

The University of Macau
Guidelines for the UM PhD Scholarship and
the UM PhD Teaching Research Assistant

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1. Objective

The University of Macau (UM) established the UM PhD Scholarship (*UMPS*) and the UM PhD Teaching Research Assistant (*UMTRA*) to recruit outstanding PhD students worldwide to pursue PhD studies as well as to gain practical teaching experience and conduct research at UM.

2. Application

2.1. Eligibility

2.1.1. Anyone seeking full-time PhD degree studies and opportunities to gain teaching and research experience 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 UMPS and the UMTRA 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 UMPS and the UMTRA is subject to quota limitation and decision of the UM Selection Panel.

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3.3. The UMPS is awarded to top-ranked applicants with excellent performance on the selection criteria. The results of the UMPS or the UMTRA are subject to the final decision of the UM Selection Panel.

4. Offers

4.1. Successful applicants of the UMPS or the UMTRA are notified along with their PhD programme admission offers.

4.2. Successful applicants will be asked to provisionally accept their UMPS or UMTRA offers before 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 UMPS Awardees” and “8. Financial Support for TRAs”).

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 UMPS or the UMTRA with their respective academic units and provide information of their bank accounts in Macao on the student information system. 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 UMPS Awardees and TRAs

5.1. To be eligible for UMPS or UMTRA, 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.

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- 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. 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 UMPS or the UMTRA 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 UMPS or the UMTRA, 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 UMPS or the UMTRA is renewed on an annual basis. Awardees or TRAs should confirm and accept their renewal with their respective academic units.
- 6.2. Renewal of the UMPS or the UMTRA is based on academic performance, duty performance, and evaluation by supervisor.

7. Financial Support for UMPS 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 UMPS 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 registration on or before the 15th of that month will be provided with full-month support starting from the month of

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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”).

8. Financial Support for TRAs

- 8.1. The support for all eligible TRAs begins only after the TRAs 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 UMTRA provides each eligible TRA with a starting monthly stipend of MOP12,500 for a support period up to four years (48 months).
- 8.3.2. TRAs 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. TRAs 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 TRAs 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.
- 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. Tuition fees are offset in monthly installments by the monthly stipend before stipend disbursement. Under normal circumstances, UMPS awardees and TRAs do not need to settle the tuition fees by themselves during their support period.

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- 9.2. The following are details of monthly tuition fees offset for UMPS awardees and TRAs (examples in “Appendix”):
- 9.2.1. The amount of monthly tuition fees offset is the monthly average of the programme full tuition fees.
 - 9.2.2. 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.
 - 9.2.3. For awardees and TRAs who register late at UM, tuition fees incurred that were not covered by the monthly stipend will be offset by the first disbursement of monthly stipend where possible. For tuition fees still outstanding after the offset, a Debit Note will be issued to the awardee or TRA by the Finance Office, which they would need to settle by themselves.
- 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. Aside from fulfilling the duties and responsibilities as full-time PhD students, UMPS awardees and TRAs 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 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. Deferral of Studies

- 12.1. UMPS awardees or TRAs who defer their studies should submit a separate application for the suspension of support if deemed necessary. Only medical or other exceptional

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cases with strong justifications will be accepted for suspension. Otherwise, the UMPS or the UMTRA 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. UMPS awardees or TRAs 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.

13. Suspension of Support

- 13.1. The UMPS or the UMTRA 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 TRAs fail to submit the progress report within one month after the submission deadline, the UMPS or the UMTRA will automatically be suspended from the subsequent month until the month following the submission of report.

14. Termination of Support

- 14.1. The UMPS or the UMTRA 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 TRAs undertaking any forms of paid employment.
 - 14.1.4. Awardees or TRAs receiving any other form of scholarships and assistantships.
 - 14.1.5. Concurrent registration at other higher education institutions (except those with Joint Agreements approved by the UM).

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- 14.1.6. Absence from duties without prior approval or unjustified absence for the second time.
 - 14.1.7. Scale 1 or Scale 2 graded by the supervisor in any two progress reports or any report graded Scale 1 under extraordinary circumstances.
 - 14.1.8. Unsatisfactory duty performance.
 - 14.1.9. Violation of regulations, rules, and guidelines of the UM.
 - 14.1.10. Misrepresentation, fraudulence, and non-disclosure of information in the applications of the UMPS or the UMTRA.
 - 14.2. Terminated UMPS and UMTRA 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 14.1.5, the UM reserves the right to collect any financial support previously provided to the awardees or TRAs.
 - 14.6. If awardees or TRAs have been graded Scale 1 or Scale 2 in any two progress reports, the UMPS or the UMTRA will be terminated automatically from the subsequent month of the evaluation.
 - 14.7. If awardees or TRAs have been graded Scale 1 in any report, the supervisor may suggest termination to the UMPS or the UMTRA 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 TRA 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 an ad-hoc unit-level committee to review the case and make recommendation for approval of Vice Rector (Research) via the Graduate School.

15. Special Cases

- 15.1. For UMPS awardees and TRAs 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.

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15.2. For duly justified exceptions, special approval from the Vice Rector (Research) should be sought.

16. Administration

The UMPS and the UMTRA 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 effective upon approval and is only applicable to UMPS awardees and TRAs who are admitted from Academic Year 2023/2024 onwards (UM-centralized funding).

18. Remark

The Guidelines are subject to revisions by the UM. When revisions are made, UMPS awardees and TRAs will be informed accordingly.

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Appendix Examples of Tuition Fees Offset

Example 1

Admission Year: Academic Year 2023/2024

Residence: Mainland China

Details	UMPS Awardee	TRA
Period: August to December 2023	Amount (MOP)	Amount (MOP)
Original monthly stipend	20,000	12,500
Tuition fees offset (MOP150,000 per programme ÷ 48 months) – (MOP5,000 Non-refundable deposit ÷ 5 months)	-2,125	-2,125
Monthly stipend after tuition fees offset	17,875	10,375

Details	UMPS Awardee	TRA
Period: January 2024 onward	Amount (MOP)	Amount (MOP)
Original monthly stipend	20,000	12,500
Tuition fees offset (MOP150,000 per programme ÷ 48 months)	-3,125	-3,125
Monthly stipend after tuition fees offset	16,875	9,375

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Example 2

Admission Year: Academic Year 2023/2024

Residence: Mainland China

Graduation Date: 28 July 2027

Details	UMPS Awardee	TRA
Period: July 2027	Amount (MOP)	Amount (MOP)
Monthly stipend (MOP20,000 or 12,500 x 28 days ÷ 30 days)	18,666.67	11,666.67
Tuition fees offset (MOP150,000 per programme ÷ 48 months)	-3,125.00	-3,125.00
Monthly stipend after tuition fees offset	15,541.67	8,541.67