

The University of Macau

Guidelines for the UM Macao PhD Scholarship and the UM PhD Assistantship

Document code:	GRS.04/201808/605.r04
Approval date:	5 January 2024
Effective date:	5 January 2024
Supersedes:	GRS.04/201808/605.r03

Page 1 of 12

Associate responsible units: RTO, Academic Units, FO

Keywords: assistantship, funding, scholarship, stipend, tuition fees offset

1. Objective

The University of Macau (UM) established the UM Macao PhD Scholarship (*MPDS*) and the UM PhD Assistantship (*Assistantship*) to recruit outstanding PhD students worldwide.

2. Application

2.1. Eligibility

2.1.1. Anyone seeking full-time PhD degree studies at the UM is eligible to apply, regardless of nationality, ethnic background, or prior work experience.

2.1.2. Applicants should fulfill all general admission requirements for PhD degree programmes and any additional admission requirements for certain programmes.

2.2. Application procedures

2.2.1. Applications for the MPDS and the Assistantship should be submitted along with applications for admission to PhD degree programmes.

2.2.2. Degree certificates, research publications, academic awards, and other documents of academic achievements (if any), should be provided in their applications.

3. Selection

3.1. Applicants are assessed by the university-level selection committee according to the following criteria:

3.1.1. Academic excellence

3.1.2. Research abilities or potential

3.1.3. Innovation skills

3.1.4. Communication and interpersonal skills

3.1.5. Leadership abilities

3.2. The availability of the MPDS and the Assistantship is subject to quota limitation and decision of the university-level selection committee.

The University of Macau
Guidelines for the UM Macao PhD Scholarship and
the UM PhD Assistantship

Document code:	GRS.04/201808/605.r04
Approval date:	5 January 2024
Effective date:	5 January 2024
Supersedes:	GRS.04/201808/605.r03

Page 2 of 12

3.3. The MPDS is awarded to top-ranked applicants with excellent performance on the selection criteria. The results of the MPDS or the Assistantship are subject to the final decision of the university-level selection committee.

4. Offers

- 4.1. Successful applicants of the MPDS or the Assistantship are notified along with their PhD programme admission offers.
- 4.2. Successful applicants will be asked to provisionally accept their MPDS or Assistantship offers before initial registration. All conditions (if any) stated in the offers must be fulfilled. Offers that are once declined will not be re-considered.
- 4.3. Offer holders are strongly encouraged to complete registration at the UM on or before the 15th of the designated month of initial registration (usually August) in the 1st semester of an academic year. Late registration in the 1st semester will result in shortened support period (please refer to “7. Financial Support for MPDS Awardees” and “8. Financial Support for Assistantship Recipients”).
- 4.4. If an offer holder applies for deferment of studies before registration, he/she should also submit a separate application for suspension of support (please refer to “12. Deferment of Studies”).
- 4.5. Following the completion of registration, offer holders are required to sign their offer letters of the MPDS or the Assistantship with their respective academic units and provide information of their bank accounts in Macao on the student information system (<https://isw.um.edu.mo/siweb/>). If an offer holder fails to sign the offer letter, the UM may withhold or cancel the offer. If an offer holder fails to provide their bank information at the time of processing, the disbursement of monthly stipend will be delayed.

5. Requirements for MPDS Awardees and Assistantship Recipients

- 5.1. To be eligible for MPDS or Assistantship, students must comply with the following requirements throughout their support period:
 - 5.1.1. Remain without any form of paid employment (please refer to “14. Termination of Support”). Services for the UM with non-monetary rewards or benefits (e.g. meals or accommodation) are not considered as paid employment.

The University of Macau
Guidelines for the UM Macao PhD Scholarship and
the UM PhD Assistantship

Document code:	GRS.04/201808/605.r04
Approval date:	5 January 2024
Effective date:	5 January 2024
Supersedes:	GRS.04/201808/605.r03

Page 3 of 12

-
- 5.1.2. Remain without any other form of scholarships or assistantships (please refer to “14. Termination of Support”).
 - 5.1.3. Study exclusively at UM as full-time students of their enrolled PhD degree programmes (except academic agreements approved by the UM).
 - 5.1.4. Maintain an active status throughout the support period.
 - 5.1.5. Report to the supervisor regularly and fulfil duties assigned by the UM (please refer to “10. Duties”).
 - 5.1.6. Submit progress reports on time (please refer to “13. Suspension of Support” and “14. Termination of Support”).
 - 5.2. Students who are or have been supported by the MPDS or Assistantship have to specify UM as their primary affiliation in all publications out of the thesis/theses, unless agreed by the supervisor.
 - 5.3. Failure to comply with any of the above requirements will result in suspension or termination of the MPDS or the Assistantship, unless justifications are endorsed by the Deans/Directors of the academic units concerned, and approved by the Vice Rector (Research) via the Graduate School.

6. Renewal

- 6.1. The MPDS or the Assistantship is renewed on an annual basis. Awardees or recipients should confirm and accept their renewal with their respective academic units.
- 6.2. Renewal of the MPDS or the Assistantship is based on academic performance, duty performance, and evaluation by supervisor.

7. Financial Support for MPDS Awardees

- 7.1. The support for all eligible awardees begins only after they have completed registration, except special cases approved by the UM. The six-month period from August to January of the next calendar year is regarded as the 1st semester, while the six-month period from February to July is regarded as the 2nd semester.
- 7.2. Shortened support period due to late registration will not be compensated.
- 7.3. Monthly stipend
 - 7.3.1. The MPDS provides each eligible awardee with a monthly stipend of MOP20,000 for a support period up to four years (48 months).

The University of Macau
Guidelines for the UM Macao PhD Scholarship and
the UM PhD Assistantship

Document code:	GRS.04/201808/605.r04
Approval date:	5 January 2024
Effective date:	5 January 2024
Supersedes:	GRS.04/201808/605.r03

Page 4 of 12

-
- 7.3.2. Eligible awardees who complete their registration on or before the 15th of that month will be provided with full-month support starting from the month of registration. If registration is completed only after the 15th of that month, no support will be provided for that month.
- 7.3.3. Tuition fees will be offset by the monthly stipend before stipend disbursement (please refer to “9. Tuition Fees Offset”).
- 7.4. Conference or research-related travel allowance
- 7.4.1. The MPDS provides each eligible awardee with a conference or research-related travel allowance. Awardees should refer to the *Guidelines for Conference or Research-Related Travel Allowance of the UM Macao PhD Scholarship* for details.
- 8. Financial Support for Assistantship Recipients**
- 8.1. The support for all eligible recipients begins only after the awardees have completed registration, except special cases approved by the UM. The six-month period from August to January of the next calendar year is regarded as the 1st semester, while the six-month period from February to July is regarded as the 2nd semester.
- 8.2. Shortened support period due to late registration will not be compensated.
- 8.3. Monthly stipend
- 8.3.1. The Assistantship provides each eligible recipient with a starting monthly stipend of MOP12,500 for a support period up to four years (48 months).
- 8.3.2. Recipients who submit both progress reports on time in an academic year, and are graded Scale 5 in both progress reports in the same academic year by their supervisors, will be entitled to a MOP500 increase in monthly stipend starting from the next academic year. The upper limit of the monthly stipend amount is MOP14,000.
- 8.3.3. Recipients who postpone their registration to the 2nd semester and thus have only one progress report rating will not be entitled to the MOP500 increase in the next academic year.
- 8.3.4. Eligible recipients who complete their registration on or before the 15th of that month will be provided with full-month support starting from the month of

The University of Macau
Guidelines for the UM Macao PhD Scholarship and
the UM PhD Assistantship

Document code:	GRS.04/201808/605.r04
Approval date:	5 January 2024
Effective date:	5 January 2024
Supersedes:	GRS.04/201808/605.r03

Page 5 of 12

registration. If registration is completed only after the 15th of that month, no support will be provided for that month.

8.3.5. Tuition fees will be offset by the monthly stipend before stipend disbursement (please refer to “9. Tuition Fees Offset”).

9. Tuition Fees Offset

9.1. Starting from 1 February 2021, tuition fees are offset in monthly installments by the monthly stipend before stipend disbursement. Under normal circumstances, MPDS awardees and Assistantship recipients do not need to settle the tuition fees by themselves during their support period.

9.2. The following are the amounts of tuition fees offset per month for MPDS awardees and Assistantship recipients admitted or resuming studies in different academic years (examples in “Appendix”):

9.2.1. For awardees admitted in Academic Year 2018/2019 or 2019/2020 and recipients admitted in Academic Year 2019/2020 and are following a credit-based tuition fee scheme, the amount of tuition fees offset will be the monthly average of three credits per semester. For the tuition fees due to enrolled credits beyond this amount, the awardees and recipients will need to pay by themselves.

9.2.2. For awardees and recipients who begin or resume their studies from Academic Year 2020/2021 onwards and are following a programme-based tuition fee scheme, the amount of tuition fees offset will be the monthly average of the programme full tuition fees.

9.2.3. In the first five months upon registration (except late registration), tuition fees will also be offset by the monthly average of the non-refundable deposit.

9.2.4. For awardees and recipients who register late at UM, tuition fees incurred that were not covered by the monthly stipend will be paid by the student to the Finance Office.

9.3. After the end of the support period or when support is suspended or terminated, students will need to begin settling tuition fees by themselves.

9.4. In case of suspension or termination of support, 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.

The University of Macau
Guidelines for the UM Macao PhD Scholarship and
the UM PhD Assistantship

Document code:	GRS.04/201808/605.r04
Approval date:	5 January 2024
Effective date:	5 January 2024
Supersedes:	GRS.04/201808/605.r03

Page 6 of 12

10. Duties

- 10.1. Aside from fulfilling the duties and responsibilities as full-time PhD students, MPDS awardees and Assistantship recipients are required to fulfil one or more of the following types of duties:
- 10.1.1. Ancillary teaching (including the supervision of master's theses)
 - 10.1.2. Administrative service
 - 10.1.3. Research
- 10.2. Duties of 5 to 15 hours per week are assigned by academic units and/or supervisors.

11. Responsibilities of Supervisors

- 11.1. Supervisors should schedule regular meetings with their students and provide them with guidance.
- 11.2. Supervisors should maintain a fair and professional manner in accordance with relevant regulations, rules, and guidelines of the UM.

12. Deferment of Studies

- 12.1. MPDS awardees or Assistantship recipients who defer their studies should submit a separate application for the suspension of support if deemed necessary. Only medical or other exceptional cases with strong justifications will be accepted for suspension. Otherwise, the MPDS or the Assistantship will be terminated.
- 12.2. The suspension of support due to deferment of studies should be endorsed by supervisors and approved by the Deans/Directors of academic units concerned. The Graduate School and the Finance Office should then be informed accordingly.
- 12.3. MPDS awardees or Assistantship recipients can only apply for suspension once and the suspension period should not exceed two semesters. Special cases are subject to the approval by the Vice Rector (Research).
- 12.4. Monthly stipend for the starting month of deferment is provided on a pro rata basis, while no financial support is provided during other months of deferment.
- 12.5. The starting month of deferment is counted as a whole month towards the support period, regardless of the amount of monthly stipend disbursed. However, other months of deferment are not counted towards the support period.

The University of Macau
Guidelines for the UM Macao PhD Scholarship and
the UM PhD Assistantship

Document code:	GRS.04/201808/605.r04
Approval date:	5 January 2024
Effective date:	5 January 2024
Supersedes:	GRS.04/201808/605.r03

Page 7 of 12

13. Suspension of Support

- 13.1. The MPDS or the Assistantship will be suspended in any of the following cases:
- 13.1.1. Deferment of studies (please refer to “12. Deferment of Studies”).
 - 13.1.2. Failure to fulfil duties assigned by the UM (please refer to “10. Duties”).
 - 13.1.3. Absence from duties without prior approval or unjustified absence.
 - 13.1.4. Failure to submit progress reports on time.
- 13.2. For suspension due to conditions stated in Item 13.1.2 to 13.1.4, the period of suspension is counted towards the support period.
- 13.3. If awardees or recipients fail to submit the progress report within one month after the submission deadline, the MPDS or Assistantship will automatically be suspended from the subsequent month until the month following the submission of report.

14. Termination of Support

- 14.1. The MPDS or the Assistantship will be terminated in any of the following cases:
- 14.1.1. Failure to maintain an active status, except conditions stated in Item 12.1.
 - 14.1.2. Completion of the PhD degree programme.
 - 14.1.3. Awardees or recipients undertaking any forms of paid employment.
 - 14.1.4. Awardees or recipients receiving any other form of scholarships and assistantships.
 - 14.1.5. Concurrent registration at other higher education institutions (except academic agreements approved by the UM).
 - 14.1.6. Violation of regulations, rules, and guidelines of the UM.
 - 14.1.7. Misrepresentation, fraudulence, and non-disclosure of information in the applications of the MPDS or the Assistantships.
 - 14.1.8. Non-compliance with leave of absence requirements.
 - 14.1.9. Awardees or recipients receive any of the following combinations of progress report ratings from supervisors:
 - 14.1.9.1. Two Scale 2 in any two progress reports; or
 - 14.1.9.2. Two Scale 1 in any two progress reports; or
 - 14.1.9.3. A Scale 2 and a Scale 1 in any two progress reports.
 - 14.1.9.4. In extraordinary circumstances, a Scale 1 in any one report.

The University of Macau
Guidelines for the UM Macao PhD Scholarship and
the UM PhD Assistantship

Document code:	GRS.04/201808/605.r04
Approval date:	5 January 2024
Effective date:	5 January 2024
Supersedes:	GRS.04/201808/605.r03

Page 8 of 12

-
- 14.1.10. Unsatisfactory duty performance.
 - 14.2. Terminated MPDS and Assistantship cannot be resumed.
 - 14.3. No stipend will be provided for the effective month of termination regardless of the hours of duties fulfilled. Exception to that is graduation or withdrawal of studies before the end of the support period, in which the stipend for the effective month of termination will be provided on a pro rata basis.
 - 14.4. Termination does not exempt students from the payment of any outstanding fees.
 - 14.5. For cases from 14.1.3 to 14.1.7, the UM reserves the right to collect any financial support previously provided to the awardees or recipients.
 - 14.6. For cases from 14.1.9.1 to 14.1.9.3, the MPDS or Assistantship will be terminated automatically at the end of the month of evaluation.
 - 14.7. For cases of 14.1.9.4, the supervisor may suggest termination to the MPDS or Assistantship with justification to the Dean/Director of the academic unit concern for endorsement, and to the Dean of Graduate School for approval. However, this should be exercised only under extraordinary circumstances. For example, for an awardee or a recipient who refuses a substantial portion of the assigned duties in the semester.
 - 14.8. For termination due to unsatisfactory performance of the duties assigned by the academic units or the supervisor, the concerned unit shall form a unit-level ad-hoc committee to review the case and make recommendation for approval of Vice Rector (Research) via the Graduate School.

15. Demotion

- 15.1. MPDS awardees and Assistantship recipients will be demoted if they have received any of the following combinations of progress report ratings from their supervisors:
 - 15.1.1. Two Scale 3 in any two reports; or
 - 15.1.2. A Scale 3 and a Scale 2 in any two reports; or
 - 15.1.3. A Scale 3 and a Scale 1 in any two reports.
 - 15.1.4. In extraordinary circumstances, a Scale 2 or Scale 1 in any one report.
- 15.2. Demotion is proposed by the supervisor to the Dean/Director of the academic unit concern for endorsement, and to the Vice Rector (Research) for approval via the Graduate School.

The University of Macau
Guidelines for the UM Macao PhD Scholarship and
the UM PhD Assistantship

Document code:	GRS.04/201808/605.r04
Approval date:	5 January 2024
Effective date:	5 January 2024
Supersedes:	GRS.04/201808/605.r03

Page 9 of 12

16. Special Cases

- 16.1. For MPDS awardees and Assistantship recipients under the “1+3 PhD Programme”, tuition fees offset will apply after their tuition fee waiver period and duties will apply after the completion of their arranged master’s degree programmes.
- 16.2. Participation in exchange programmes will be approved on a case-by-case basis.
- 16.3. For duly justified exceptions, special approval from the Vice Rector (Research) should be sought.

17. Administration

The MPDS and the Assistantship are administered by the Graduate School. For uncertain or ambiguous cases, discretion from the Graduate School should be sought.

18. Applicability

This set of Guidelines is effective upon approval and is only applicable to MPDS awardees and UM PhD Assistantship recipients (UM-centralized funding).

19. Remark

The Guidelines are subject to revisions by the UM. When revisions are made, MPDS awardees and Assistantship recipients will be informed accordingly.

The University of Macau
Guidelines for the UM Macao PhD Scholarship and
the UM PhD Assistantship

Document code:	GRS.04/201808/605.r04
Approval date:	5 January 2024
Effective date:	5 January 2024
Supersedes:	GRS.04/201808/605.r03

Page 10 of 12

Appendix Examples of Tuition Fees Offset

Example 1

Admission Year: Academic Year 2018/2019 or 2019/2020

Tuition Fee Scheme: Credit-based

Residence: Mainland China

	MPDS Awardee	Assistantship Recipient
Details	Amount (MOP)	Amount (MOP)
Original monthly stipend	20,000	12,500
Tuition fees offset (MOP3,310 per credit x 3 credits ÷ 6 months)	-1,655	-1,655
Monthly stipend disbursed to awardee/recipient	18,345	10,845

Example 2

Admission Year: Academic Year 2020/2021

Tuition Fee Scheme: Programme-based

Residence: Mainland China

	MPDS Awardee	Assistantship Recipient
Details	Amount (MOP)	Amount (MOP)
Original monthly stipend	20,000	12,500
Tuition fees offset (MOP111,760 per programme ÷ 48 months)	-2,328.33	-2,328.33
Monthly stipend disbursed to awardee/recipient	17,671.67	10,171.67

The University of Macau
Guidelines for the UM Macao PhD Scholarship and
the UM PhD Assistantship

Document code:	GRS.04/201808/605.r04
Approval date:	5 January 2024
Effective date:	5 January 2024
Supersedes:	GRS.04/201808/605.r03

Page 11 of 12

Example 3

Admission Year: Academic Year 2021/2022

Registration Date: 10 August 2021

Tuition Fee Scheme: Programme-based

Residence: Mainland China

	MPDS Awardee	Assistantship Recipient
Details	Amount	Amount
Period: August to December 2021 (5 months)	(MOP)	(MOP)
Original monthly stipend	20,000	12,500
Tuition fees offset (MOP111,760 per programme ÷ 48 months) – (MOP5,000 Non-refundable deposit ÷ 5 months)	-1,328.33	-1,328.33
Monthly stipend disbursed to awardee/recipient	18,671.67	11,171.67
Details	Amount	Amount
Period: January 2022 onwards	(MOP)	(MOP)
Original monthly stipend	20,000	12,500
Tuition fees offset (MOP111,760 per programme ÷ 48 months)	-2,328.33	-2,328.33
Monthly stipend disbursed to awardee/recipient	17,671.67	10,171.67

The University of Macau
Guidelines for the UM Macao PhD Scholarship and
the UM PhD Assistantship

Document code:	GRS.04/201808/605.r04
Approval date:	5 January 2024
Effective date:	5 January 2024
Supersedes:	GRS.04/201808/605.r03

Page 12 of 12

Example 4

Admission Year: Academic Year 2021/2022

Registration Date: 10 August 2021

Tuition Fee Scheme: Programme-based

Residence: Mainland China

Termination Date*: 18 May 2025

	MPDS Awardee	Assistantship Recipient
Details	Amount (MOP)	Amount (MOP)
Period: May 2025 (the 46 th month of support)		
Monthly stipend (MOP20,000 ÷ 30 days x 18 days) or (MOP12,500 ÷ 30 days x 18 days)	12,000	7,500
Tuition fees offset (MOP111,760 per programme ÷ 48 months)	-2,328.33	-2,328.33
Monthly stipend disbursed to awardee/recipient	9,671.67	5,171.67

*Due to circumstances that are eligible for pro rata monthly stipend as mentioned in the current Guidelines.