

# The University of Macau

## Guidelines for Leave of Absence for UM-centralized Funding Recipients

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Page 1 of 3

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*Associate responsible units: RTO, Academic Units, FO*

*Keywords: absence from duties, UM-centralized funding, UM Macao PhD Scholarship, UM PhD Scholarship, UM PhD Assistantship, UM PhD Teaching Research Assistant*

### 1. Principles

- 1.1. The *Guidelines for Leave of Absence for the UM-centralized Funding Recipients* apply to all recipients of UM-centralized funding<sup>1</sup>.

### 2. Applicability

- 2.1. UM-centralized funding recipients (hereafter “Recipients”) must apply for permission to take leaves during their funded period from the teaching staff or academic unit concerned.
- 2.2. Temporary supervisors will act as supervisors for recipients who do not have a designated supervisor.
- 2.3. Sick leave, condolence leave, paternity or maternity leave, or other leaves with proofs or certifications are not governed by these guidelines.

### 3. Application and Approval Process

- 3.1. Recipients should obtain approval from the designated party/parties before taking leave.
- 3.2. Leaves without proofs or certification will be considered as personal leave and will be counted as cumulative working days for absence.
- 3.3. According to the cumulative number of working days being absent in each academic year:
  - 3.3.1. Approval from the supervisor should be sought for absence from duties up to 7 working days or less;

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<sup>1</sup> UM-centralized funding includes UM Macao PhD Scholarship (MPDS) awardees, UM PhD Scholarship (UMPS) awardees, UM PhD Assistantship (Assistantship) recipients, UM PhD Teaching Research Assistants-Type A (UMTRA-Type A), and UM PhD Teaching Research Assistants-Type B (UMTRA-Type B).

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Page 2 of 3

- 
- 3.3.2. Endorsement from the supervisor and approval from the Dean/Director or Chair of the Graduate Studies Committee of the academic unit concerned should be sought for absence from duties ranging from 8 to 14 working days;
  - 3.3.3. Endorsement from the supervisor and from the Dean/Director or Chair of the Graduate Studies Committee of the academic unit concerned, and approval from the Dean of Graduate School for absence from duties ranging from 15 to 21 working days.
  - 3.3.4. Approval from Vice Rector (Research) should be sought for absence from duties ranging from 22 - 28 working days.
  - 3.4. Under normal circumstances, the recipients should submit their application for absence from duties via the e-leave system at least 5 working days prior to taking leave.
  - 3.5. After the approval procedures, the General Office of the concerned academic unit will notify the recipients of their application results via email in a timely manner.
  - 3.6. The recipients must report duty to the supervisor on their returning day.

**4. Non-compliance**

- 4.1. Unjustified absence or absence without prior approval will result in suspension or termination of the centralized funding.
  - 4.1.1. Half-month funding support will be suspended for unjustified absence or absence without prior approval of less than 10 working days;
  - 4.1.2. One-month funding support will be suspended for unjustified absence or absence without prior approval of 10 but less than 20 working days;
  - 4.1.3. Funding support will be suspended for one semester for unjustified absence or absence without prior approval of 20 working days or more.
  - 4.1.4. Funding support will likely be terminated for non-compliance of the second time.
- 4.2. Suspension or termination of UM-centralized funding should be reported by the supervisor to the Graduate Studies Committee of the academic unit concerned, and

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Page 3 of 3

- 
- should be approved by the respective Dean/Director. The Graduate School should then be informed as soon as possible.
- 4.3. Half-month suspension, one-month suspension or termination will be effective one month after the month of receipt of the notification by Graduate School, starting from the first day of the effective month.
- 4.4. Suspension for one semester will be effective for 6 months from the subsequent semester after the receipt of the notification by Graduate School, starting from the first month of each semester (August and February for the first and second semester of each academic year respectively).
- 4.5. The period of suspension will be counted towards the total support period.
- 4.6. In case of suspension or termination, any outstanding tuition fees not offset by the monthly stipend are payable by the students. The payable amount will be shown in the Debit Note provided by the Finance Office.
- 5. Administration and Implementation**
- 5.1. Absence from duties of the Recipients is administered by each academic unit concerned. For uncertain or ambiguous cases, discretion from the respective academic unit should be sought.
- 5.2. Each individual academic unit may decide on their own implementation details, within the general framework of this set of guidelines. The implementation details shall also be sent to GRS for record only.
- 6. Other Provisions**
- 6.1. Any exceptional cases not covered in the Guidelines are subject to the special approval from the Vice Rector (Research).
- 6.2. The University reserves the right to revise and interpret the terms and conditions stated hereinabove.