sever their connection with the University.

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.

4.4 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 Graduate School office or can be downloaded from the Graduate School’s homepage. The charge per copy may be found in “Fees and Other Charges”. The completed form must be submitted to the Graduate School. 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 Graduate School 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 the University.

4.5 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 Graduate School. Application forms for such copies are obtainable from the Graduate School office or can be downloaded from the Graduate School’s homepage. Please refer to “Fees and Other Charges” for the relevant charges. However, the Graduate School will provide a free service to students who apply for admission to the programmes offered by the University.

4.6 Other Official Documents

For official documents, such as 在港澳地區學習證明 (Mainland China Students Only), Transcripts and Testimonial for Graduation Approval, please refer to the Graduate School’s website (http://www.umac.mo/grs/en/graduation_doc.php) for further details.

4.7 Workflow for Issuing Graduation Certificates

Upon fulfillment of the graduation requirements at the University and with the approval of University Senate, academic awards/ certificates will be conferred on students.
# Workflow for Issuing Graduation Certificates (For PhD Programmes, Master’s Degree and Postgraduate Certificate/Diploma Programmes)

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty’s Academic Council endorses graduation of</td>
<td>Need the approval of University Senate meetings#</td>
</tr>
<tr>
<td>prospective graduates</td>
<td></td>
</tr>
<tr>
<td>The Senate approves the list of</td>
<td></td>
</tr>
<tr>
<td>prospective graduates</td>
<td></td>
</tr>
<tr>
<td>The Graduate School updates graduation information in the computer</td>
<td>3 to 4 weeks</td>
</tr>
<tr>
<td>system</td>
<td></td>
</tr>
<tr>
<td>Registry prints certificates</td>
<td></td>
</tr>
<tr>
<td>Rector &amp; Registrar sign the certificates</td>
<td></td>
</tr>
<tr>
<td>The Graduate School sends notification emails/SMS to individual</td>
<td></td>
</tr>
<tr>
<td>graduates for certificate collection</td>
<td></td>
</tr>
</tbody>
</table>

# Please refer to the below Meeting Schedule of University Senate for Academic Year 2018/2019.

*The processing time takes longer during June due to the large number of graduates. The certificates will usually be ready for collection in mid-July.*

## Meeting Schedule of University Senate for Academic Year 2018/2019

<table>
<thead>
<tr>
<th>Seq. of Meeting</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Meeting</td>
<td>Wednesday, 26th September, 2018</td>
</tr>
<tr>
<td>2nd Meeting</td>
<td>Wednesday, 21st November, 2018</td>
</tr>
<tr>
<td>3rd Meeting</td>
<td>Wednesday, 16th January, 2019</td>
</tr>
<tr>
<td>4th Meeting</td>
<td>Wednesday, 17th April, 2019</td>
</tr>
<tr>
<td>5th Meeting</td>
<td>Wednesday, 5th June, 2019</td>
</tr>
</tbody>
</table>

The meeting schedule is subject to change.

---

4.8 Notes for the Check-Out and the Collection of Graduation Certificate for Graduates (For PhD Programmes, Master’s Degree and Postgraduate Certificate/Diploma Programmes)

Before collecting the graduation certificate, if graduates have any outstanding items with the following departments, they may go to the departments concerned to clear the outstanding records, or else no certificate will be issued.

Graduates are not required to go to the following department(s) if they do not have any outstanding item(s) in the departments concerned.

---

Graduate School, University of Macau
Upon the receipt of notification emails/SMS for certificate collection from the Graduate School, graduates should bring along the identification documents to the Graduate School during office hours for the collection of graduation certificates.

If there is outstanding item when graduates collect the graduation certificates, which indicates the incompletion of check-out procedure, graduates should go to the department concerned to clear the outstanding records. Otherwise, the graduation certificate will not be issued.

If graduates are unable to collect your certificate in person, please entrust a representative to collect the certificate. In such case, your representative must present the authorization letter (GRS/Form/029) (http://www.umac.mo/grs/forms/grs_form_029_english.pdf) signed by the graduate and attached with copies of the identification document of both parties.

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/ a certificate on a student who has not paid fees or other monies to the University, or who has otherwise failed to discharge all obligations towards the University.
PhD Programmes
5. Registration

5.1 Registration

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

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.

A student must register in the name which appears in his/her personal identification documents.

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.

5.2 Residence Requirement

a. 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.

b. 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.

c. 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.

d. 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 b, c and d 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.

5.3 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 Governing the Use of UM Campus Card (For Students)” for further details.

5.4 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.
Students will not be entitled to register if the non-refundable deposit has not been settled.

5.5 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.

5.6 Discontinuation of Studies

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.

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.

5.7 Deferment of Study

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 “Withdrawal from the University” and “Inactive Students” respectively.

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.

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.

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.

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 “Resumption/Readmission of Study” for details). Besides, new students are not permitted to transfer to another research area when they apply for resumption of study.
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 “Resumption/Re-admission of Study” for details).

5.8 Withdrawal from the University

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.

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.

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 “Resumption/Re-admission of Study” for details).

5.9 Inactive Students

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.

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.

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.
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 “Resumption/Re-admission of Study” for details).

5.10 Resumption/Re-admission of Study

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.

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.

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.

5.11 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.

**5.12 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.

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.
6. Course

6.1 Coursework

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.

6.2 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.

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.

6.3 Course Exemption

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.

Students may apply for course exemption for any courses.

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.
The normal limit on the number of credits that can be transferred to a programme is one-third of the total credits required.

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.

6.4 Course Waiver

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.

Students may apply for course waiver for any courses.

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.

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.

6.5 Course Grading

Definition of Grades

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Definition</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>CW</td>
<td>Course Waiver</td>
<td>Assigned to a course that has been waived.</td>
</tr>
<tr>
<td>DX</td>
<td>Deferred Result</td>
<td>A temporary grade assigned to the students who ask for a supplementary examination with justifiable reasons.</td>
</tr>
<tr>
<td>Letter Grade</td>
<td>Definition</td>
<td>Remark</td>
</tr>
<tr>
<td>-------------</td>
<td>----------------</td>
<td>--------</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>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’.</td>
</tr>
<tr>
<td>P or NP</td>
<td>Pass or Fail</td>
<td>Given to a course where the results are not counted towards the GPA.</td>
</tr>
<tr>
<td>T</td>
<td>Audit</td>
<td>Assigned when an auditing student has completed, to the satisfaction of the instructor, the conditions established at registration as an auditing student.</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>Assigned when a student has withdrawn from a course. The result will not be counted towards the GPA.</td>
</tr>
<tr>
<td>X</td>
<td>Course Exempted</td>
<td>Assigned in the case of a course exemption.</td>
</tr>
</tbody>
</table>

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.
7. Thesis

7.1 Research Supervision

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.

The appointments of the supervisor(s) and PhD advisory committee of a student are officially approved by the Faculty Graduate Studies Committee.

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.

7.2 Candidature

Each PhD student must pass three assessments during his/her study.

The three assessments include a qualifying examination, a thesis proposal assessment and a final thesis oral defence examination.

The qualifying examination and thesis proposal assessment are administrated by the Faculty Graduate Studies Committee.

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.
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.)

7.3 Qualifying Examination

The qualifying examination will assess the ability and background of the student for the enrolled PhD programme.

Each faculty/institute will define the form and operation procedures of the qualifying examination according to its own needs.

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.

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.

7.4 Thesis Proposal Assessment

The thesis proposal assessment will examine the quality of the planned research, ensuring that it meets UM standards.

The thesis proposal assessment may be carried out only after the student has passed the qualifying examination.
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.

A student who passes the thesis proposal assessment will be considered as a PhD candidate at the University of Macau.

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.

7.5 Thesis Format

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.

7.6 Thesis Submission and Publication

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.

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.

The examination committee shall declare in writing to accept/reject the thesis.

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.
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.

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.

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.

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.

7.7 Examination Committee

The examination committee members shall be appointed normally within 30 working days after the thesis is submitted.

The candidate shall normally be informed of the official composition of the examination committee within two weeks after the official appointment.

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.

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.

7.8 Oral Defence Examination

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.
The academic unit concerned shall give the candidate at least one week’s notice of the date of oral defence examination.

The oral defence examination is an open examination. The PhD candidate shall present the thesis and defend it in front of an examination committee.

The oral defence examination shall not take place if it cannot fulfil the criteria stated in the Approval Procedures for PhD Theses and Formation of PhD Oral Defence Examination Committee.

Prior to the oral defence examination, the examination committee shall decide the speaking order and method of its members.

The thesis presentation session and the question and answer session of an oral defence examination shall not exceed 2 hours.

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.

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.

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.

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.
7.9 Procedures for Assessment of Thesis Revision after PhD Oral Defence Examination

The final resolution of the PhD oral defence examination shall be delivered as pass, conditional pass or fail.

Pass: The student has to submit the final copy to academic unit within one week.

Conditional Pass, subject to minor revisions: Revised version to be assessed by supervisor(s) only/all Examination Committee Members. The student should complete the thesis revision as requested by the Examination Committee and submit the revised thesis and the PhD Thesis Revision Form (GRS/Form/037) to the academic unit within 3 months from the date of the oral defence examination. The above stated period can be extended with dean’s recommendation and VRAA’s approval.

Conditional Pass, subject to major revisions: The student has to take the oral defence examination again within a year.

Fail: The student has to be terminated from the PhD programme.

7.10 Appeal Against Results

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

8.1 Graduation Requirements

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.

8.2 Graduation

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.
8.3 Check-out

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.

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.

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.

Students who withdraw voluntarily from the University sever their connection with the University.

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.

8.4 Academic Transcripts and Testimonials

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 Graduate School office or can be downloaded from the Graduate School’s homepage. The charge per copy may be found in “Fees and Other Charges”. The completed form must be submitted to the Graduate School. 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.

To avoid delay, please remember that requests for transcripts by other parties must bear the student’s authorisation before the Graduate School can process the requests. During examination and assessment periods, the issuing of transcripts may be suspended or delayed.
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 the University.

8.5 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 Graduate School. Application forms for such copies are obtainable from the Graduate School office or can be downloaded from the Graduate School’s homepage. Please refer to “Fees and Other Charges” for the relevant charges. However, the Graduate School will provide a free service to students who apply for admission to the programmes offered by the University.

8.6 Other Official Documents

For official documents, such as 在港澳地區學習證明 (Mainland China Students Only), Transcripts and Testimonial for Graduation Approval, please refer to the Graduate School’s website (http://www.umac.mo/grs/en/graduation_doc.php) for further details.

8.7 Workflow for Issuing Graduation Certificates

Upon fulfillment of the graduation requirements at the University and with the approval of University Senate, academic awards/certificates will be conferred on students.

<table>
<thead>
<tr>
<th>Workflow for Issuing Graduation Certificates (For PhD Programmes, Master’s Degree and Postgraduate Certificate/Diploma Programmes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty’s Academic Council endorses graduation of prospective graduates</td>
</tr>
<tr>
<td>The Senate approves the list of prospective graduates</td>
</tr>
<tr>
<td>The Graduate School updates graduation information in the computer system</td>
</tr>
<tr>
<td>Registry prints certificates</td>
</tr>
<tr>
<td>Rector &amp; Registrar sign the certificates</td>
</tr>
<tr>
<td>Need the approval of University Senate meetings*</td>
</tr>
<tr>
<td>3 to 4 weeks*</td>
</tr>
</tbody>
</table>
The Graduate School sends notification emails/SMS to individual graduates for certificate collection.

*Please refer to the below Meeting Schedule of University Senate for Academic Year 2018/2019. *The processing time takes longer during June due to the large number of graduates. The certificates will usually be ready for collection in mid-July.

### Meeting Schedule of University Senate for Academic Year 2018/2019

<table>
<thead>
<tr>
<th>Seq. of Meeting</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Meeting</td>
<td>Wednesday, 26th September, 2018</td>
</tr>
<tr>
<td>2nd Meeting</td>
<td>Wednesday, 21st November, 2018</td>
</tr>
<tr>
<td>3rd Meeting</td>
<td>Wednesday, 16th January, 2019</td>
</tr>
<tr>
<td>4th Meeting</td>
<td>Wednesday, 17th April, 2019</td>
</tr>
<tr>
<td>5th Meeting</td>
<td>Wednesday, 5th June, 2019</td>
</tr>
</tbody>
</table>

The meeting schedule is subject to change.

### 8.8 Notes for the Check-Out and the Collection of Graduation Certificate for Graduates

(For PhD Programmes, Master’s Degree and Postgraduate Certificate/Diploma Programmes)

Before collecting the graduation certificate, if graduates have any outstanding items with the following departments, they may go to the departments concerned to clear the outstanding records, or else no certificate will be issued.

Graduates are not required to go to the following department(s) if they do not have any outstanding item(s) in the departments concerned.

<table>
<thead>
<tr>
<th>Departments</th>
<th>Items</th>
<th>Contact for Inquiry</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Library</td>
<td>To ensure no books are on loan.</td>
<td>8822 8148</td>
</tr>
<tr>
<td>Student Affairs Office</td>
<td>Hostel students must complete the hostel check-out procedure.</td>
<td>8822 2518</td>
</tr>
<tr>
<td>Treasury Section</td>
<td>To ensure there is no outstanding payments.</td>
<td>8822 8349</td>
</tr>
</tbody>
</table>

Upon the receipt of notification emails/SMS for certificate collection from the Graduate School, graduates should bring along the identification documents to the Graduate School during office hours for the collection of graduation certificates.
If there is outstanding item when graduates collect the graduation certificates, which indicates the incompletion of check-out procedure, graduates should go to the department concerned to clear the outstanding records. Otherwise, the graduation certificate will not be issued.

If graduates are unable to collect your certificate in person, please entrust a representative to collect the certificate. In such case, your representative must present the authorization letter (GRS/Form/029) (http://www.umac.mo/grs/forms/grs_form_029_english.pdf) signed by the graduate and attached with copies of the identification document of both parties.

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/ a certificate on a student who has not paid fees or other monies to the University, or who has otherwise failed to discharge all obligations towards the University.
For Both Master’s Degree & Postgraduate Certificate/Diploma and PhD Programmes
9. Other Regulations

9.1 Student Disciplinary Regulations of the University of Macau
(Approved by the University Council on 25 June 2014)

Article 1
Competence

1. These Internal Regulations are established by the University Senate in accordance with the provisions of Article 37 of the Charter of the University of Macau approved by the Executive Order No. 14/2006.

2. For the efficient performance of the power conferred by Sub-item (17) of Item 1 of Article 36 of the Charter of the University of Macau, approved by the Executive Order No. 14/2006, by virtue of the circumstances of any student disciplinary offence, the University Senate delegates the relevant power to the following authorities for disciplinary actions: Dean of Faculties, Head of Independent Academic Units, Dean of Students, Master of Residential Colleges, or the Student Disciplinary Committee.

Article 2
Scope of Application

These regulations apply to all students of the University of Macau.

Article 3
Offences

1. Any one of the following acts is considered as a disciplinary offence:
   1) any conduct seriously disturbing teaching, study, research, other academic activities, or operations of the University;
   2) any misuse of the facilities of the University, or unauthorized entry into or occupation of the reserved facilities of the University;
   3) any conduct detrimental to the reputation, liberty, safety or privacy of any member of the University (faculty, staff, students);
   4) any conduct detrimental to the reputation of the University;
   5) theft of or voluntary damage to the property of the University and its members;
   6) falsification or misuse of documents or records of the University;
   7) any form of cheating in assignments, tests, examinations, or violation of any of the regulations governing the conduct of examinations;
   8) any form of plagiarism in academic work;
9) any misrepresentations or false statements made in any application or documents submitted to the University;

10) failure to comply with directions of the University.

2. The nature, circumstances and consequences of the offences and the attitude of the offender shall be taken into consideration in imposing penalties.

Article 4
Disciplinary Authorities and Proceedings

1. The disciplinary authorities include: Dean of Faculties, Head of Independent Academic Units, Dean of Students, Master of Residential Colleges and the Student Disciplinary Committee.

2. Offences directly related to pedagogic issues shall be addressed to the Dean of the Faculty or Head of the Independent Academic Unit to which the student belongs.

3. Other offences shall be referred to the Dean of Students or Master of Residential Colleges, who shall handle the case or decide to refer it to the Student Disciplinary Committee.

4. The disciplinary authorities shall appoint a panel to investigate the offence or the complaint.

5. The panel shall have a minimum of three members, including representatives of Faculty, Independent Academic Unit or Residential College, Student Affairs Office and students.

6. The panel shall prepare a report not only to present the findings of its investigation but also to recommend related penalties.

7. The report shall be submitted within 10 working days after the appointment to this effect. The disciplinary authority concerned may decide to extend the time limit for the submission of the report for another 10 working days.

8. The related authority shall notify the student concerned in writing about the alleged offence in due course. The student may defend himself/herself within 10 working days after receiving the notification.

9. The disciplinary authority may require the student concerned to attend a hearing, or the student is entitled to request a hearing in his/her written defence. The disciplinary authority may also require other persons related to the offence to attend a hearing.

10. Default of the student shall not affect the decision made by the disciplinary authorities.
11. The disciplinary authority shall decide the case within 10 working days after hearing or receiving the student’s defence. If additional proceedings are justified, the said period may be extended for another 10 working days.

12. All decisions made by disciplinary authorities shall be communicated in writing to the student concerned and recorded by the University.

13. The time limit for initiating disciplinary proceedings is one year after the offence was committed.

Article 5
Decision on Penalties Imposed by Disciplinary Authorities

1. The disciplinary authorities shall impose one or a combination of the following penalties on a student who has committed the offences defined in Article 3:

2. Penalties:
   1) attend educational or community programmes as deemed appropriate;
   2) receive verbal or written warning;
   3) make restitution or compensation, where applicable;
   4) receive suspension from class, any academic or other student rights, benefits, privileges and/or rights of using facilities for a specified period of time;
   5) record demerit(s);
   6) result in expulsion.

3. A total of three written warnings will result in one demerit.

4. A total of three demerits may result in expulsion from the University.

5. Any case which may result in expulsion shall be reviewed by the Student Disciplinary Committee. Case of expulsion from the University shall be approved by the Rector.

Article 6
Accessory Penalties

The relevant authorities may impose accessorially the suspension or the loss of scholarship, prizes or other academic rights or benefits of the student.

Article 7
Student Disciplinary Committee
1. The Student Disciplinary Committee is a standing committee of the University Senate and the members shall be appointed by the University Senate.

2. The Student Disciplinary Committee is a disciplinary authority which shall review and comment on any expulsion cases and review cases handled by Dean of Faculties, Head of Independent Academic Units, Dean of Students, or Master of Residential Colleges.

3. The Student Disciplinary Committee may advise and make recommendations on student disciplinary matters of the University.

4. The Student Disciplinary Committee shall reach its decision by a simple majority, meaning more than half of the valid votes cast.

5. The Student Disciplinary Committee shall consist of the following members:
   1) The Dean of Students, who shall be the Chair;
   2) The Registrar or his/ her representative;
   3) Two full or associate professors, recommended by the Rector;
   4) One administrative unit head, recommended by the Rector;
   5) One representative of the University of Macau Students’ Union;
   6) One representative of the University of Macau Postgraduate Association.

6. The Student Affairs Office shall provide the Student Disciplinary Committee with the necessary technical and administrative support.

7. Conflict of interest with the student under investigation shall be avoided in the formation of the Student Disciplinary Committee:
   1) All members shall have no conflict of interest with the student;
   2) Members listed in Sub-items 1), 2), 5) and 6) above shall be represented by their delegate should they have any conflict of interest with the student, the delegate shall be appointed by the Rector.

**Article 8**

**Appeal Process**

1. An appeal against the decision that results in penalty imposed by the disciplinary authorities may be submitted to the Student Disciplinary Committee within 10 working days. Appeals must be in writing.

2. The Student Disciplinary Committee shall appoint an appeal panel of three members representing faculty, staff and students to handle the appeal case. The panel shall have no previous intervention in that specific case.
3. An appeal against the decision that results in penalty imposed by the Student Disciplinary Committee may be submitted to the Vice Rector (Student Affairs) within 10 working days. Appeal must be made in writing.

4. The Vice Rector (Student Affairs) shall appoint an appeal panel of three members, representing faculty, staff, and students to handle the appeal case. The panel shall have no previous intervention in that specific case.

5. The appeal panel shall review the case and make its recommendation.

6. The decision made by the Vice Rector (Student Affairs) is final.

7. When the decision involves expulsion penalty, the case shall be approved by the Rector.

**Article 9**

**Report to the Academic Unit and Other Authorities**

1. Any penalty imposed on a student shall be reported to the faculty or the Independent Academic Unit concerned and the Student Affairs Office or the Residential College. The record of the student will be taken into consideration before the award of any scholarship, prize and/or privilege.

2. Any penalty imposed on a student may be shared with the parents or guardians of the student depending on the nature of the case.

3. According to the law, any criminal or serious case shall be reported to the Rector and the authorities of justice of the Macao Special Administrative Region.

**Article 10**

**Confidentiality**

All the information of student disciplinary cases is strictly confidential. Disclosure of such information must be duly justified and approved by the Student Disciplinary Committee or the Vice Rector (Student Affairs) in writing.

**Article 11**

**Revision**

These regulations are subject to revision by the University Senate.
Article 12  
Other Specific Regulations and Rules

These Student Disciplinary Regulations do not prejudice the application of other specific regulations and rules and the penalties of academic and administrative units that are approved according to the regulations of the University.

9.2 Rules on Handling Student Academic Dishonesty  
(Approved on 6 December 2011)

I. Types of Academic Dishonesty

This section aims to provide UM students an understanding of the most common types of academic dishonesty, with a focus on plagiarism.

Academic dishonesty may be broadly defined as any fraudulent actions or attempts by a person to use unauthorised or unacceptable means in any academic work. It is any type of cheating that occurs in relation to an academic exercise and can come in many different forms including cheating, fabrication, collusion, and plagiarism.

The following are some examples of academic dishonesty. These examples, however, are by no means exhaustive:

1. **Cheating** is intentionally using or attempting to use unauthorised materials, information, or study aids in any academic exercise. It includes but is not limited to:
   - Coping from another student during an exam or on an assignment;
   - Giving or receiving information during an exam;
   - Using unauthorised material during an exam;
   - Obtaining exam questions and/or answers from a student who has already taken the exam;
   - Asking someone to take an exam or write a paper on his/her behalf;
   - Collaborating on homework assignments, take-home tests and quizzes without authorisation from the instructor;
   - Submitting the same paper/thesis, or substantial portions of the same paper/thesis, for credit or degree more than once.

2. **Fabrication** is the invention of falsification of sources, citations, data, or results and recording or reporting them in an academic exercise. Examples include:
   - Citing a source that does not exist;
   - Making up or falsifying evidence or data or other source materials;
- Falsifying research papers or reports by selectively omitting or altering data that do not support one’s conclusions or claimed experimental precision.

3. **Collusion** is facilitation of dishonesty by helping other students engage in academic dishonesty. Though the facilitator may not benefit personally from providing assistance to another, the facilitator’s act similarly violates academic integrity. Examples of collusion include:
   - Knowingly or negligently allowing one’s work to be used by other students without prior approval from the instructor;
   - Knowingly allowing others to copy answers in exams, tests and other assignments;
   - Taking an exam or writing a paper for another student.

4. **Plagiarism** is defined as the appropriation of another person’s ideas, processes, results or words without permission and/or due acknowledgment. It covers all forms of work submitted to the University for assessment (assignments, essays, take-home examinations, projects, theses and all other forms of coursework). Plagiarism is intellectual theft. When using another person’s words, ideas or results, whether such words, ideas or results have been published or not, one must obtain permission and/or give that person appropriate credit, or else one will be stealing the intellectual property belonging to another.

II. **Plagiarism**

Plagiarism has become more serious with the relative ease of reproducing information that is readily available from the Internet. Students have been discovered to have ‘cut and pasted’ materials from various electronic sources and passed them off as their own. In academia, plagiarism is regarded as academic dishonesty and a serious offence. Like other forms of academic dishonesty, students who have committed plagiarism will face disciplinary measures ranging from an F grade to expulsion from the University. Students are expected to read the Student Disciplinary Regulations of the University of Macau for the mechanism for handling student disciplinary cases.

Some students have claimed that they were not aware of committing plagiarism. Inadvertent plagiarism is nonetheless considered an offence. Lack of awareness is no excuse, and plagiarism, whether intentional or inadvertent due to ignorance or carelessness, is still a violation of academic integrity. After all, plagiarism is a simple concept of copying without proper acknowledgement. The University has made the Rules easily accessible and all students are expected to read and follow it. If any student has any questions about plagiarism or other issues pertaining to academic integrity, he/she should consult the instructor.

We must be careful to recognise the people from whom we borrow ideas, just as we expect others to acknowledge the ideas that we ourselves have worked hard to develop. To avoid plagiarism,
every direct quotation must be identified by quotation marks or appropriate indentation and both
direct quotation and paraphrasing must be cited properly according to the accepted format for the
particular discipline or as required by the instructor in a course.

Obviously, if you make a copy of an assignment done by a classmate and submit it as your own,
you are guilty of plagiarism but there are many other forms of plagiarism. Some common examples
of plagiarism are:

1. Verbatim plagiarism or word-for-word plagiarism
   The most common type of plagiarism is copying word for word from a source (e.g. the
   published works, the essays or theses of other persons, etc.) without using quotation marks
   and without citing the source. Even if you add some words of your own around the text that
   you copied directly from a source, you must identify the quote by placing quotation marks
   around it in order to distinguish it from your own words, and you must also acknowledge
   the source by providing a citation.

2. Substantial copying with minor modifications
   If you reproduce another person’s text with only minor changes, such as adding/deleting a
   few words, rearranging the order of words or phrases, and changing the sentence structure
   (e.g. using passive voice to replace active voice in the original), and do not give proper
   attribution, you are committing plagiarism.

3. Mosaic plagiarism
   If you copy phrases or sentences from a source or a variety of sources or merely change a
   few words here and there, and then join those bits and pieces together without carefully
   identifying the quotes with quotation marks and citing the sources, the result is a mosaic of
   other people’s ideas and words. You are responsible for making clear distinctions between
   your ideas and the ideas of the others who have informed your work and for following the
   correct citation style to avoid plagiarism.

4. Apt phrase
   If you use an author’s distinctive term or phrase without proper attribution, it is plagiarism.
   If you want to use the author’s original words, you must put those words in quotation marks
   and provide a citation.

5. Paraphrase
   Paraphrasing means taking another person’s ideas and putting those ideas in your own words.
   Paraphrasing does not mean replacing a word or two in someone else’s sentence with
   synonyms. When you paraphrase, your task is to distill the source’s ideas in your own words
   and restate the ideas in your own words. It is a fine way to use another person’s ideas to
support your own argument as long as you attribute the material to the author and cite the source. However, if you rephrase someone else’s text in your own words without attribution, you will be representing someone else’s ideas as your own and that is plagiarism.

The rule of thumb here is simple: Whenever you use published ideas that are not your own, you need to give credit to the source and cite properly according to the accepted format for the particular discipline or as required by the instructor in a course (For unpublished ideas, on top of the above, you need to obtain permission from the author(s).). Make sure that the sources are properly referenced. Plagiarism occurs when you present as your own work, without due acknowledgment, any material that was obtained from another source, regardless of how or where you acquired it, and regardless of whether you committed plagiarism intentionally or unintentionally.

It is every student’s duty to find out what plagiarism is. The University has set out these rules to provide more information but the above illustrations may not cover every situation. There are books explaining plagiarism and guides to referencing in the UM Library. If you feel uncertain about what constitute plagiarism and how to avoid it, consult your instructor or the Librarian.

Advanced technology has made plagiarism easier. At the same time, advanced technology has also made detection of plagiarism easier for instructors. It is highly likely that your fellow classmates are also referring to the same texts, and your instructor has probably read the sources before reading your paper. When you copy, the shift in writing style will also be obvious to your experienced instructor. Avoid plagiarism by all means. The University would like to remind all students that plagiarism is theft of someone else’s work and it ruins the purpose of education. If you resort to copying due to pressure to meet assignment deadlines or insufficient understanding of the subject, or if you have difficulty in writing your paper and citing your sources properly, consult your instructor.

Submission of assignments, papers and theses electronically via UM’s e-learning management system, namely UMMoodle, or another software system as prescribed by the University, is strongly advised across the entire University. With the integration of UMMoodle and the plagiarism prevention tool, Turnitin, made available to all UM teachers, instructors can now more easily evaluate the originality of students’ works by comparing them with online sources and Turnitin-owned sources. For postgraduate theses, supervisors and examination committees at UM are strongly advised to check the submitted theses using the designated plagiarism detection software before proceeding with an examination even if the theses have not been submitted via UMMoodle. Should any student feel uncertain about how to submit assignments and theses via UMMoodle, please consult one of the UM staff members at the helpdesk of the Information and Communication Technology Office.
Effective from 1 January 2012, it is a university-wide requirement for students to submit a signed statement together with their theses (and other assignments as requested by individual teachers) to declare that they have not committed any type of academic dishonesty in their works and that they have included proper citations for all those materials extracted from other sources (see below a template for such a self-declaration). It is students’ responsibility to ensure that they have not committed any type of academic dishonesty, instead of waiting for their instructors to check and ‘police’ them.

Self-declaration template:

I declare that the thesis / assignment here submitted is original except for the source materials explicitly acknowledged and that this thesis / assignment, or parts of this thesis / assignment have not been previously submitted for the same degree / course or for a different degree / course.

I also acknowledge that I am aware of the Rules on Handling Student Academic Dishonesty and the Regulations of the Student Discipline of the University of Macau.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Student ID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Programme / Course Code

III. Procedures for Handling Student Academic Dishonesty

1. If the instructor suspects a student of committing an act of academic dishonesty in any academic exercise submitted for assessment, he/she can meet with the student individually and impose sanction(s) as appropriate except those as prescribed by the relevant regulations, if he/she believes that the nature of such act is not serious.

2. If the instructor suspects that a student has committed an act of academic dishonesty in any academic exercise submitted for assessment and considers the case more serious or complicated to be handled by himself/herself:
   a. The instructor should report the matter as soon as possible, together with any relevant evidence, to his/her Department Head concerned or Programme Coordinator concerned in the absence of a Department Head;
b. The Department Head/Programme Coordinator should attach his/her comments, if any, and forward the case to the Dean/Director for handling.

3. The Dean/Director or his/her delegate should meet with the student and any other relevant parties to investigate.

4. After the meeting with the student and any other relevant parties, if the Dean/Director or his/her delegate is satisfied that no act of academic dishonesty has been committed, no further action will be taken and the case will be closed. A written report of the case should be kept by the academic unit concerned for record purpose.

5. If the student is proven guilty of the alleged offence, the Dean/Director may impose the following sanction, according to Item 1 of Article 5 of the Regulations of the Student Discipline of the University of Macau, either singly or in combination as deemed appropriate, and the result will be reported in writing to the Student Disciplinary Committee for record:
   a. Verbal or written warning;
   b. Reprimand;
   c. Restitution or compensation, where applicable;
   d. Suspension of any academic or other student rights, benefits, privileges and/or rights of using facilities for a specified period of time;
   e. Recording a demerit.

6. The Dean/Director should inform the student in writing of the judgment and the sanction(s) and send the notification to the student by registered mail. The Dean/ Director should also inform the Department Head/Programme Coordinator concerned of the disciplinary decision in writing. The case will then be closed at the academic unit level.

7. If more severe sanctions are deemed necessary, the case will be sent to the Student Disciplinary Committee via the Dean/Director in accordance with Item 2 of Article 5 of the Regulations of the Student Discipline of the University of Macau, for the Committee to decide on the appropriate sanction. The composition of such Committee shall be defined by Item 1 of Article 9 of the Regulations of the Student Discipline of the University of Macau.

8. Under the following circumstances, the academic unit may consider bringing the case to the Student Disciplinary Committee for further investigation and decision:
   a. The Dean/Director or his/her delegate believes that he/she is not able to make a decision based on the available evidence;
   b. The case is too severe or complicated to be handled by the academic unit concerned;
   c. The case involves persons who are not members of the university community.
9. If the Student Disciplinary Committee finds the student not guilty after an investigation, the case will be closed. A written report of the case should be kept by the Student Disciplinary Committee and a copy shall be sent to academic unit concerned for information and record.

10. If the Student Disciplinary Committee finds the student guilty of academic dishonesty after an investigation, it may impose, apart from the sanctions in 5 (b)-(e) above, the following sanction in accordance with Item 1 of Article 6 of the Regulations of the Student Discipline of the University of Macau, either singly or in combination as deemed appropriate:
   a. Suspension from the University for a specified period of time;
   b. Expulsion from the University.

11. Under special circumstances and subject to approval by the relevant authority, the Rector may impose on students/graduates sanctions which are not stipulated in the internal regulations and rules of the University of Macau, including but not limited to:
   a. An F grade for the course taken;
   b. Removal of course credits;
   c. Retraction of a qualification granted by the University.

12. In deciding on the sanction, the nature and gravity of the offence should be taken into account (such as the amount of work plagiarized, whether the offence is premeditated, etc.). The number of previous offences also needs to be taken into account. More serious punishments should be imposed for repeated offences.

13. The Student Disciplinary Committee should inform the student in writing of the judgment and the sanction(s) and send the notification to the student by registered mail. The Student Disciplinary Committee should also inform the Dean/Director concerned, the Registrar and the Dean of Students of the disciplinary decision in writing.

14. Any sanction imposed on a student according to the Student Disciplinary Regulations of the University of Macau should be filed with the academic unit concerned and kept as part of the student’s file.

15. To denote that the student has committed an academic offence in the course, a notation of academic dishonesty can be included on the student’s transcript, at the discretion of the Student Disciplinary Committee. At the discretion of the academic unit concerned or the Student Disciplinary Committee, the student may be informed that the notation will be removed at graduation if he does not commit more than one offence. However, if he commits two or more offences, during the same term or in different terms, the notation will appear on the official transcript permanently.
16. An appeal against any fact finding or any sanction imposed by the Dean/Director may be made within 10 working days to the Student Disciplinary Committee according to Item 1 of Article 10 of the Regulations of the Student Discipline of the University of Macau. Appeals must be in writing and the proceeding and final decision with respect to the appeal should follow the stipulations in Items 5 to 8 of Article 4 of the Regulations of the Student Affairs of the University of Macau.

17. An appeal against any fact finding or any sanction imposed by the Student Disciplinary Committee may be made within 10 working days to the Rector according to Item 1 of Article 11 of the Regulations of the Student Discipline of the University of Macau. Appeals must be in writing and the composition of the appeal panel, the proceeding and final decision with respect to the appeal shall follow Items 3-5 of Article 11 of the Regulations of the Student Affairs of the University of Macau.

9.3 Examination Rules
(Approved by the Senate on 23 September 2015)

General Instructions

1. Responsibility to Attend Examinations
a. Candidates are responsible for checking the dates, times and locations of their examinations from the examination schedules, and for presenting themselves for examination at the appointed place and time. Examination schedules will be announced by the Registry or academic unit one week prior to the examination period.

b. Where all or part of the assessment for an examination is by means other than of a formally invigilated written examination, the instructor will announce details of the appropriate arrangements, and it is the candidate’s responsibility to acquaint themselves with these details.

c. A candidate who is unable to attend an examination under normal conditions because of illness, misadventure, or other extenuating circumstances, or who would be significantly disadvantaged if required to do so, may be permitted to sit the examination under special conditions. Such special arrangements, which may include (if necessary) additional time, a re-scheduling of the examination, the use of dictating or other faculties, and/or the use of premises outside the University, will be approved in advance by the University. In all other respects, the University regulations governing examinations will apply. Candidates requesting special arrangements on medical grounds will be required to substantiate their requests with a medical certificate or other documentary evidence. Candidates requesting special arrangements on other grounds may be required to reimburse the University for expenses incurred in such arrangements.

d. A candidate is required to inform the academic units’ office in writing immediately if for any reason he/she is unable to sit for an examination because of illness, accident or other causes, or
if there is any factor arising immediately prior to or during the examination which the candidate believes could adversely affect his/her performance and which he/she wishes to be taken into account when assessing that performance. The candidate’s letter must state clearly the examination in question, the cause of the absence or the manner in which the performance was affected, and must enclose the relevant supporting documentary evidence (e.g. medical certificates).

e. Any candidate failing to give notice as specified in Examination Rule (1.d) above within seven working days after the examination to the academic units’ office may lose the opportunity to have these circumstances taken into account or to appeal on these grounds against the decision of the Academic Council.

f. No candidate’s request to sit for examinations outside the specified periods of the Semester Dates will be accepted on the mere justification that he/she has to attend external examinations (e.g. TOEFL).

2. Use of Materials and Aids

a. Candidates will provide themselves with the necessary writing and drawing tools.

b. All questions in a written examination must be answered using only answer booklets, supplementary sheets and other materials provided by the University for that examination. Candidates at any examination, either written or practical, will not be permitted to have in their possession or to make use of any paper, books, notes, dictionaries, instruments, aids or other materials unless expressly authorized in the rubric of the examination paper. Details of any such materials and aids which may be permitted in the examination will be provided to candidates in advance by the examiners. Authorized materials and aids will be subject to inspection by the invigilators.

c. Where electronic calculators are permitted for use in an examination, these instruments should be non-programmable unless expressly allowed, hand-held, self-powered, and silent in operation. These should not possess any graphic or word-display facilities (e.g. Electronic dictionary, Databank watch.). Candidates may not use any external media associated with an electronic calculator, such as instruction booklets, magnetic cards or memory modules. Candidates are responsible for ensuring that their calculators are in working order, and have a sufficient power supply, and that alternative means of calculating are available in the event that their electronic calculators fail during an examination.

d. Mathematical tables and all other materials provided by the University for use in examinations must not be removed by candidates from the examination venue.

3. Before the Examination

a. Candidates are required to bring along their personal I.D. cards and student I.D. cards (Campus Cards) whenever they have an examination for verification purposes. Candidates who are unable to present their cards will not be allowed to write the examination.
b. Invigilator should ensure that only examination candidates are allowed to enter the examination venue.

c. Students should check their seat numbers, if any student cannot find his/her name on the seating plan, he/she should inform the Invigilator once admitted into the examination venue.

d. Candidates will be admitted into the examination venue at least 5 minutes before the commencement of an examination. Candidates who arrive late and are admitted will not be given extra time. No candidate will be admitted into an examination venue 45 minutes after the commencement of an examination.

4. Entry to Examination Venue

a. Candidates will not enter the examination venue until permitted to do so by an invigilator. Upon entering the examination venue, candidates become subject to the authority of the invigilators and must act according to any instructions given by an invigilator.

b. Candidates are advised not to leave their study materials and personal property outside the entrance of the examination venue because of the risk having such items stolen. Such property should be deposited in a place well away from the candidates, as directed by the invigilator.

c. Candidates with watch alarms or other apparatus which could create noise, e.g. calculators, mobile phones & pager etc. should switch them off.

d. Candidates are not permitted to smoke, eat and drink during an examination.

e. Candidates will observe silence within the examination venue except when it is necessary to communicate with an invigilator and that it will not cause any unnecessary distraction to other candidates. A candidate who persists in causing disturbance to other candidates after a warning may be required to discontinue the examination and leave the examination venue.

5. During the Examination

a. Candidates will not start writing until given permission to do so by Invigilator.

b. Candidates should first read through the whole question paper when an examination begins. If a wrong question paper was being handed out, or if the questions indicate that other materials should have been given out, but have not been, candidates should inform the invigilator immediately.

c. Candidates should pay attention to any general directions which may be stated either on the cover page of the examination paper or at the beginning of each question. They should also listen carefully to the presiding invigilator’s announcements.

d. Candidates must write the subject title, subject code and their student number clearly on the front page of each answer booklet.

e. Candidates must read the instruction printed on the examination question paper before doing the examination.

f. No candidate will be permitted to leave the examination venue during the first 45 and last 15 minutes of the examination. A candidate wishing to leave the examination venue temporarily will be permitted to do so under the supervision of an invigilator.
g. i) If circumstances arise during an examination which, in the opinion of the Invigilator, render it necessary for the examination to be cancelled or postponed, the Invigilator will stop the examination and, as soon as possible, arrange for the written scripts to be collected and report the matter to the respective academic unit.
   ii) When a report is made under such circumstances, the academic unit will investigate the matter reported and take action as may be necessary. In the event another examination is ordered to be held, the new examination will be deemed to be the prescribed examination, and a report will be made to the Dean/Director of academic unit concerned.

6. Collection of Scripts
   a. During the last fifteen minutes of each examination period, students must remain in their seats until told to leave by the Invigilator.
   b. It is the responsibility of the candidate to ensure that all loose pages are securely fastened into the answer booklet and that all work which is to be considered by the examiners is handed in. No work that is removed by the candidate from the examination venue will be accepted for consideration by the examiners.

7. Conduct of Candidates
   a. Candidates will comply with all instructions given by an invigilator.
   b. Candidates will observe silence within the examination venue except when it is necessary to communicate with an invigilator, and that it will not cause any unnecessary distraction to other candidates. A candidate who persists in causing disturbance to other candidates after a warning may be required to discontinue the examination and leave the examination venue.
   c. No person may impersonate a candidate, nor may any candidate permit himself/herself to be impersonated at any examination.
   d. During an examination, candidates shall not communicate in any way with other candidates, nor give or receive any information, material or aid to or from other candidates, nor make use of any material or aid not specifically authorized for that examination.
   e. i) Candidate who is found cheating or misconduct will be informed by the Invigilator, who is empowered with the authority, of the Faculty concerned, to discontinue the examination. Expulsion from the examination venues should occur only when it is felt that such disciplinary action is essential.
      ii) The Registry reserves the right to withhold issuing the results of examinations within the investigation period.

8. Disqualification
   If any of the following circumstances arises during the examination, such behavior will be considered as cheating or misconduct, the candidate will be disqualified and a failed grade will be given for the course. In severe cases, a disciplinary panel may be called to handle the case. A record of such proceedings will be kept in the student’s file:
Handbook for Postgraduate Studies 2018/2019

i) A candidate impersonates a candidate, or a candidate permits himself/herself to be impersonated.

ii) A candidate improperly obtains knowledge of examination papers prior to the Examination.

iii) A candidate is found to have any unauthorized article(s)/material(s) on/in the examination desk or on his/her person.

iv) A candidate communicates or attempts to communicate improperly with any person inside or outside the examination venue.

v) A candidate uses any unauthorized notes, books or electronic devices (e.g. Mobile phone, Electronic dictionary, Databank watch.).

vi) A candidate copies from the work of another candidate.

vii) A candidate leaves and enters the examination venue without permission.

viii) A candidate who persists in causing noise/disturbance to other candidates after a warning.

9. Disturbance

In the case of disturbance during an examination (e.g. very loud external noise), the invigilator may authorize additional time after the scheduled to be given time.

10. Supplementary/Re-Sit Examination

a. Supplementary Examination

i) A candidate who is not able to attend an examination due to sickness or any other special reason as approved by the Dean/Director of his/her academic unit may apply for a supplementary examination. If medical set up is required in the examination venue, he/she will have to submit medical certificate(s) or other supporting document(s) issued by a hospital recognized by the Government. All charges will be borne by the candidate.

ii) A student who is absent from an examination will be requested to submit a written request with valid reasons, under normal circumstances, to the Faculty office concerned within seven working days from the date on which the examination was held.

iii) A candidate will lose his/her right to apply a supplementary examination if (10.a.iii)) is not fulfilled.

b. Re-Sit Examination

A re-sit examination may be given to a student admitted or resuming in academic year 2015/2016 or before who fails a required course which is examined mainly for content and not mainly for skills (for example, language skills), according to the following guidelines:

i) A student whose course semester average is below 40 percent is required to repeat the course and cannot register for a re-sit examination except in very special circumstances approved by the Dean/Director of his/her academic unit.

ii) When a re-sit examination is given, the weight given to the examination in the course grading will be the same as the weight given to the original scheduled examination, as
specified by the instructor in the course weightings approved by the Academic Council/Pedagogic Committee.

iii) The grade of a student who takes a re-sit examination can be raised no higher than “D” (pass) regardless of the score achieved in the re-sit examination.

Student taking FBA courses are not allowed to apply for re-sit examination.

For students taking FAH or FSS courses, a re-sit examination will be permitted in FAH or FSS courses only if the student’s class work average is 50% or above and course semester average is above 40%.

iv) A student may take a re-sit examination for a failed course only once.

v) A student is not allowed to take re-sit examination for more than two courses failed per semester.

Resit examinations are not applicable to students admitted or resuming in academic year 2016/2017 onwards.

c. Supplementary/re-sit examinations are normally held two weeks after the end of the final examination period.

d. Fee for Supplementary Examination/Re-Sit Examination

Administrative fee will be charged for the Supplementary Examination/Re-sit Examination and no action will be taken to update the student record if payment is not settled. Please refer to the Table of Fees for the relevant charges.

11. Appeal

a. A candidate requesting a review of his/her examination performance will commence his/her appeal by sending to the faculty office a letter stating the grounds of the review and presenting relevant evidence within three weeks of the issue of the academic reports.

b. A complaint about the academic judgment of an examiner or an Academic Council cannot be considered as valid grounds for an application for review.

c. Every appeal case will be reviewed through the Academic Council only once and their conclusion will be the final decision of the case.

d. The Academic Unit will inform the student in writing of the decision in each case.

e. Under no circumstances will the examination script be released.

12. Cognizance of Examination Rules

Every candidate will be deemed to have both understood and accepted these examination rules.
10. Fees

10.1 Tuition Fee Table 2018/2019

Fees and Charges for 2018/2019 Admitted or Resuming Students
Postgraduate Programmes

A. Tuition Fees per Credit (MOP) *

<table>
<thead>
<tr>
<th>Programmes</th>
<th>Macao Students*</th>
<th>Mainland China, Taiwan and Hong Kong Students</th>
<th>Foreign Students</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Doctoral programmes</td>
<td>2,600</td>
<td>3,310</td>
<td>4,190</td>
<td>i.</td>
</tr>
<tr>
<td>2. Master programmes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Master of Science in International Integrated Resort Management</td>
<td>2,500</td>
<td>3,090</td>
<td>3,860</td>
<td>ii.</td>
</tr>
<tr>
<td>b. Other master programmes</td>
<td>2,100</td>
<td>2,650</td>
<td>3,310</td>
<td></td>
</tr>
<tr>
<td>3. Postgraduate Certificate/Diploma Programmes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Postgraduate Certificate in Education (Pre-Primary Education/Primary Education/Secondary Education)</td>
<td>800</td>
<td>1,000</td>
<td>1,320</td>
<td></td>
</tr>
<tr>
<td>b. Introduction to Macau Law</td>
<td>400</td>
<td>560</td>
<td>660</td>
<td></td>
</tr>
<tr>
<td>c. Improvement of Legal Practice and Language</td>
<td>600</td>
<td>780</td>
<td>1,000</td>
<td></td>
</tr>
<tr>
<td>d. One-year postgraduate certificate programmes offered by the Faculty of Law</td>
<td>2,100</td>
<td>2,650</td>
<td>3,310</td>
<td></td>
</tr>
</tbody>
</table>

*Macao students refer to those holding the Macao SAR identity cards.

Remarks:

i. A PhD thesis carries 18 credits. The tuition fees therefor are charged for 3 credits per semester. Where students finish the theses and pass the oral defences within 6 semesters upon being enrolled for thesis writing, they still have to settle the tuition fees in full amount for the 18 credits.

ii. An academic or applied thesis of a Master programme carries 6 or 3 credits respectively. The tuition fees therefor are charged for 3 credits per semester. Where students finish their academic theses and pass the oral defences within 2 semesters upon being enrolled for thesis writing, they still have to settle the tuition fees in full amount for the 6 credits.

iii. All postgraduate students are required to have at least 3 credits of enrollment per semester or to pay a fee equivalent to 3 credits per semester in order to maintain an active status.
iv. Postgraduate students who join an outgoing exchange programme/study abroad programme for one or more semesters should pay the tuition fees of each of the outgoing semesters as stated below. Tuition fees of each of the outgoing semesters may include one or more of the following items as applicable.

a) An exchange registration fee equivalent to 3 credits will be charged. No partial or full refund and/or carry-forward of the paid fee will be arranged.

b) If credit(s) is/are to be transferred from the overseas university to UM during exchange/study abroad period, a fee equivalent to the actual number of credit(s) to be transferred to UM will be charged.

c) The 3 credits charged as mentioned in item a) above could be used to offset in part or in full the fee equivalent to the actual number of credit(s) enrolled in UM and/or the actual number of credit(s) to be transferred from the overseas university to UM during the exchange/study abroad period.

B. Students who begin or resume their studies in academic year 2018/2019 have to pay tuition fees according to the rates as listed in the above table.

C. Students can refer to the respective Academic Unit webpage for the number of credits required by each postgraduate programme.

# The tuition fees are charged according to the tuition fees per credit relevant to the student status, i.e. postgraduate certificate / diploma students, master’s students or PhD students, regardless of the level of the courses.

10.2 Fees and Other Charges

Please visit Finance Office’s homepage at http://fo.umac.mo/ for details.
11. Postgraduate Assistantship and Scholarship

11.1 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

<table>
<thead>
<tr>
<th>PhD Students</th>
<th>Full-support</th>
<th>Half-support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before approval of PhD candidacy</td>
<td>MOP12,500/month</td>
<td>MOP6,250/month</td>
</tr>
<tr>
<td>After approval of PhD candidacy</td>
<td>MOP14,000/month</td>
<td>MOP7,000/month</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Master Students*</th>
<th>Full-Support</th>
<th>Half-Support</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MOP8,000/month</td>
<td>MOP4,000/month</td>
</tr>
</tbody>
</table>

*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.

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 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.

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.
11.2 Guidelines for UM Macao PhD Scholarship
(Approved by Finance Management Committee on 15 March 2018)

1. Background and Purpose
   1.1 The UM Macao PhD Scholarship (MPDS or the Scholarship) was established by the University of Macau (UM) in 2018, which aims at attracting excellent students in the world to pursue their PhD programmes in the UM.

2. Terms and Conditions
   2.1 Eligibility
   2.1.1 Those who are seeking admission as new full-time PhD students in the UM, irrespective of their country of origin, prior work experience and ethnic background, should be eligible to apply.
   2.1.2 Bachelor or master students from reputable schools (e.g., top 200 universities of any recognized world university rankings or Project 985/211 universities in Mainland China are preferable).

   2.2 Amount and Duration
   2.2.1 The MPDS provides each awardee of the Scholarship (awardee) with a monthly stipend of MOP20,000 and a conference and research related travel allowance\(^1\) of MOP10,000 per academic year for a period up to four years.
   2.2.2 Tuition and/or any other kinds of fees that may incur during the course of studies of the awardee will not be covered by the Scholarship.

   2.3 Application Process
   2.3.1 Applicants are required to select full-time PhD programmes of the UM. They are required to submit application for the MPDS directly to the UM at the time when they submit application for admission.
   2.3.2 Applicants are required to fully comply with the admission requirements of their selected programmes.
   2.3.3 Candidates not selected for the MPDS award are eligible for regular PhD admission.

   2.4 Selection Criteria
   2.4.1 While academic excellence is of principal consideration, the Selection Panels will take into account, but not limited to, the following criteria for the selection of candidates:
      1. Academic excellence;

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\(^1\) The eligibility and disbursement of the research related travel allowance are subject to the prevailing regulations, rules and guidelines of the UM.
2. Research potential and ability;
3. Innovation skills;
4. Communication and interpersonal skills; and
5. Leadership abilities.

2.5 Other Conditions

2.5.1 An awardee must be a registered full-time PhD student of UM during the Scholarship period.

2.5.2 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.

2.5.3 Under normal circumstances an awardee should register in the fall semester. Disbursement of monthly Scholarship will start from August. However, an awardee may delay the student 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. In such case, disbursement of monthly Scholarship will start from January.

2.5.4 Normally, an awardee is not permitted to concurrently register at another local or non-local tertiary institution. If concurrent registration takes effect without prior approval from the UM, the Scholarship will be terminated and the awardee is required to refund the Scholarship received after the effective date of concurrent registration.

2.5.5 An awardee is not permitted to undertake any part-time or full-time paid employment or appointment on and/or off campus during the Scholarship period unless exceptional approval has been given by the UM with strong justification and support from the academic unit concerned.

2.5.6 An awardee 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.

2.5.7 An awardee is required to comply with the residence requirement of the UM.

2.5.8 An awardee’s eligibility for the Scholarship will be reviewed on an annual basis during the Scholarship period. The evaluation is based on the awardee’s academic performance, supervisor’s evaluation, and the degree of intellectual well roundedness as assessed by the academic unit concerned. Subject to the recommendation and endorsement from the relevant academic unit, an awardee will be eligible to receive the Scholarship in the subsequent year.

2.6 Duty of Scholarship Awardees

2.6.1 All scholarship awardees are required to engage in duties related to research, ancillary teaching and/or student services.

2.6.2 Every scholarship awardee is required to engage in a maximum of 10 hours of ancillary teaching per week.
2.6.3 An awardee is obliged to take part in activities to promote the UM Macao PhD Scholarship when necessary.

2.7 Discontinuation/Termination of Scholarship

2.7.1 The Scholarship shall be discontinued/terminated in either of the following situations:
   a) change of programme of study without the approval of the UM;
   b) drop out from the institution during the Scholarship period;
   c) early completion of the programme by the awardee;
   d) dismissal of the awardee by the UM;
   e) unsatisfactory progress of studies as determined by the UM; and
   f) termination of study by the UM.

2.7.2 The Scholarship that is discontinued/terminated cannot be resumed.

2.7.3 In the event that any misrepresentation, fraudulent, and non-disclosure of information during the application stage is detected, the Scholarship shall be terminated immediately and the awardee concerned is liable to refund in full the stipend and travel allowance paid under the MPDS.

2.8 Administration

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

2.9 Remarks

2.9.1 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 will be informed of the changes accordingly.
Appendices
I. Special Authorization to Stay (Student Visa)

Application
According to the Law of Macao, all non-local students (except Hong Kong SAR Permanent Resident) who are studying at Macao’s tertiary education institutions have to apply for the Special Authorization to Stay (Student Visa). The Special Authorization to Stay is valid for 1 year and has to be renewed every academic year. Student Resources Section of Student Affairs Office will collaborate with the University of Macau Postgraduate Association (UPMA) to arrange the first application for all non-local new students and exchange students.

Please follow the listed procedure for the first application of the Special Authorization to Stay:
1. Submit the photocopies of your passport to Student Resources Section during registration;
2. Pay attention to the UM E-bulletin for the updated arrangement for group application;
3. Bring along the required documents on your stay permit application date:
   - A completed application form (provided by the Macao Immigration Department);
   - For students from Mainland China:
     i. Original and photocopies of “Two-way Exit Permit”;
     ii. Original and photocopy of the newest “Slip of Authorization to Stay”
   - For students from Chinese Taipei and other countries / regions:
     i. Original and photocopies of passport/travel document. The photocopies should include the pages with identification information.
     ii. Original and photocopy of the newest “Slip of Authorization to Stay”
   - Testimonial of registration and course duration issued by the University of Macau (Student Affairs Office will apply it and distribute it to the students by the UMPA on the date of application)
   - One 1.5 inch-sized photos with white background.

Extension
The Special Authorization to Stay is valid for one year only. You will have to apply in person for extension from the Macao Immigration Department prior to the expiration date if you are continuing your studies at UM.

The application for the extension of Special Authorization to Stay should be made at the Macao Immigration Department:

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<tr>
<th>Address</th>
<th>Immigration Department Building, Travessa Um do Cais de Pac On, Taipa, Macau</th>
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<tr>
<td>Office Hours</td>
<td>Monday – Thursday 09:00 – 17:45; Friday 09:00 – 17:30</td>
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Students should bring along the following required documents:

- A completed application form for extension (provided by the Macao Immigration Department);
- For students from Mainland China:
  i. Original and photocopies of “Two-way Exit Permit”;
  ii. Original and photocopy of “Special Authorization to Stay”
- For students from Chinese Taipei and other countries / regions:
  i. Original and photocopies of passport/travel document.
  ii. Original and photocopy of “Special Authorization to Stay”

Reminder:
In accordance with the Macao Law, all non-local students must have a valid Special Authorization to Stay during their stay in Macao. Failure to comply with this requirement will result in violation of the law. Kindly be reminded to renew your Special Authorization to Stay each year.

II. Points to Note for Non-resident Students on Termination of Studies
Information provided by the Public Security Police

We would like to remind non-resident students who have enrolled at a higher institute in Macao and been granted “Special Authorization to Stay” (“Authorization to Stay” – student type) by the Immigration Department of the Public Security Police to pay attention to the following if they are no longer studying because of dropping out, suspending schooling or finishing studies early:

1. They should leave Macao on or before the first government working day following the completion of the school leaving procedure. In case the student needs to extend his/her limit of stay in Macao, he/she should cancel his/her original “Special Authorization to Stay” in person at the Foreigners Subdivision of our Department and apply for ordinary “Authorization to Stay” for the purpose of extension of stay and departure from Macao during office hours on the first government working day following the completion of the school leaving procedure;
2. If the student does not apply for “Authorization to Stay” accordingly but just possesses the original “Special Authorization to Stay”, he/she will become an ‘overstayer’ starting from the second government working day following our receipt of the formal notification from the higher institute.

Example 1: Student A completes the school leaving procedure on 4 January 2016 (Monday). He/she should leave Macao on or before 5 January 2016 (Tuesday), or he/she should cancel the original “Special Authorization to Stay” in person at our Foreigners Subdivision and apply for ordinary
“Authorization to Stay” during office hours on 5 January 2016 (Tuesday). If student A remains in Macao by simply possessing the original “Special Authorization to Stay”, he/she becomes an ‘overstayer’ starting from 6 January 2016 (Wednesday).

Example 2: Student B completes the school leaving procedure on 8 January 2016 (Friday). He/she should leave Macao on or before 11 January 2016 (Monday), or he/she should cancel the original “Authorization to Stay” in person at our Foreigners Subdivision and apply for ordinary “Authorization to Stay” during office hours on 11 January 2016 (Monday). If student B remains in Macao by simply possessing the original “Special Authorization to Stay”, he/she becomes an ‘overstayer’ starting from 12 January 2016 (Tuesday).

For details, please refer to Public Security Police website:
http://www.fsm.gov.mo/psp/eng/SANS_Cancellation.html
詳情請瀏覽治安警察局網頁：http://www.fsm.gov.mo/psp/cht/psp_top5_4_3.html

Para os estudantes do exterior que têm matrícula válida e frequentam as instituições de ensino superior de Macau, a eles foram concedidas Autorização Especial de Permanência pelo Serviço de Migração do Corpo de Polícia de Segurança Pública (doravante conhecido por Autorização de Permanência – Tipo Estudante). Entretanto, aos estudantes que no caso de deixar de frequentar o curso por desistência de estudo, suspensão de estudo ou conclusão antecipada do curso, o Serviço de Migração chama a atenção a estes estudantes do exterior para as seguintes observações:

1. Deve o estudante, sair do território logo no 1.º dia útil da Administração, após de tratar das formalidades necessárias de anulação do curso. Caso quiser prorrogar o prazo de permanência em Macau, deve nas horas normais de expediente do 1.º dia útil da Administração, após de tratar das formalidades necessárias de anulação do curso, comparecer no Comissário de Estrangeiros do Serviço de Migração (sito no Edifício do Serviço de Migração, Travessa Um do Cais de Pac On, Taipa) para tratar das formalidades de cancelamento de Autorização de Permanência – Tipo Estudante, e do requerimento de Autorização de Permanência para efeitos de prorrogação do prazo de permanência e saída do território.

2. Caso os respectivos estudantes não tiverem efectuado as formalidades da Autorização de Permanência conforme a estipulação anterior, a partir do 2.º dia útil da Administração em que o Serviço de Migração recebe da notificação apresentada pela instituição de ensino superior, os estudantes exteriores que ainda se encontram a permanecer em Macau através da Autorização de Permanência – Tipo Estudante, estes, serão considerados em situação de Excesso de Permanência.

Ex. 1: Estudante “A”, findas as formalidades de anulação do curso em 04 de Janeiro de 2016 (Segunda-feira), deve sair do território em 05 de Janeiro de 2016 (Terça-feira), ou se quiser prorrogar a sua permanência em Macau, deve nas horas normais de expediente de 05 de Janeiro de 2016 (Terça-feira), dirigir-se ao Comissário de Estrangeiros do Serviço de Migração para tratar das formalidades de cancelamento de Autorização de Permanência – Tipo Estudante e de requerimento de Autorização de Permanência Geral. A partir de 06 de Janeiro de 2016 (Quarta-feira), se o estudante “A”, ainda se encontra no território com a Autorização de Permanência – Tipo de Estudante, é considerado em situação de excesso de permanência.

Ex. 2: Estudante “B”, findas as formalidades de anulação do curso em 08 de Janeiro de 2016 (Sexta-feira), deve sair do território em 11 de Janeiro de 2016 (Segunda-feira), ou se quiser prorrogar a sua permanência em Macau, deve nas horas normais de expediente de 11 de Janeiro de 2016 (Segunda-feira), dirigir-se ao Comissário de Estrangeiros do Serviço de Migração para tratar das formalidades de cancelamento de Autorização de Permanência – Tipo Estudante e de requerimento de
Autorização de Permanência Geral. A partir de 12 de Janeiro de 2016 (Terça-feira), se o estudante “B”, ainda se encontra no território com a Autorização de Permanência – Tipo de Estudante, é considerado em situação de excesso de permanência.

Para mais informações, podem consultar a página electrónica deste CPSP:
http://www.fsm.gov.mo/psp/por/psp_top5_6_3.html

III. Arrangements of Classes and Final Examinations during Typhoons or Rainstorms
For details, please refer to Registry’s website:
http://reg.umac.mo/bad-weather-arrangement/

IV. Acceptable Use Policy - ICTO Computing Facilities, Campus Network and Internet
For details, please refer to ICTO’s website:
http://icto.umac.mo/

V. Academic Computing Facility Room Rules
For details, please refer to ICTO’s website:
http://icto.umac.mo/

VI. Rules Governing the Use of UM Campus Card (For Students)
For details, please refer to Graduate School’s website:
https://reg.umac.mo/
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**Events**

- 13-17: Orientation Week for New Students
- 15: Last day of Student Summer Recess
- 22: First day of 1st semester's classes
- 25: The day following Mid-Autumn Festival
- 1: National Day of the People’s Republic of China
- 2: The day following National Day of the People’s Republic of China
- 17: Chung Yeung Festival
- 28: Last day of 1st semester's classes
- 29: Make-up day for Tuesday classes
- 30/11-3/12: Examination Study Period
- 4-18: 1st semester's final examinations
- 9, 16 & 19: Contingency plan for final examinations
- 10: Special grant for exempt from work by the Chief Executive on 9 March 2017
- 20: Macau SAR Establishment Day
- 22: Winter Solstice
- 24: Christmas Eve
- 25: Christmas Day
- 26: Special grant for exempt from work by the Chief Executive on 9 March 2017
- 31: Special grant for exempt from work in the afternoon by the Chief Executive on 9 March 2017

**Public Holidays and University Recesses**

- **August 2018**: 13-17
- **September**: 22
- **October**: 1, 2, 17
- **November**: 3, 2
- **December**: 30/11-3/12

**PLEASE NOTE:**

1. Public holidays/Special grants are in **RED** and staff is exempted from work.
2. Final examination days are in **RED**.
3. University Recesses are highlighted in **RED**.
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**Events**

1. Release of Academic Reports of Undergraduate Programmes
2. First day of 2nd semester's classes
3. 2-6 Semester Break
4. Lunar New Year Recess for students
5. UM Admission Examination and Joint Admission Examination for Macao Four Higher Education Institutions
6. Labour Day
7. Tuen Ng Festival
8. First day of Summer Term
9. Last day of Summer Term
10. Christmas Recess for students

**Public Holidays and University Recesses**

1. New Year’s Day
2. First day of 2nd semester’s classes
3. Semester Break
4. Lunar New Year
5. Easter Recess for students
6. Last day of 2nd semester’s classes
7. Examination Study Period
8. Contingency plan for final examinations
9. First day of Student Summer Recess
10. First day of Summer Term

**PLEASE NOTE:**

1. Public holidays/Special grants are in **RED** and staff is exempted from work.
2. Final examination days are in **BLUE**.
3. University Recesses are highlighted in **RED**.

Updated on 24 May 2018
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