

The University of Macau

Funding Guidelines for Research Assistantships

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Associate responsible units: RSKTO, RTO, FO

Keywords: assistantship, funding, RA, stipend

1. Purpose

The *Funding Guidelines for Research Assistantships* apply to any PhD or master's students who receive financial support from their supervisors for performing duties related to research projects (except consultancy projects). The sources of funding include all internal and external sources recognized by the Research Services and Knowledge Transfer Office (RSKTO). For the purpose of this set of Guidelines, the financial support received by a PhD student or a master's student is known as "PhD Assistantship" or "Master's Assistantship".

2. Amount of PhD Assistantship and Master's Assistantship

2.1

PhD Students	Maximum Support
Before approval of PhD candidacy	MOP12,500/month
After approval of PhD candidacy	MOP14,000/month

	Maximum Support
Master's Students	MOP8,000/month

2.2 The amount of stipend to be received by a student will be subject to the available research funding of his/her supervisor.

2.3 The total stipend that a student can receive in a calendar month must not exceed the maximum support amount, regardless of the source(s) of financial support involved in the same period. Otherwise, the exceeding amount of stipend shall not be remunerated.

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- 2.4 Stipend for support period less than one month is provided on a pro rata basis.
- 2.5 Students will be eligible to receive the new ceiling of stipend (i.e., maximum MOP14,000 per month) starting from the subsequent semester upon approval of their PhD candidacy.
- 2.6 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's assistantship as stipulated in these Guidelines.
- 2.7 The RSKTO and the Finance Office (FO) should be informed on any change in stipend arrangements at least one month before the change takes effect.

3. Duties of Assistantship Recipients

- 3.1 All research assistantship recipients are required to engage in duties related to research as assigned by his/her supervisor, 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 of ancillary teaching per week.
- 3.3 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.
- 3.4 Satisfactory performance of such duties is one of the preconditions for the renewal of the research assistantships.

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4. Change of Supervisor and Suspension/Termination of Assistantship

- 4.1 If change of supervisor occurs, the availability and the amount of Assistantship should be determined by the new supervisor. This arrangement is 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 Research assistantships may be suspended or terminated by the supervisor 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 research 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 RSKTO and FO about 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's students regularly, monitor their study

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progress, and treat them in a fair and equal way according to the relevant regulations, rules and guidelines of UM.

6. Special Cases

Any special cases not covered in the current Guidelines are subject to the endorsement from the Director of RSKTO and the approval from the Vice Rector (Research).

7. Administration

Research Assistantships are administered by RSKTO. For uncertain or ambiguous cases, discretion from RSKTO should be sought.

8. Applicability

The current Guidelines are applicable to all Research Assistantship recipients (except Research Assistantships for Consultancy Projects).

9. Remark

The Guidelines are subject to revisions by the UM. When revisions are made, assistantship recipients will be informed accordingly.