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

(Approved by the Rector on 17 December 2020)

### 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 UM Selection Panel 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 UM Selection Panel.

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 UM Selection Panel.



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#### **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 registration. All conditions (if any) stated in the offers must be fulfilled.
- 4.3. Offer holders are strongly encouraged to complete registration at the UM on or before the 15<sup>th</sup> of the designated month of initial registration (usually August) in the 1<sup>st</sup> semester of an academic year. Late registration in the 1<sup>st</sup> 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” and “13. Suspension of Support”).
- 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. If an offer holder fails to sign the offer letter, the UM may withhold or cancel the offer.
- 4.6. When signing the offer letters, offer holders should ensure that:
  - 4.6.1. They are not undertaking any form of paid employment.
  - 4.6.2. They are not receiving any other form of scholarships and assistantships.
  - 4.6.3. They are not concurrently registered at any other higher education institutions (except those with Joint Agreements approved by the UM).

#### **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.
  - 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 those with Joint Agreements approved by the UM).
  - 5.1.4. Maintain an active status throughout the support period.
  - 5.1.5. Fulfill duties assigned by the UM (please refer to “10. Duties”).



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- 5.1.6. Submit progress reports on time (please refer to “13. Suspension of Support” and “14. Termination of Support”).
- 5.2. 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 (Academic Affairs) 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 period for all eligible awardees begins in the designated month of initial registration (usually August) in the 1<sup>st</sup> semester of an academic year, except special cases approved by the UM.
  - 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).
    - 7.3.2. Eligible awardees who complete their initial registration on or before the 15<sup>th</sup> of that month will be provided with full-month support starting from the month of registration. If registration is completed only after the 15<sup>th</sup> 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.



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## **8. Financial Support for Assistantship Recipients**

- 8.1. The support period for all eligible recipients begins in the designated month of initial registration (usually August) in the 1<sup>st</sup> semester of an academic year, except special cases approved by the UM.
- 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 (“Excellent”) 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 (usually August). The upper limit of the monthly stipend amount is MOP14,000.
  - 8.3.3. Recipients who postpone their registration to the 2<sup>nd</sup> 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 initial registration on or before the 15<sup>th</sup> of that month will be provided with full-month support starting from the month of registration. If registration is completed only after the 15<sup>th</sup> 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. The tuition fees offset mechanism begins on 1 February 2021. For all MPDS awardees and Assistantship recipients, tuition fees will be offset in monthly installments by the monthly stipend before stipend disbursement. In other words, they 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



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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 fee will also be offset by the monthly average of the non-refundable deposit.
- 9.2.4. Awardees and recipients who register late at UM will need to settle tuition fees not covered by the monthly stipend for the corresponding installment. A Debit Note will be issued to them by the Finance Office and they would need to settle the outstanding fees before registration.
- 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.

## **10. Duties**

- 10.1. MPDS awardees and Assistantship recipients are required to fulfil one or more of the following types of duties:
  - 10.1.1. Ancillary teaching
  - 10.1.2. Administrative service
  - 10.1.3. Research
- 10.2. Duties are assigned by academic units and/or supervisors, and should be between 5 and 10 hours per week.
- 10.3. Satisfactory duty performance is a prerequisite for the renewal of the MPDS or the Assistantship.
- 10.4. If awardees or recipients fail to fulfill their assigned duties on schedule without justifications, the MPDS or the Assistantship will be suspended or terminated.

## **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.



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## 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 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 (Academic Affairs).
- 12.4. Monthly stipend for the starting month and the ending month of suspension is provided on a pro rata basis, while no financial support is provided during other months of suspension.
- 12.5. The starting month and the ending month of suspension are counted in whole months towards the support period, regardless of the amounts of monthly stipend disbursed. However, the period of suspension between the starting month and the ending month will not be counted towards the support period.

## 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 fulfill duties assigned by the UM (please refer to “10. Duties”).
  - 13.1.3. Failure to submit progress reports on time (please refer to Item 3.8. of the *Rules on the Progress Report of the Postgraduates of the University of Macau*).
- 13.2. The starting month and the ending month of suspension are counted in whole months towards the support period, regardless of the amounts of monthly stipend disbursed. For suspension due to conditions stated in Item 13.1.2 and 13.1.3, the period of suspension between the starting month and the ending month will be counted towards the support period.

## 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.



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- 14.1.5. Concurrent registration at other higher education institutions (except those with Joint Agreements approved by the UM).
- 14.1.6. Two Scale 1 (“Unsatisfactory”) or Scale 2 (“Marginally Satisfactory”) ratings on progress reports given by supervisors during the support period. For one Scale 1 rating, supervisors may suggest support termination with justifications to the Dean/Director of the academic unit concerned for endorsement, and to the Dean of Graduate School for approval.
- 14.1.7. Unsatisfactory duty performance (please refer to “10. Duties”).
- 14.1.8. Violation of regulations, rules, and guidelines of the UM.
- 14.1.9. Misrepresentation, fraudulence, and non-disclosure of information in the applications of the MPDS or the Assistantships.
- 14.2. Terminated MPDS and Assistantship cannot be resumed.
- 14.3. Monthly stipend for the effective month of termination is 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 14.1.5, the UM reserves the right to collect any financial support previously provided to the awardees or recipients.
- 15. Special Cases**
  - 15.1. 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 degree programmes.
  - 15.2. For duly justified exceptions, special approval from the Vice Rector (Academic Affairs) should be sought.
- 16. 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.
- 17. Applicability**

This set of Guidelines is only applicable to MPDS awardees and UM PhD Assistantship recipients (UM-centralized funding).
- 18. Remark**

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



## 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
<b>Monthly stipend disbursed to awardee/recipient</b>	<b>18,345</b>	<b>10,845</b>

### 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
<b>Monthly stipend disbursed to awardee/recipient</b>	<b>17,671.67</b>	<b>10,171.67</b>





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**Example 3**

**Admission Year:** Academic Year 2021/2022

**Registration Date:** 10 August 2021

**Tuition Fee Scheme:** Programme-based

**Residence:** Mainland China

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



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**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

	<b>MPDS Awardee</b>	<b>Assistantship Recipient</b>
<b>Details</b>	<b>Amount (MOP)</b>	<b>Amount (MOP)</b>
<b>Period:</b> May 2025 (the 46 <sup>th</sup> 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
<b>Monthly stipend disbursed to awardee/recipient</b>	<b>9,671.67</b>	<b>5,171.67</b>

\*Termination of the MPDS or the Assistantship due to circumstances mentioned in the current Guidelines. Monthly stipend for the effective month of termination is provided on a pro rata basis.