

The University of Macau

Funding Guidelines for Teaching Assistantships

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Associate responsible units: Academic units, RTO, FO

Keywords: assistantship, consultancy project, funding, RA, stipend, TA

1. Purpose

The *Funding Guidelines for Teaching Assistantships* apply to all PhD and master's students who receive stipends for the teaching service that they provide to academic units. The stipend received by a teaching assistant (TA) is known as "Teaching Assistantship".

2. Eligibility

PhD and master's students with good academic performance are eligible to apply.

3. 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 amount of Teaching Assistantships are determined by the academic unit concerned.

3.3 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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- 3.4 Monthly stipend for a service period of less than one month shall be provided on a pro rata basis.
- 3.5 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.
- 3.6 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 Assistantships as stipulated in these Guidelines.
- 3.7 The Finance Office (FO) should be informed on any change in stipend arrangements.

4. Duties of Assistantship Recipients

- 4.1 Every TA is required to engage in academic activities which include ancillary teaching and/or administrative services as assigned by the academic unit concerned for 5 to 15 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 A recipient may apply for suspension of Teaching Assistantship due to medical reasons, family emergency, deferral or other reasons with strong justifications. All applications are subject to the approval of Dean/Director of academic unit concerned.

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5.2 Teaching Assistantship may be terminated by the academic unit concerned when the academic performance or the performance of duties as an assistantship recipient 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. A written notice for termination should be given at least two weeks in advance.

5.3 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 are subject to endorsement from the Deans/Directors of academic units concerned and approval from the Vice Rector (Academic Affairs).

7. Administration

Teaching Assistantships are administered by academic units and supervised by the Office of the Vice Rector (Academic Affairs).

8. Applicability

The current Guidelines are applicable to all recipients of Teaching Assistantships.

9. Remark

The Guidelines are subject to revisions by the UM. The recipients of Teaching Assistantships should check the website of the Graduate School for the most up-to-date information on Teaching Assistantships.