



The University of Macau Funding Guidelines for Teaching Assistantships

(Approved by the Rector on 17 December 2020)

1. Purpose

The *Funding Guidelines for Teaching Assistantships* apply to all PhD and master's students who receive financial support from academic units for their services as teaching assistants (TAs) or research assistants for consultancy projects (RAs for Consultancy Projects). For the purpose of these Guidelines, the financial support received by a TA is known as "Teaching Assistantship", and the financial support received by a RA for Consultancy Projects is known as "Research Assistantship for Consultancy Projects".

2. Eligibility

Students with good academic performance, research potential and ability are eligible to apply.

2. Amount and Duration

3.1

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

3.2 The duration and amounts of Teaching Assistantships and Research Assistantships for Consultancy Projects are determined by the academic unit concerned.

3.3 Research Assistantship for Consultancy Projects can be provided in monthly or hourly format.

3.4 The total stipend that a student can receive in a calendar month must not exceed



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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.

- 3.5 Monthly stipend for support period less than one month is provided on a pro rata basis.
- 3.6 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.
- 3.7 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 Assistantships as stipulated in these Guidelines.
- 3.8 The Finance Office (FO) should be informed on any change in stipend arrangements.

4. Duties of Assistantship Recipients

- 4.1 Every TA or RA for Consultancy Projects is required to engage in duties in addition to research, including ancillary teaching and/or administrative services as assigned by the academic unit concerned for 5 to 10 hours per week.
- 4.2 Satisfactory performance of such duties is one of the preconditions for the renewal of the Assistantships.

5. Suspension/Termination of Assistantships

- 5.1 Suspension of Teaching Assistantship or Research Assistantship for Consultancy Projects may be allowed due to medical reasons, family emergency, or other reasons with strong justification. If a recipient is also deferring his/her studies, a separate application for the suspension of assistantship should be submitted. All applications must be approved by the Dean/Director of academic unit concerned.
- 5.2 Teaching Assistantship or Research Assistantship for Consultancy Projects may be terminated by the academic unit concerned when the performance of the student in study and/or the duties as assistantship recipient stipulated in article 4



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of the Guidelines is considered unsatisfactory, or when the student has seriously violated UM regulations, rules and guidelines. However, such decision must be well justified according to the relevant regulations, rules and guidelines of UM, and approved by the Dean/Director of academic unit concerned. Normally two weeks' notice in writing for termination should be given.

5.3 The suspension/termination of Assistantship does not release the recipient concerned from his/her duty to settle any outstanding fees owed to the UM.

5.4 The academic unit concerned should inform FO of any change in the recipient's status as referred to in this provision as soon as possible.

6. Special Cases

Any special cases not covered in the current Guidelines are subject to endorsement from the Deans/Directors of academic units concerned. For cases related to Teaching Assistantships, final approval from the Vice Rector (Academic Affairs) should be sought. For cases related to Research Assistantships for Consultancy Projects, final approval from the Vice Rector (Research) should be sought.

7. Administration

Teaching Assistantships are administered by academic units and supervised by the Vice Rector (Academic Affairs) Office. Research Assistantships for Consultancy Projects are administered by academic units and supervised by the Vice Rector (Research) Office.

8. Applicability

The current Guidelines are applicable to all recipients of Teaching Assistantships and Research Assistantships for Consultancy Projects.

9. Remark

The Guidelines are subject to revisions by the UM. When revisions are made, recipients of Teaching Assistantships and Research Assistantships for Consultancy Projects will be informed accordingly.