



澳門大學  
UNIVERSIDADE DE MACAU  
UNIVERSITY OF MACAU

FOR STUDENTS



# HANDBOOK FOR POSTGRADUATE STUDIES 2019-2020

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## **Preface**

As society progresses and develops, many are pursuing a higher education degree beyond their bachelor's degree. The Graduate School is committed to the success of its students and serves as an advocate for their intellectual development by offering a variety of postgraduate programmes. This Handbook has been prepared with the purpose of helping students understand their responsibilities and rights as postgraduate students.

This Handbook provides easy access to current information on regulations, rules and guidelines pertaining to postgraduate studies at University of Macau. It serves as a useful and handy reference regarding the academic requirements and procedures. Students should read and become familiar with the information contained in this Handbook.

The Graduate School has attempted to include most of the regulations, rules and guidelines governing postgraduate programmes. However, many programmes may have additional requirements. Students should consult your academic unit for information that pertains to particular programmes or areas of concentration.

As the content of this Handbook may be updated from time to time, students are advised to refer to the website of the Graduate School at <https://grs.um.edu.mo/> for the latest information.

Graduate School

# **Master's Degree & Postgraduate Certificate/ Diploma Programmes**

# 1. Registration

## 1.1 Registration

- a. New students will be considered registered students upon proper completion and submission of all registration materials to the Graduate School with tuition fees settled, while returning students will be considered registered students upon settlement of tuition fees.
- b. A student must register in the name which appears in his/her personal identification documents.

## 1.2 Student Cards

- a. All students will be issued with student cards (UM Campus Card).
- b. The student card is a student's personal identification document. It is not transferable.
- c. In case of loss or damage of a student card, a student should apply for a replacement by submitting an application form to the Graduate School. A card replacement fee will be charged to the student.
- d. Students may refer to the "Rules Governing the Use of UM Campus Card (For Students)" for further details.

## 1.3 Late Registration

- a. Students may apply for late registration if they cannot complete the process within the scheduled period. Application for late registration should be submitted to the Graduate School at least three working days before the scheduled registration period.
- b. Late registration fees will be charged to students who do not apply for late registration three working days before the scheduled registration period. Students who have applied for late registration but failed to complete the process within the approved period will also be charged a late registration fee.
- c. Late registration can be considered once only.
- d. Apart from medical reason, registration can only be delayed for at most five calendar days after commencement of classes. If late registration is anticipated for medical reasons, a medical certificate should be attached to the student's application for late registration. Applications for registration later than the above period will not be accepted except for medical reasons and other extraordinary circumstances. In such case, late registration application requires the approval of the Dean/Director of the academic unit concerned.
- e. In any case, students must also make sure that they will still be able to enrol in either course work or thesis in the semester that they register. Otherwise, they will not be considered as an active student and will have to defer their studies.



- f. The admission offer for students who fail to complete the required registration procedures by the designated deadline will be invalidated.
- g. Students will not be entitled to register if the non-refundable deposit has not been settled.

### 1.4 Double Registration

Students are not permitted to register simultaneously in another programme at the University or any other Higher Education Institution in Macao. If a student is found to be in breach of this rule, he/she will be required to discontinue his/her studies at this University.

### 1.5 Discontinuation of Studies

1. A student shall be required to discontinue studies under the following circumstances:
  - a. A student who has failed a Compulsory Major course more than once.
  - b. A student who has enrolled in more than 1 course and has failed two-thirds of the credit units for courses taken in one semester.
  - c. A student who cannot or is not in a position to complete his/her course of study within the maximum period of studies (The maximum period of studies will be 150% of the normative period of the programme. For working students, it will be two times the normative period of studies. Less than 1 academic year will be counted towards 1 academic year. Students who cannot complete the programme within the periods above will be required to discontinue their studies).
2. Students whose studies have been discontinued due to unsatisfactory academic performance or who have exceeded their maximum study period cannot register as a student of the University within the subsequent year.

#### Discontinued students returning after one year

For students who have been discontinued from their studies due to unsatisfactory academic performance, they should apply for re-admission and such application must be approved by the Vice Rector (Academic Affairs) with the recommendation from the Dean/Director of the academic unit concerned.

For students who have been discontinued from their studies by exceeding the maximum study duration, they should apply for regular admission as new students following all the procedures and rules for new students.

### 1.6 Deferment of Study

1. Application for deferment of study from a withdrawn or inactive student will not be considered. For definitions of withdrawn and inactive students, please refer to item “Withdrawal from the University” and “Inactive Students” respectively.
2. Students who wish to postpone their studies should apply for deferment of study by submitting an application form to the Graduate School and securing the required signatures from the Dean/Director of the academic unit concerned before leaving the University. The University does not guarantee such students that the degree programme/courses will remain constant after they return to the University.
3. Students can apply for deferment of study for not more than 2 semesters at one time. If students wish to prolong their deferment period, they should submit another application before class commencement of the next semester after they have reached the previously approved deferment period. The total approved period of deferment of study cannot accumulate to more than 6 semesters. Any exceptional cases are subject to the endorsement of the Dean/Director of the academic unit concerned and the approval of the Vice Rector (Academic Affairs) via the Graduate School.
4. New students can apply for deferment of study for not more than one academic year. Application for such deferment should be made before class commencement. New students must fulfil all the conditions stated in their offer letters and submit the required amount of non-refundable deposit before they become eligible to apply for deferment of study. Such applications will only be permitted for medical reasons and exceptional cases with sound justification. For medical reasons, students are required to submit medical certificates issued by hospitals at the time of application. For exceptional cases with sound justification, students are required to specify the reason and submit written certification at the time of application.
5. Students who have deferred their studies and wish to return to the University should apply for resumption of study. Resumption is not granted automatically (See the item “Resumption/Re-admission of Study” for details). Besides, new students are not permitted to transfer to another programme when they apply for resumption of study.
6. If students neither resume nor defer the studies before class commencement of the next semester after they have reached the previously approved deferment period, they will be considered having withdrawn from the University, and they have to apply for re-admission of study later if they wish to return to the University (See the item “Resumption/Re-admission of Study” for details).

### 1.7 Withdrawal from the University

1. Students who wish to terminate their studies at the University prior to graduation should apply for withdrawal of study by submitting an application form to the Graduate School.
2. Withdrawal grades will be recorded for each course at the time the student receives permission to withdraw. The grades are either “W”, meaning that the student withdraws from the University before the examination period, or “F”, meaning that the student does not take the examinations but withdraws during or after the examination period. However, if a student withdraws from the University after completing all the courses and examinations of a semester, all academic credits/grades are given for the courses taken in that semester.
3. Students who withdraw from the University and later wish to return must apply for re-admission of study. Re-admission of study is not granted automatically and is with lower priority than resumption of study during application consideration subject to quota availability (See the item “Resumption/Re-admission of Study” for details).

### 1.8 Inactive Students

1. Students admitted or resuming in academic year 2013/2014 or before who do not settle their tuition fees (including continuation fee) ten calendar days after the commencement of classes in any semester will be considered inactive students.
2. Students admitted or resuming in academic year 2014/2015 onwards who do not enrol in any courses or do not settle their tuition fees ten calendar days after the payment deadline in any semester will be considered inactive students.
3. Students admitted in academic year 2016/2017 onwards who do not maintain at least 3 credits of enrolment per semester prior to the stage of extended thesis supervision will be considered inactive students.
4. Inactive students will be prohibited from attending classes, using any services or facilities of the University, and applying for any official documents. For students who become inactive from academic year 2015/2016 onwards, the maximum inactive duration is two semesters cumulatively. If inactive students wish to return to the University within the inactive duration, they must make up the check-out procedures and apply for re-admission of study. An administration fee will be charged for the late check-out procedures, and a re-admission fee based on the number of inactive semesters will be charged upon approval of re-admission. Please refer to “Fees and Other Charges” for the relevant fees. Re-admission of study is not granted automatically and is with lower priority than resumption of study during application consideration subject to quota availability. Also, inactive students are with lower priority than

withdrawn students for re-admission (See the item “Resumption/Re-admission of Study” for details).

### 1.9 Resumption/Re-admission of Study

1. Students who have deferred their studies and wish to return to the University should apply for resumption of study, while withdrawn, discontinued or inactive students should apply for re-admission of study.
2. Students returning to the University either through resumption or re-admission can continue their study with all the previous academic records. However, the procedures for resumption and re-admission are different from each other and re-admission is with lower priority than resumption of study during application consideration subject to quota availability. Also, discontinued and inactive students are with lower priority than withdrawn students for re-admission.
3. It should be noted that the total duration for deferment of study, withdrawal of study, and inactive period should not exceed six semesters altogether, and the inactive period should not exceed two semesters independently. No resumption or re-admission of study will be considered if students cannot fulfil this duration requirement. Any exceptional cases are subject to the endorsement of the Dean/Director of the academic unit concerned and the approval of the Vice Rector (Academic Affairs) via the Graduate School.

Students who cannot return to the University through resumption or re-admission have to apply for regular admission if they wish to study at the University afterwards and all the previous academic records will be expired.

### 1.10 Procedures for Resumption of Study

1. When students apply for resumption of study, they should submit written applications to the Graduate School before class commencement of a certain semester for the approval from the Dean/Director of the academic unit concerned. Any applications submitted on/after the first day of classes will be directly rejected by the Graduate School. The applicants must meet all the admission requirements prevailing at the time of resumption and successful applications will be effective in the specific semester required by the students.
2. In addition, all resuming students who have deferred their studies due to health issues are required to submit a Medical Examination Report (GRS/Form/005) to the Graduate School during the resumption process. This report is to prove that the student has recovered from the

health issues and is capable of pursuing his/her studies at the University. If a student has already had a medical check-up within three months prior to resumption, he/she may submit a certified true copy of that medical report.

### **1.11 Procedures for Re-admission of Study**

1. When withdrawn and inactive students apply for re-admission of study, they should submit written requests to the Graduate School for the approval from the Dean/Director of the academic unit concerned. For inactive students, they must make up the check-out procedures before applying for re-admission; however, they are not required to obtain approval from the Dean/Director of the academic unit concerned for the check-out. Also, an administration fee will be charged for the late check-out procedures, and a re-admission fee based on the number of inactive semesters will be charged upon approval of re-admission (Please refer to “Fees and Other Charges” for the relevant fees).
2. When discontinued students apply for re-admission of study, they should submit written requests to the Graduate School for the approval of the Vice Rector (Academic Affairs) with the recommendation from the Dean/Director of the academic unit concerned. All re-admission applications should be submitted to the Graduate School before class commencement of a certain semester and any applications submitted on/after the first day of classes will be directly rejected by the Graduate School. The applicants must meet all the admission requirements prevailing at the time of re-admission and successful applications will be effective in the following semester.
3. All resuming and re-admitted students should pay their tuition fees according to the tuition schemes of the resuming/re-admitted year and are required to check the study plan with the general office of the academic unit concerned.

### **1.12 Change of Majors**

Students cannot change major. However, any special request may be considered by the Dean/Director of the academic unit concerned on a case-by-case basis.

## 2. Course

### 2.1 Credit and Course Load

The minimum number of credits for Master's degree programmes is 30. A credit unit is equal to one lecture hour per week for one semester. One session (2 to 3 hours) per week of laboratory or practice work for one semester can also be counted as one credit unit.

### 2.2 Study Plan

A study plan is a guide to what students have to accomplish in order to complete their programme of studies. Students are advised to consult their study plans during selection of courses for enrolment. They should keep their study plans and any subsequent adjustments for future reference during course enrolment and for graduation purposes.

### 2.3 Course Enrolment

- a. Except under very special circumstances as approved by the Dean/Director of the academic unit concerned, students are advised to follow the study plan specified by the programme in which they have enrolled. The number of credits/courses taken is restricted to the requirements of the academic unit for the semester. It should be noted that no substitutions are allowed under any circumstances for compulsory courses.
- b. The courses offered by any academic unit are normally open to students enrolled in that unit and to students enrolled in other academic units either as electives permitted by, or as requirements set by, those academic units.
- c. A student shall not be allowed to take courses whose lecture-time schedules conflict.
- d. Students will not be entitled to proceed to enrolment or course add/drop if there is any outstanding tuition fee.
- e. To complete course enrolment for any semester, students must comply with the rules as stated in the study plan for the academic unit in which they are enrolled.

### 2.4 On-line Enrolment

During the enrolment period, students of specified programmes of studies will enrol course on-line. Students who are not able to enrol on-line during the specified period may complete the process manually.

## 2.5 Course Add/Drop

- a. Students may make changes to their enrolment records during the course add/drop period. Requests for adding or dropping courses other than the add/drop period will not be accepted.
- b. Adding a new course depends on the availability of section quota.
- c. A student who drops a course without going through the prescribed procedure will be given a failing grade, “F” or “NP” for that course.

## 2.6 Withdrawal from Individual Courses

- a. Students may withdraw from an individual course after the course add/drop period on condition that he/she still has at least one course (including thesis) enrolled after the course is withdrawn. When students wish to withdraw from a course after the add/drop period, they should complete and submit an application form to the Graduate School at least 5 working days before the final examination. A ‘W’ grade will be given to the withdrawn course and the tuition fee for the withdrawn course will not be refunded. Any application submitted after the aforementioned deadline will not be considered.
- b. Students should always look carefully at their enrolment records. If they are not sure if their enrolment records are correct, they may seek advice from the academic unit concerned. Students are responsible for following up any updates, errors or omissions.

## 2.7 Course Designations

- a. Courses specified in the postgraduate programmes are designated as Compulsory Major course, Required Elective or Free Elective.
- b. Compulsory Major courses must be taken in the semester indicated. A student who fails a Compulsory Major course is required to retake that course.
- c. Required Electives are courses chosen by the student but within a group of courses designed for this purpose by the programme. Required Electives may be taken at other times. A student who fails a Required Elective will be required to either retake the same course or take another course within the same group.
- d. Free Electives are selected by the student in areas inside or outside the major as designated in the curriculum, subject to the academic unit’s approval. A student who fails a Free Elective will not be required to retake the course. Such students may take another course to fulfil graduation requirements. Within individual programmes, some courses may not be considered Free Electives.

## 2.8 Course Exemption

- a. Students who have completed equivalent or convertible courses in any tertiary education institutions may apply for course exemption to the academic unit concerned on or before the last day of course add/drop period. In the case of course exemption, credits will be granted to replace the original UM course. Exempted courses will be assigned a grade 'X' and will be shown in the transcript of academic record, but will not be counted towards the GPA.
- b. Applications should be submitted to the respective academic unit and be accompanied by supporting documents, e.g. course outlines, official course descriptions, lecture hours, study plans, course grades etc., showing that the students have passed equivalent courses elsewhere.
- c. Students may apply for course exemption for any courses.
- d. Course exemptions are considered valid only after they are endorsed by the head of department or programme coordinator of the course offering units and approved by the Dean/Director of the academic unit concerned.
- e. The normal limit on the number of credits that can be transferred to a programme is one-third of the total credits required.
- f. Any exceptional cases are subject to the endorsement of the Dean/Director of the academic unit concerned and the approval of the Vice Rector (Academic Affairs) via the Graduate School.

## 2.9 Course Waiver

- a. Students who have not completed equivalent courses in other tertiary education institutions but have attained the knowledge and skills of specific UM courses may apply for a course waiver to the academic unit concerned before the last day of course add/drop period. In the case of course waiver, no credits will be granted, and students will be required to take a related course approved by the head of department or programme coordinator to fulfil the credit requirement. Waived courses will be assigned a grade 'CW' and will be shown in the transcript of academic record, but will not be counted towards the GPA.
- b. Applications must be submitted to the respective academic unit and be accompanied by an explanation for the waiver request and supporting documents (if any). Proof of the acquired competence is required.
- c. Students may apply for course waiver for any courses.



- d. Course waivers are considered valid only after they are endorsed by the head of department or programme coordinator and approved by the Dean/Director of the academic unit concerned.
- e. All exceptional cases are subject to the endorsement of the Dean/Director of the academic unit concerned and the approval of the Vice Rector (Academic Affairs) via the Graduate School.

## 2.10 Examination and Assessment

### Coursework

- a. A student will take course examinations, where each course will be examined or otherwise assessed, at the end of the semester/quarter in which it is offered.
- b. For medical or other compelling reasons, a student who is unable to sit for any course examination must apply in writing with a certificate signed by a registered medical practitioner at the earliest possible moment (but not later than seven calendar days after the examination concerned) to the academic unit for leave of absence.
- c. A student who is absent from any examination without permission will be given a failing grade for that examination.
- d. In some courses, assessment may be made otherwise than by examination when the programme of study so specifies.
- e. A student will be examined or assessed for every course he/she has registered for on the basis of his/her performance in that course. Criteria for examination or assessment may include one or any combination of the following: attendance, class-work, written assignments, laboratory work, field work, research papers, tests or examinations.

## 2.11 Grading System

- a. The below grading system is applicable to all academic units except the Faculty of Law:

Letter Grades	Grade Points	Percentage
A	4.0	93-100
A-	3.7	88-92
B+	3.3	83-87
B	3.0	78-82
B-	2.7	73-77
C+	2.3	68-72
C	2.0	63-67

Letter Grades	Grade Points	Percentage
C-	1.7	58-62
D+	1.3	53-57
D	1.0	50-52
F	0	Below 50

Letter grades are official grades. Grade points are used for the purpose of calculating the GPA. Grades other than F are passing grades.

- b. For the Faculty of Law, 20-point scales are official grades. Scales at 10 or above are passing grades.

### Other Grades

Letter Grade	Definition	Remark
CW	Course Waiver	Assigned to a course that has been waived.
DX	Deferred Result	A temporary grade assigned to the students who ask for a supplementary examination with justifiable reasons.
I	Incomplete	Used when work is necessarily delayed through no fault of the student, such as a medical problem.
NP	Fail	Given to a course where the results are not counted towards the GPA.
P	Pass	
T	Audit	Assigned when an auditing student has completed, to the satisfaction of the instructor, the conditions established at registration as an auditing student.
W	Withdrawal	Assigned when a student has withdrawn from a course. The result will not be counted towards the GPA.
X	Course Exempted	Assigned in the case of a course exemption.

### 2.12 Grade Point Average (GPA)

1. Semester GPA – This is a figure ranging from 0 to 4.0 (A=4.0) used to indicate the average performance of a student in the semester concerned.

- a. Semester GPA:

$$\frac{\text{Total weighted points of all courses taken in the semester concerned}}{\text{Total number of credits enrolled in the semester concerned}}$$

- b. Weighted points:

$$\text{Grade points} \times \text{the number of credits of the course concerned}$$

2. Cumulative GPA – This is a figure ranging from 0 to 4.0 (A=4.0) used to indicate the overall performance of a student in all the semesters of the specified years of studies.

- a. Cumulative GPA:

$$\frac{\text{Total weighted points for all courses taken}}{\text{Total number of credits enrolled in all semesters}}$$

### 2.13 Course Retake

- a. Students may apply for retaking a course. The student should obtain the consent of the Dean/Director of the academic unit concerned by securing required signatures. For the credit-based tuition fee scheme, all applications must be approved and the retaking courses must be enrolled before the deadline of the add/drop period. The fees for retaking any courses are calculated based on the credit-based tuition fee scheme.
- b. If a student retakes a course, only the course grade for the latest attempt will appear on the student's transcript and will be included in the calculation of the GPA.

### 2.14 Attendance

- a. According to Article 27.2 of the Higher Education Law (Law no. 10/2017), all the course instructors are required to take class attendance.

### 2.15 Absence

- a. A student who cannot attend classes can apply for leave of absence to the course instructor. Permission for the leave of absence cannot be more than 50% of its scheduled teaching periods in the aggregate.
- b. A student who is absent without applying for leave of absence from a course for more than 20% of its scheduled teaching periods in the aggregate will not be allowed to take the final examination and will receive a failing grade for that course.

### 3. Thesis, Project Report and Intern Report

#### 3.1 Thesis Registration

A student who chooses the thesis option must submit a thesis proposal endorsed by his/her thesis supervisor with the approval of the Dean/Director of the academic unit concerned. The supervisor(s) must evaluate the progress report of the student required by the Rules on the Progress Report of the Postgraduates of the University of Macau.

#### 3.2 Thesis Writing

All courses should be completed before the oral defence. A student shall be examined by examiners at an oral defence on the subject of the thesis and/or approved course of study and research.

#### 3.3 Examination Committee

- a. For student who chooses the project report / intern report option:
  1. The examination committee shall be composed of:
    - a. The supervisor;
    - b. One academic staff.
  2. The approval of the formation of the examination committee for project report / intern report is not required.
- b. For student who chooses the thesis option:
  1. After the candidate has submitted the thesis to the academic unit concerned, the Academic Council of the academic unit shall decide whether to submit a proposal for the examination committee to the Rector for approval.
  2. The candidate shall be informed of the official composition of the examination committee within 5 working days.
  3. The examination committee shall be composed of:
    - a. Two suitably qualified members of academic staff from the specific area of the master's degree programme;
    - b. The thesis supervisor.

4. Within 30 days after notifying the candidate of the composition of the examination committee, the examination committee shall declare in writing to accept the thesis or recommend its revision to the candidate with supporting reasons.
5. In the case of thesis revision, the candidate shall revise the thesis or declare to maintain it unchanged as presented within 90 days.
6. If the candidate does not submit the revised thesis within the said period nor declare waiving the revision, he/she shall be considered to have given up the candidacy. A failing grade shall be given.
7. A candidate must submit properly bound copies of the final version of the thesis approved by the examination committee upon successful completion of the oral defence examination. The exact number of copies of thesis and the submission deadline will be specified by the academic unit concerned. In addition, a candidate must also submit a soft copy of the said thesis to the academic unit concerned for onward transmission to the University Library, in ways and format as determined by the University Library.

### **3.4 Oral Defence Examination**

1. The oral defence examination shall take place within 60 days after:
  - a. The day on which the thesis is officially accepted; or
  - b. The day on which the thesis revision or the declaration waiving the revision is submitted.
2. The oral defence examination shall be held with the presence of at least three members of the examination committee, one of whom must be the thesis supervisor.
3. The oral defence examination shall not exceed 90 minutes, during which the examination committee members can join in discussion.
4. When the oral defence examination is completed, the examination committee members shall meet to assess the examination and set out a deliberation on the candidate's final classification by open ballot, with supporting reasons. No abstention is permitted.
5. The chairperson of the examination committee has the deciding vote.
6. The final resolution shall be delivered in the form of pass "P" or fail "NP".
7. The proposal for the award of degrees shall be submitted to the Senate for approval. The minutes

of the oral defence examination shall be submitted together with the proposal and shall record the voting results and comments on the oral defence.

## 4. Graduation

### 4.1 Graduation Requirements

Students will be awarded the appropriate master's degree provided that they have:

- a. undertaken a programme of study for a period normally within the normative period of study; and
- b. completed the total credit units of courses as stated in the regulations and rules for that degree; and
- c. passed the prescribed examinations; and
- d. fulfilled minimum coursework graduation requirements set by the academic units; and
- e. written a thesis and passed the oral defence; and
- f. paid the prescribed fees; and
- g. fulfilled the requirements of the regulations and rules of the University.

### 4.2 Graduation Honours

- a. For Master's degree programmes, honours upon graduation are awarded as follows:
  - Excellent
  - Very Good
  - Good
- b. For postgraduate certificate/diploma programmes, a graduation certificate will be awarded upon graduation, with no classification of honours.
- c. Graduation and Issue of Graduation Certificates
  - a. Master's Degree Programmes
 

Upon successful completion of coursework studies, students will be issued a coursework diploma. Upon the fulfilment of all graduation requirements and with the approval of the University Senate, academic awards will be conferred on students at a congregation.
  - b. Postgraduate Certificate/Diploma Programmes

\*A student must complete all the required course work and obtain a minimum overall result of Grade B- (GPA 2.7) or 14 in 20-point scale for FLL and fulfil any other requirements as specified by the academic unit concerned as the graduation requirement.

Upon successful completion of studies at the University and with the approval of the University Senate, academic awards are conferred on students at a congregation.

Students eligible for academic awards for that particular year will be notified in writing of the details regarding the congregation, the collection of academic dress, and the award certificate.

The graduation certificate will be issued once only, as there will be no second printing. **Students are therefore strongly advised to ensure the safe-keeping of this important document.**

The University reserves the right to withhold conferment of an award on a student who has outstanding fees owed to the University, or who has otherwise failed to discharge all obligations towards the University.

### 4.3 Check-out

1. All withdrawn, suspended or discontinued students and those applying for deferment of study are required to complete and submit the check-out forms to the Graduate School before leaving the University. Students are required to clear all outstanding matters with the department concerned.
2. All graduates are not required to come in person to the University to complete the check-out procedures. However, students who have any outstanding records must clear their records with the department concerned. Otherwise, certificates of graduation and other official documents will not be issued.
3. A student may authorise another person to process the check-out procedures by filling in Graduate School's official authorisation letter. I.D. copies of both parties must be submitted.
4. Students who withdraw voluntarily from the University sever their connection with the University.
5. If students leave the University in the course of study without going through the check-out procedures, no official document (such as testimonial, transcript or graduation certificate) will be issued.

### 4.4 Change of Personal Information

1. Students should inform the Graduate School immediately of any change of personal particulars entered in the students' registration records.



2. For changes of address (such as home address, postal address and email address) and contact numbers, requests may be sent through email. All current students can also directly change their addresses and contact numbers through the myUM (<http://myum.um.edu.mo>).
3. For changes of other personal particulars not mentioned above, students must submit an application form to the Graduate School in person with personal identification documents presented. Such application will not be accepted after graduation or withdrawal from the University.

#### 4.5 Academic Transcripts and Testimonials

- a. An academic transcript is a certification of a student's record of academic performance at the University and it shows the student's grades obtained in a programme up to the latest final examination taken. Students can apply for transcripts after the academic reports have been released. A testimonial is a certification of the student's present registration status with regard to his/her studies at the University.
- b. Students can apply for academic transcript or testimonial by submitting an application form to the Graduate School. The charge per copy may be found in "Fees and Other Charges". If students submit their applications by post in Macao, a cheque or cashier's order for the amount due should be enclosed. For overseas applicants, payment must be paid by either cashier's order or bank draft; an additional handling fee will be charged. Please refer to "Fees and Other Charges" for further details.
- c. To avoid delay, please remember that requests for transcripts by other parties must bear the student's authorisation before the Graduate School can process the requests. During examination and assessment periods, the issuing of transcripts may be suspended or delayed.
- d. The University reserves the right to withhold an academic transcript or a testimonial from a student who has outstanding fees owing to the University, or who has otherwise failed to discharge all obligations towards to the University.

#### 4.6 Certified True Copy of Academic Documents

Students may apply for certified true copies of academic documents issued by the University, such as graduation certificates and academic transcripts, by submitting an application form to the Graduate School. Please refer to "Fees and Other Charges" for the relevant charges. However, the Graduate School will provide a free service to students who apply for admission to the programmes offered by the University.

## 4.7 Academic Honesty

Students should uphold the principle of academic integrity and pursue their studies with passion and honesty. They should avoid committing any act of academic dishonesty, including but not limited to cheating, fabrication, collusion and plagiarism. Plagiarism is a serious academic offence and the University shall penalize the student who is proved to have incorporated others' works as his/her own work according to the "Student Disciplinary Regulations of the University of Macau". Regarding the types and handling procedures of academic dishonesty, please refer to the "Rules on Handling Student Academic Dishonesty".


## 4.8 Other Official Documents

For official documents, such as 在港澳地區學習證明 (Mainland China Students Only), Transcripts and Testimonial for Graduation Approval, please refer to the Graduate School's website (<https://grs.um.edu.mo/index.php/current-students/application-forms/>) for further details.

## 4.9 Workflow for Issuing Graduation Certificates

Upon fulfillment of the graduation requirements at the University and with the University Senate, academic awards/ certificates are conferred on students.

Workflow for Issuing Graduation Certificates (For PhD Programmes, Master's Degree and Postgraduate Certificate/Diploma Programmes)		
Faculty's Academic Council endorses graduation of prospective graduates	➡	<i>Need the approval of University Senate meetings<sup>#</sup></i>
↓		
The Senate approves the list of prospective graduates	➡	<i>3 to 4 weeks*</i>
↓		
The Graduate School updates graduation information in the computer system		
↓		
Registry prints certificates		
↓		
Rector & Registrar sign the certificates		

		
The Graduate School sends notification emails/SMS to individual graduates for certificate collection		

#Please refer to the below Meeting Schedule of University Senate for Academic Year 2019/2020.

\*The processing time takes longer during June due to the large number of graduates. The certificates will usually be ready for collection in mid-July.

#### Meeting Schedule of University Senate for Academic Year 2019/2020

Seq. of Meeting	Date
1st Meeting	Wednesday, 9 <sup>th</sup> October, 2019
2nd Meeting	Wednesday, 20 <sup>th</sup> November, 2019
3rd Meeting	Wednesday, 15 <sup>th</sup> January, 2020
4th Meeting	Wednesday, 15 <sup>th</sup> April, 2020
5th Meeting	Wednesday, 3 <sup>rd</sup> June, 2020

The meeting schedule is subject to change.

#### 4.10 Notes for the Check-Out and the Collection of Graduation Certificate for Graduates (For PhD Programmes, Master's Degree and Postgraduate Certificate/Diploma Programmes)

Before collecting the graduation certificate, if graduates have any outstanding items with the following departments, they may go to the departments concerned to clear the outstanding records, or else no certificate will be issued.

Graduates are not required to go to the following department(s) if they do not have any outstanding item(s) in the departments concerned.

Departments	Items	Contact for Inquiry
University Library	To ensure no books are on loan and thesis has been submitted.	8822 8160
Student Affairs Office	Hostel students must complete the hostel check-out procedure.	8822 2518
Treasury Section	To cancel E-purse.  To ensure there is no outstanding payments.	8822 8349

If there is outstanding item when graduates collect the graduation certificates, which indicates the incompleteness of check-out procedure, graduates should go to the department concerned to clear the outstanding records. Otherwise, the graduation certificate will not be issued. Upon the receipt of notification emails/SMS for certificate collection from the Graduate School, graduates should bring

along the identification documents to the Graduate School during office hours for the collection of graduation certificates.

If graduates are unable to collect your certificate in person, please entrust a representative to collect the certificate. In such case, your representative must present the authorization letter (GRS/Form/029) (<https://grs.um.edu.mo/index.php/current-students/application-forms/>) signed by the graduate and attached with copies of the identification document of both parties.

The graduation certificate will be issued once only, as there will be no second printing. Students are therefore strongly advised to ensure the safe-keeping of this important document.

The University reserves the right to withhold conferment of an award/ a certificate on a student who has not paid fees or other monies to the University, or who has otherwise failed to discharge all obligations towards the University.

## Doctoral Degree Programmes

## 5. Registration

### 5.1 Registration

1. A student is normally registered as a PhD or doctoral student at his/her initial registration.
2. New students will be considered registered students upon proper completion and submission of all registration materials to the Graduate School with tuition fees settled, while returning students will be considered registered students upon settlement of tuition fees.
3. A student must register in the name which appears in his/her personal identification documents.
4. Student Cards
  - a. All students will be issued with student cards (UM Campus Card).
  - b. The student card is a student's personal identification document. It is not transferable.
  - c. In case of loss or damage of a student card, a student should apply for a replacement by submitting an application form to the Graduate School. A card replacement fee will be charged to the student.
  - d. The student card will be renewed once the student achieves the PhD candidacy. No administration fee will be charged to student in such a case.
  - e. Students may refer to the 'Rules & Guidelines Governing the Use of UM Campus Card' for further details.
5. Late Registration
  - a. Students may apply for late registration if they cannot complete the process within the scheduled period. Application form for late registration should be submitted to the Graduate School at least three working days before the scheduled registration period.
  - b. Late registration fees will be charged to students who do not apply for late registration three working days before the scheduled registration period. Students who have applied for late registration but failed to complete the process within the approved period will also be charged a late registration fee.
  - c. Late registration can be considered once only.
  - d. Apart from medical reason, registration can only be delayed for at most five calendar days after commencement of classes. If late registration is anticipated for medical reasons, a medical certificate should be attached to the student's application for late registration. Applications for registration later than the above period will not be accepted except for medical reasons and other extraordinary circumstances. In such case, late registration application requires the approval of the Dean/Director of the academic unit concerned.

- e. In any case, students must also make sure that they will still be able to enrol in either course work or thesis in the semester that they register. Otherwise, they will not be considered as an active student and will have to defer their studies.
  - f. The admission offer for students who fail to complete the required registration procedures by the designated deadline will be invalidated.
  - g. Students will not be entitled to register if the non-refundable deposit has not been settled.
6. Students with insufficient academic background may be considered and will be given provisional status. PhD students admitted under provisional status have to complete the additional courses required when they were admitted. Students passing their provisional status should be endorsed by the Dean/Director of the academic unit concerned and approved by the Dean of Graduate School, before becoming eligible for the qualifying examination.

## 5.2 Credit and Course Load

A credit unit is equal to one lecture hour per week for one semester. One session (2 to 3 hours) per week of laboratory or practice work for one semester can also be counted as one credit unit.

## 5.3 Course Retake

Students may apply for retaking a course. The student should obtain the consent of the Dean/Director of the academic unit concerned by securing required signatures. For the credit-based tuition fee scheme, all applications must be approved and the courses to be retaken must be enrolled before the deadline of the add/drop period. The fees for retaking any courses are calculated based on the credit-based tuition fee scheme.

If a student retakes a course, only the course grade for the latest attempt will appear on the student's transcript.

## 5.4 Coursework and Course Enrolment

1. All students should complete the required coursework. All courses should be completed before the oral defence. A student who does not pass a compulsory course in a second attempt may be required to discontinue his or her studies.
2. Except under very special circumstances as approved by the Dean/Director of the academic unit concerned, students are advised to follow the study plan specified by the programme in which they have enrolled. The number of credits/courses taken is restricted to the requirements of the academic unit for the semester. It should be noted that no substitutions are allowed under any circumstances for compulsory courses.

3. The courses offered by any academic unit are normally open to students enrolled in that unit and to students enrolled in other academic units either as electives permitted by, or as requirements set by, those academic units.
4. A student shall not be allowed to take courses whose lecture-time schedules conflict.
5. Students will not be entitled to proceed to enrolment or course add/drop if there is any outstanding tuition fee.
6. On-line Enrolment
  - a. During the enrolment period, students of specified programmes of studies will enrol course on-line. Students who are not able to enrol on-line during the specified period may complete the process manually.
7. Course Add/Drop
  - a. Students may make changes to their enrolment records during the course add/drop period. Requests for adding or dropping courses other than the add/drop period will not be accepted.
  - b. Adding a new course depends on the availability of section quota.
  - c. A student who drops a course without going through the prescribed procedure will be given a failing grade, “F” or “NP” for that course.
8. Withdrawal from Individual Courses
  - a. Students may withdraw from an individual course after the course add/drop period on condition that he/she still has at least one course (including doctoral thesis) enrolled after the course is withdrawn. When students wish to withdraw from a course after the add/drop period, they should complete and submit an application form to the Graduate School at least 5 working days before the final examination. A ‘W’ grade will be given to the withdrawn course and the tuition fee for the withdrawn course will not be refunded. Any application submitted after the aforementioned deadline will not be considered.
9. Students should always look carefully at their enrolment records. If they are not sure if their enrolment records are correct, they may seek advice from the academic unit concerned. Students are responsible for following up any updates, errors or omissions.
10. Study Plan
  - a. A study plan is a guide to what students have to accomplish in order to complete their programme of studies. Students are advised to consult their study plans during



selection of courses for enrolment. They should keep their study plans and any subsequent adjustments for future reference during course enrolment and for graduation purposes.

#### 11. Course Designations

- Courses specified in the postgraduate programmes are designated as Compulsory Major course, Required Elective or Free Elective.
- Compulsory Major courses must be taken in the semester indicated. A student who fails a compulsory course is required to retake that course.
- Required Electives are courses chosen by the student but within a group of courses designed for this purpose by the programme. Required Electives may be taken at other times. A student who fails a required elective will be required to either retake the same course or take another course within the same group.
- Free Electives are selected by the student in areas inside or outside the major as designated in the curriculum, subject to the academic unit's approval. A student who fails a free elective will not be required to retake the course. Such students may take another course to fulfil graduation requirements. Within individual programmes, some courses may not be considered Free Electives.

### 5.5 Attendance Requirements

- According to Article 27.2 of the Higher Education Law (Law no. 10/2017), all the course instructors are required to take class attendance.
- A student who cannot attend classes can apply for leave of absence to the course instructor. Permission for the leave of absence cannot be more than 50% of its scheduled teaching periods in the aggregate.
- A student who is absent without applying for leave of absence from a course for more than 20% of its scheduled teaching periods in the aggregate will not be allowed to take the final examination and will receive a failing grade for that course.

### 5.6 Grading System

- The below grading system is applicable to all academic units except the Faculty of Law:

Letter Grades	Grade Points	Percentage
A	4.0	93-100
A-	3.7	88-92
B+	3.3	83-87
B	3.0	78-82

Letter Grades	Grade Points	Percentage
B-	2.7	73-77
C+	2.3	68-72
C	2.0	63-67
C-	1.7	58-62
D+	1.3	53-57
D	1.0	50-52
F	0	Below 50

Letter grades are official grades. Grades other than F are passing grades.

2. For the Faculty of Law, 20-point scales are official grades. Scales at 10 or above are passing grades.

### 3. Other Grades

Letter Grade	Definition	Remark
CW	Course Waiver	Assigned to a course that has been waived.
DX	Deferred Result	A temporary grade assigned to the students who ask for a supplementary examination with justifiable reasons.
I	Incomplete	Used when work is necessarily delayed through no fault of the student, such as a medical problem.
NP	Fail	Given to a course where the results are not counted towards the GPA.
P	Pass	
T	Audit	Assigned when an auditing student has completed, to the satisfaction of the instructor, the conditions established at registration as an auditing student.
W	Withdrawal	Assigned when a student has withdrawn from a course. The result will not be counted towards the GPA.
X	Course Exempted	Assigned in the case of a course exemption.

## 5.7 Period of Study

The normative study period of all PhD programmes is 4 years.

## 5.8 Residence Requirement

1. The normal residence period of a PhD student is 3 years unless with special approval for absence of leave. The minimum residence period is 12 months. The residence requirement will be part of the graduation requirement.

2. A student who is in Macao, except for absences not exceeding 3 weeks continuously and not exceeding 1 month aggregate in an academic year, is deemed to be studying and receiving regular supervision, and provided he/she is also attending courses, if required, is regarded as in residence.
3. A student who is not in Macao is normally regarded as not being in residence. In cases where the student would nevertheless receive adequate supervision on a regular basis while away from Macao, or where the absence from Macao is related to an academic purpose, an application with the endorsement of the supervisor should be submitted to the Faculty GSC Chair concerned for endorsement, and then to the Dean of the academic unit for approval, so as to regard the student as being in residence during that period of absence.
4. A student may also be regarded as being in residence while away from Macao if his/her study programme officially requires him/her to be on exchange to an institution outside Macao or if the student is formally accepted to go on an exchange programme.

Except for periods of approved leave, and except as provided in 2, 3 and 4 above, all students are required to be in residence during their period of study. In any case a student needs to fulfill the minimum residence requirement of 12 months in Macao. The residence requirement will be part of the graduation requirement.

## 5.9 Research Supervision

1. The Faculty Graduate Studies Committee will administer the appointment of supervisor(s) or temporary supervisor and PhD advisory committees of PhD students.
  - a. The supervisor has the primary responsibility for directing and advising a student throughout his/her study period, especially during the preparation of the thesis.
    - i. Supervisor(s) of a student should be appointed at the admission of a student.
    - ii. Supervisor(s) must evaluate the progress report of the student required by the Rules on the Progress Report of the Postgraduates of the University of Macau.
  - b. The temporary supervisor has the primary responsibility for directing and advising a student during his/her supervision period.
    - i. The temporary supervisor of a student should be appointed at the admission of a student if the student cannot identify the supervisor. The admission of PhD students with temporary supervisor should be considered as exceptional cases only.

- ii. The temporary supervisor must evaluate the progress report of the student required by the Rules on the Progress Report of the Postgraduates of the University of Macau.
  - iii. The temporary supervisor can only supervise the student for at most one year. Academic unit/a temporary supervisor shall decide whether a student with financial support will receive full or half support of funding when he/she is under the supervision of a temporary supervisor for the first semester. If a student cannot identify the supervisor within the first semester, he/she should only receive half support of funding for one more semester under the temporary supervisor's supervision. If the student cannot identify the supervisor within one year after his/her initial registration, he/she will be discontinued from the PhD programme.
- c. The PhD Advisory Committee is intended to provide additional academic advice to the student during the coursework period, for the qualifying examination, and for the preparation of the thesis proposal.
  - i. Each newly admitted PhD student will be assigned a PhD advisory committee to provide guidance after his/her initial registration.
  - ii. A tailor-made coursework study plan for each individual PhD student will be designed by the Committee. The study plan is a guide to what students have to accomplish in order to complete their programme of studies. Students are advised to consult their study plans during selection of courses for enrolment. They should keep their study plans and any subsequent adjustments for future reference during the course enrolment and for graduation purposes.
  - iii. The Committee will also provide advice about the qualifying examination and the thesis proposal, the acceptability of the proposed thesis topic, the appropriateness of the proposed methodology, and the adequacy of the literature search. Upon approval of the student's thesis proposal, the Committee will advise the candidate about the preparation of the thesis and assist the supervisor, in monitoring the candidate's progress.
  - iv. The membership of the PhD advisory committee should include the thesis supervisor(s) plus at least two members. The member(s), appointed by the Faculty Graduate Studies Committee, should represent academic disciplines relevant to the thesis topic. When appropriate, the member(s) may be selected from more than one faculty/institute. In addition, the member(s) may be appointed from outside UM if necessary.
- 2. The appointments of the supervisor(s) and PhD advisory committee of a student are officially approved by the Faculty Graduate Studies Committee.

3. Changes of the supervisor(s) and/or the membership of the PhD advisory committee can be made upon the approval of the Faculty Graduate Studies Committee.

### 5.10 Late Registration

- a. Students may apply for late registration if they cannot complete the process within the scheduled period. Application for late registration should be submitted at least three working days before the scheduled registration period by completing application forms obtained from the Graduate School's homepage.
- b. Late registration fees will be charged to students who do not apply for late registration three working days before the scheduled registration period. Students who have applied for late registration but failed to complete the process within the approved period will also be charged a late registration fee.
- c. Late registration can be considered once only.
- d. Apart from medical reason, registration can only be delayed for at most five calendar days after commencement of classes. If late registration is anticipated for medical reasons, a medical certificate should be attached to the student's application for late registration. Applications for registration later than the above period will not be accepted except for medical reasons and other extraordinary circumstances. In such case, late registration application requires the approval of the Dean/Director of the academic unit concerned.
- e. In any case, students must also make sure that they will still be able to enrol in either course work or thesis in the semester that they register. Otherwise, they will not be considered as an active student and will have to defer their studies.
- f. The admission offer for students who fail to complete the required registration procedures by the designated deadline will be disqualified.
- g. Students will not be entitled to register if the non-refundable deposit has not been settled.

### 5.11 Double Registration

Students are not permitted to register simultaneously in another programme at the University or any other Higher Education Institution in Macao. If a student is found to be in breach of this rule, he/she will be required to discontinue his/her studies at this University.

### 5.12 Discontinuation of Studies

A student shall be required to discontinue studies under the following circumstances:

- a. A student who has failed a compulsory course more than once.
- b. A student who has failed a second qualifying examination.

- c. A student who has failed a second thesis proposal assessment.
- d. A student (under the temporary supervisor's supervision) who cannot identify the supervisor within 1 year.
- e. A student who cannot pass the qualifying examination within 2 years or achieve PhD candidacy within 4 years.
- f. A student who cannot or is not in a position to complete his/her course of study within the maximum study period.
- g. A student whose thesis has been rejected by the examination committee for a second time.
- h. A student who has failed the oral defence examination.
- i. A student who is graded "Unsatisfactory" twice consecutively in the progress report.

Students whose studies have been discontinued due to unsatisfactory academic performance or who have exceeded their maximum study period cannot register as a student of the University within the subsequent three years, unless special approval or authorisation has been granted by the party concerned.

#### Discontinued students returning within the subsequent three years

For students who have been discontinued from their studies due to unsatisfactory academic performance, they should apply for re-admission and such application must be approved by the Vice Rector (Academic Affairs) with the recommendation from the Dean/Director of the academic unit concerned.

For students who have been discontinued from their studies by exceeding the maximum study duration, they should apply for regular admission as new students and such application must be authorised by the government on the recommendation of the University authority.

#### Discontinued students returning after three years

Three years after the discontinuation, regardless of the reason for discontinuation, they should apply for regular admission and be admitted as new students following all the procedures and rules for new students.

### **5.13 Deferment of Study**

Application for deferment of study from a withdrawn or inactive student will not be considered. For definitions of withdrawn and inactive students, please refer to item "Withdrawal from the University" and "Inactive Students" respectively.

Students who wish to postpone their studies should apply for deferment of study by completing an application form from the Graduate School and securing the required signatures from the Dean/Director of the academic unit concerned before leaving the University. The University does

not guarantee such students that the degree programme/courses will remain constant after they return to the University.

Students can apply for deferment of study for not more than 2 semesters at one time. If students wish to prolong their deferment period, they should submit another application before class commencement of the next semester after they have reached the previously approved deferment period. The total approved period of deferment of study cannot accumulate to more than 6 semesters. Any exceptional cases are subject to the endorsement of the Dean/Director of the academic unit concerned and the approval of the Vice Rector (Academic Affairs) via the Graduate School.

New students can apply for deferment of study for not more than one academic year. Application for such deferment should be made before class commencement. New students must fulfill all the conditions stated in their offer letters and submit the required amount of non-refundable deposit before they become eligible to apply for deferment of study. Such applications will only be permitted for medical reasons and exceptional cases with sound justification. For medical reasons, students are required to submit medical certificates issued by hospitals at the time of application. For exceptional cases with sound justification, students are required to specify the reason and submit written certification at the time of application.

Students who have deferred their studies and wish to return to the University should apply for resumption of study. Resumption is not granted automatically (See the item “Resumption/Re-admission of Study” for details). Besides, new students are not permitted to transfer to another research area when they apply for resumption of study.

If students neither apply for resumption of study nor submit another deferment application before class commencement of the next semester after they have reached the previously approved deferment period, they will be considered having withdrawn from the University, and they have to apply for re-admission of study later if they wish to return to the University (See the item “Resumption/Re-admission of Study” for details).

#### **5.14 Withdrawal from the University**

Students who wish to terminate their studies at the University prior to graduation should apply for withdrawal of study by completing an application form which is obtainable from the Graduate School or can be downloaded from the Graduate School’s homepage.

Withdrawal grades will be recorded for each course at the time the student receives permission to withdraw. The grades are either “W”, meaning that the student withdraws from the University before the examination period, or “F”, meaning that the student does not take the examinations but

withdraws during or after the examination period. However, if a student withdraws from the University after completing all the courses and examinations of a semester, all academic credits/grades are given for the courses taken in that semester.

Students who withdraw from the University and later wish to return must apply for re-admission of study. Re-admission of study is not granted automatically and is with lower priority than resumption of study during application consideration subject to quota availability (See the item “Resumption/Re-admission of Study” for details).

### **5.15 Inactive Students**

Students admitted or resuming in academic year 2013/2014 or before who do not settle their tuition fees (including continuation fee) ten calendar days after the commencement of classes in any semester will be considered inactive students.

Students admitted or resuming in academic year 2014/2015 onwards who do not enrol in any courses or do not settle their tuition fees (including Continuous Thesis Supervision Fee) ten calendar days after the payment deadline in any semester will be considered inactive students.

Students admitted in academic year 2016/2017 onwards who do not maintain at least 3 credits of enrolment per semester prior to the stage of extended thesis supervision (where only 2 credits per semester will be charged) will be considered inactive students.

Inactive students will be prohibited from attending classes, using any services or facilities of the University, and applying for any official documents. For students who become inactive from academic year 2015/2016 onwards, the maximum inactive duration is two semesters cumulatively. If inactive students wish to return to the University within the inactive duration, they must make up the check-out procedures and apply for re-admission of study. An administration fee will be charged for the late check-out procedures, and a re-admission fee based on the number of inactive semesters will be charged upon approval of re-admission. Please refer to “Fees and Other Charges” for the relevant fees. Re-admission of study is not granted automatically and is with lower priority than resumption of study during application consideration subject to quota availability. Also, inactive students are with lower priority than withdrawn students for re-admission (See the item “Resumption/Re-admission of Study” for details).

### **5.16 Resumption/Re-admission of Study**



Students who have deferred their studies and wish to return to the University should apply for resumption of study, while withdrawn, discontinued or inactive students should apply for re-admission of study.

Students returning to the University either through resumption or re-admission can continue their study with all the previous academic records. However, the procedures for resumption and re-admission are different from each other and re-admission is with lower priority than resumption of study during application consideration subject to quota availability. Also, discontinued and inactive students are with lower priority than withdrawn students for re-admission.

It should be noted that the total duration for deferment of study, withdrawal of study, and inactive period should not exceed six semesters altogether, and the inactive period should not exceed two semesters independently. No resumption or re-admission of study will be considered if students cannot fulfil this duration requirement. Any exceptional cases are subject to the endorsement of the Dean/Director of the academic unit concerned and the approval of the Vice Rector (Academic Affairs) via the Graduate School.

Students who cannot return to the University through resumption or re-admission have to apply for regular admission if they wish to study at the University afterwards and all the previous academic records will be expired.

### **5.17 Procedures for Resumption of Study**

When students apply for resumption of study, they should submit written applications to the Graduate School before class commencement of a certain semester for the approval from the Dean/Director of the academic unit concerned. Any applications submitted on/after the first day of classes will be directly rejected by the Graduate School. The applicants must meet all the admission requirements prevailing at the time of resumption and successful applications will be effective in the specific semester required by the students.

In addition, all resuming students who have deferred their studies due to health issues are required to submit a Medical Examination Report (GRS/Form/005) to the Graduate School during the resumption process. This report is to prove that the student has recovered from the health issues and is capable of pursuing his/her studies at the University. If a student has already had a medical check-up within three months prior to resumption, he/she may submit a certified true copy of that medical report.

### **5.18 Procedures for Re-admission of Study**

When withdrawn and inactive students apply for re-admission of study, they should submit written requests to the Graduate School for the approval from the Dean/Director of the academic unit concerned. For inactive students, they must make up the check-out procedures before applying for re-admission; however, they are not required to obtain approval from the Dean/Director of the academic unit concerned for the check-out. Also, an administration fee will be charged for the late check-out procedures, and a re-admission fee based on the number of inactive semesters will be charged upon approval of re-admission (Please refer to “Fees and Other Charges” for the relevant fees).

When discontinued students apply for re-admission of study, they should submit written requests to the Graduate School for the approval of the Vice Rector (Academic Affairs) with the recommendation from the Dean/Director of the academic unit concerned. All re-admission applications should be submitted to the Graduate School before class commencement of a certain semester and any applications submitted on/after the first day of classes will be directly rejected by the Graduate School. The applicants must meet all the admission requirements prevailing at the time of re-admission and successful applications will be effective in the following semester.

All resuming and re-admitted students should pay their tuition fees according to the tuition schemes of the resuming/re-admitted year and are required to check the study plan with the general office of the academic unit concerned.

## 6. Course

### 6.1 Coursework

All PhD students should complete the required coursework. All courses should be completed before the oral defence. A student who does not pass a compulsory course in a second attempt may be required to discontinue his or her studies.

### 6.2 Withdrawal from Individual Courses

Students may withdraw from an individual course after the course add/drop period on condition that he/she still has at least one course enrolled after the course is withdrawn. When students wish to withdraw from a course after the add/drop period, they should complete and submit an application form, which is obtainable from the Graduate School or can be downloaded from the Graduate School's homepage, to the Graduate School at least 5 working days before the final examination. A 'W' grade will be given to the withdrawn course and the tuition fee for the withdrawn course will not be refunded. Any application submitted after the aforementioned deadline will not be considered.

Students should always look carefully at their enrolment records. If they are not sure if their enrolment records are correct, they may seek advice from the academic unit concerned. Students are responsible for following up any updates, errors or omissions.

### 6.3 Course Exemption

1. Students who have completed equivalent courses in any tertiary education institutions may apply for course exemption to the academic unit concerned on or before the last day of course add/drop period. In the case of course exemption, credits will be granted to replace the original UM course. Exempted courses will be assigned a grade 'X' and will be shown in the transcript of academic record, but will not be counted towards the GPA.

Applications should be submitted to the respective academic unit and be accompanied by supporting documents, e.g. course outlines, official course descriptions, lecture hours, study plans, course grades, etc., showing that the students have passed equivalent courses elsewhere.

2. Students may apply for course exemption for any courses.

3. Course exemptions are considered valid only after they are endorsed by the head of department or programme coordinator of the course offering units and approved by the Dean/Director of the academic unit concerned.
4. The normal limit on the number of credits that can be transferred to a programme is one-third of the total credits required.
5. Any exceptional cases are subject to the endorsement of the Dean/Director of the academic unit concerned and the approval of the Vice Rector (Academic Affairs) via the Graduate School.

#### 6.4 Course Waiver

1. Students who have not completed equivalent courses in other tertiary education institutions but have attained the knowledge and skills of specific UM courses may apply for a course waiver to the academic unit concerned before the last day of course add/drop period. In the case of course waiver, no credits will be granted, and students will be required to take a related course approved by the head of department or programme coordinator to fulfil the credit requirement. Waived courses will be assigned a grade 'CW' and will be shown in the transcript of academic record, but will not be counted towards the GPA.

Applications must be submitted to the respective academic unit and be accompanied by an explanation for the waiver request and supporting documents (if any). Proof of the acquired competence is required.

2. Students may apply for course waiver for any courses.
3. Course waivers are considered valid only after they are endorsed by the head of department or programme coordinator and approved by the Dean/Director of the academic unit concerned.
4. All exceptional cases are subject to the endorsement of the Dean/Director of the academic unit concerned and the approval of the Vice Rector (Academic Affairs) via the Graduate School.

#### 6.5 Course Grading

##### Definition of Grades

Letter Grade	Definition	Remark
CW	Course Waiver	Assigned to a course that has been waived.

Letter Grade	Definition	Remark
DX	Deferred Result	A temporary grade assigned to the students who ask for a supplementary examination with justifiable reasons.
I	Incomplete	Used when work is necessarily delayed through no fault of the student, such as a medical problem. This grade must be converted to a regular grade by the commencement of the following semester; otherwise it will be converted to 'F'.
P or NP	Pass or Fail	Given to a course where the results are not counted towards the GPA.
T	Audit	Assigned when an auditing student has completed, to the satisfaction of the instructor, the conditions established at registration as an auditing student.
W	Withdrawal	Assigned when a student has withdrawn from a course. The result will not be counted towards the GPA.
X	Course Exempted	Assigned in the case of a course exemption.

Students may apply for retaking a course. Application form is obtainable at the Graduate School's homepage. The student should obtain the consent of the Dean/Director of the academic unit concerned by securing required signatures. For the credit-based tuition fee scheme, all applications must be approved and the retaking courses must be enrolled before the deadline of the add/drop period. The fees for retaking any courses are calculated based on the credit-based tuition fee scheme.

If a student retakes a course, only the course grade for the latest attempt will appear on the student's transcript.

## 7. Thesis

### 7.1 Research Supervision

The Faculty Graduate Studies Committee will administer the appointment of supervisor(s) or temporary supervisor and PhD advisory committees of PhD students.

1. The supervisor has the primary responsibility for directing and advising a student throughout his/her study period, especially during the preparation of the thesis.
  - i. Supervisor(s) of a student should be appointed at the admission of a student.
  - ii. Supervisor(s) must submit a progress report of the student required by the Guidelines for the Progress Report of the Postgraduates of the University of Macau.
  
2. The temporary supervisor has the primary responsibility for directing and advising a student during his/her supervision period.
  - i. The temporary supervisor of a student should be appointed at the admission of a student if the student cannot identify the supervisor. The admission of PhD students with temporary supervisor should be considered as exceptional cases only.
  - ii. The temporary supervisor must submit a progress report of the student required by the Guidelines for the Progress Report of the Postgraduates of the University of Macau.
  - iii. The temporary supervisor can only supervise the student for at most one year. Academic unit/a temporary supervisor shall decide whether a student with financial support will receive full or half support of funding when he/she is under the supervision of a temporary supervisor for the first semester. If a student cannot identify the supervisor within the first semester, he/she should only receive half support of funding for one more semester under the temporary supervisor's supervision. If the student cannot identify the supervisor within one year after his/her initial registration, he/she has to be discontinued from the PhD programme.
  
3. The PhD advisory committee is intended to provide additional academic advice to the student during the coursework period, for the qualifying examination, and for the preparation of the thesis proposal.
  - i. Each newly admitted PhD student will be assigned a PhD advisory committee to provide guidance after his/her initial registration.
  - ii. A tailor-made coursework study plan for each individual PhD student will be designed by the Committee. The study plan is a guide to what students have to accomplish in order to complete their programme of studies. Students are advised to consult their study plans during selection of courses for enrolment. They should keep their study plans and any subsequent adjustments for future reference during the course enrolment and for graduation purposes.

- iii. The committee will also provide advice about the qualifying examination and the thesis proposal, the acceptability of the proposed thesis topic, the appropriateness of the proposed methodology, and the adequacy of the literature search. Upon approval of the student's thesis proposal, the committee will advise the candidate about the preparation of the thesis and assist the supervisor, in monitoring the candidate's progress.
- iv. The membership of the PhD advisory committee should include the thesis supervisor(s) plus at least one member. The member(s), appointed by the Faculty Graduate Studies Committee, should represent academic disciplines relevant to the thesis topic. When appropriate, the member(s) may be selected from more than one faculty/institute. In addition, the member(s) may be appointed from outside UM if necessary.

The appointments of the supervisor(s) and PhD advisory committee of a student are officially approved by the Faculty Graduate Studies Committee.

Changes of the supervisor(s) and/or the membership of the PhD advisory committee can be made upon the approval of the Faculty Graduate Studies Committee.

## 7.2 Assessments

1. Each PhD student must pass three assessments during his/her study.
2. The three assessments include a qualifying examination, a thesis proposal assessment and a final thesis oral defence examination.
3. The qualifying examination and thesis proposal assessment are administrated by the Faculty Graduate Studies Committee.

## 7.3 Qualifying Examination

1. The qualifying examination will assess the ability and background of the student for the enrolled doctoral degree programme.
2. Each faculty/institute will define the form and operation procedures of the qualifying examination according to its own needs.
3. A student must pass the qualifying examination within 2 years after his/her initial registration. Academic units should inform the Graduate School on the following day a student passes the qualifying examination. Unless special approval of an extension of this period from Vice Rector (Academic Affairs) is granted, a student failing to pass the qualifying examination will be

discontinued from the enrolled doctoral degree programme. All applications related to extension beyond the stipulated period to pass the qualifying examination should be submitted to the individual Faculty Graduate Studies Committee for consideration. The recommendation of Faculty Graduate Studies Committee will be forwarded to the Vice Rector (Academic Affairs) for approval via the Graduate School.

4. A student who fails the qualifying examination on the first attempt may take the examination again. If the student fails the examination a second time, he/she will be discontinued from the relevant doctoral degree programme.

#### **7.4 Thesis Proposal Assessment**

1. The thesis proposal assessment will examine the quality of the planned research, ensuring that it meets UM standards.
2. The thesis proposal assessment may be carried out simultaneously with the qualifying examination or afterwards.
3. The thesis proposal assessment will include submission of a written proposal from the student and its presentation to an assessment panel. The assessment panel will include a chairperson appointed by the Faculty Graduate Studies Committee (this chairperson should not be a member of the PhD advisory committee), along with the PhD advisory committee members. A student who fails the thesis proposal assessment the first time may take the assessment again. If the student fails the assessment a second time, he/she will be discontinued from the enrolled doctoral degree programme.
4. A student who passes the thesis proposal assessment will be considered as a PhD candidate at the University of Macau.
5. The Faculty Graduate Studies Committee which administered the thesis proposal assessment will submit the passed and fully revised thesis proposal together with the names of the student, supervisor(s) and the PhD advisory committee to the Graduate School for official approval of PhD candidacy.
6. A student must achieve PhD candidacy within 3 years after his/her initial registration at the University of Macau by passing the qualifying examination and thesis proposal assessment. The maximum period for achieving the PhD candidacy will not be extended in general. This policy is independent of UM funding support. Unless special approval of an extension of this period from the Vice Rector (Academic Affairs) is granted, a student failing to achieve PhD candidacy



as governed by the above term will be discontinued from the enrolled doctoral degree programme. All applications related to extension beyond the stipulated period to achieve PhD candidacy should be submitted to the individual Faculty Graduate Studies Committee for consideration. The recommendation of Faculty Graduate Studies Committee will be forwarded to the Vice Rector (Academic Affairs) for approval via the Graduate School.

7. A doctoral student who would like to extend his/her doctoral study period to achieve PhD candidacy should submit the application form with the justified reason(s) endorsed by the supervisor before the end of the study period to the academic unit concerned. The extension of achieving PhD candidacy is subject to the endorsement of the Dean/Director of the academic unit concerned and the approval of the Vice Rector (Academic Affairs).

### 7.5 Thesis Format

1. Candidates are advised to study thoroughly and follow strictly the Guidelines Governing the Format of PhD Theses when writing their thesis. Candidates may refer to the Graduate School's homepage (<https://grs.um.edu.mo/>) for details of the said Guidelines.

### 7.6 Thesis Submission and Publication

1. Before a candidate submits a thesis for examination, he/she shall pass one copy of the thesis to the supervisor(s) for assessment. If the supervisor(s) confirm(s) that the thesis is ready for submission, a "thesis submission" form should be completed as endorsement.
2. A candidate shall submit five copies of his/her thesis, together with the "thesis submission" form, to the academic unit concerned. The thesis shall conform in layout, binding and presentation as required by the academic unit concerned.
3. The examination committee shall declare in writing to accept/reject the thesis.
4. If a thesis is rejected by the examination committee, the candidate shall re-submit the thesis following the above mentioned thesis submission procedures within the period as decided by the examination committee. The re-submission deadline shall not exceed the maximum period of study. A candidate shall only re-submit the thesis once only.
5. A candidate must submit properly bound copies of the final version of the thesis approved by the examination committee upon successful completion of the oral defence examination. The exact number of copies of thesis and the submission deadline will be specified by the academic unit concerned.

6. The Library copy of a thesis must be bound by the official contractor appointed by the UM to ensure a uniform appearance of the PhD theses. The bound Library copy must be first sent to the Graduate School for checking before it will be finally housed in the Library. Candidates can contact the Graduate School for details about the thesis binding arrangements.
7. A candidate must also submit a soft copy of the said thesis to the academic unit concerned for onward transmission to the University Library, in ways and format as determined by the University Library.
8. All PhD theses will be published with the ProQuest UMI Dissertation Publishing. Exceptions would be allowed for special cases with sound justification and proper approval. The University Library will process the thesis publication procedures with the UMI.

### **7.7 Examination Committee**

1. After the candidate has submitted the thesis to the academic unit concerned, the Academic Council of the academic unit shall decide whether to submit a proposal for the examination committee to the Rector for approval.
2. The candidate shall normally be informed of the official composition of the examination committee after the official appointment.
3. The examination committee shall be chaired by the Rector, or his/her delegated Vice Rector, Full Professors, Distinguished Professors or Chair Professors who have been the supervisor of at least 3 PhD students who have successfully graduated.
4. The examination committee members shall normally be those who have completed a graduate degree at doctoral level in the relevant discipline.

### **7.8 Approval Procedures for PhD Theses & Formation of PhD Oral Defence Examination Committee**

Student/supervisor has to notify the academic unit concerned at least 30 working days before the proposed oral defence examination date. Academic units should assign a responsible officer to handle all the relevant administrative work and seek the official approval for the formation of the PhD oral defence examination committee. All documents submitted must be in English, except for the thesis which is not written in English. However, an English translation of the Thesis Cover, the Title Page, the Abstract, Table of Contents, and List of Tables and Figures must be included in the

thesis. The English translation shall follow the original content in each part. Please refer to the “Guidelines Governing the Format of PhD Theses”.

(A) Documents to be submitted to the Academic Council of the academic unit:

1. Proposal for examination membership
2. The approval of the membership of PhD Advisory Committee
- 3\*. PhD Advisory Committee Member’s recommendations for oral defence
4. CV of all proposed external examination committee members
5. CV of the student including list of publications and any job offer(s) received
6. Properly bound thesis following the format as governed by the “Guidelines Governing the Format of PhD Theses”
7. Confirmation of PhD Thesis (GRS/FORM/028), completed by the Supervisor
8. Form for Submission of PhD Thesis by Candidate (GRS/FORM/034)

\*The supervisor or all the members of the PhD Advisory Committee must provide brief recommendation for the student to do his/her oral defence.

- i) Each recommendation should be around half page long
- ii) The recommendation should include:
  - a) Comments on the quality of the thesis
  - b) Whether the thesis is ready / up to the standard for oral defence

(B) The requirements of the PhD oral defence Examination Committee:

- (1) It is necessary to state the designated Chair for a PhD oral defence examination in the proposal for the formation of PhD examination committee.
- (2) A PhD oral defence examination committee shall consist of five or six members, including:
  - i. Chair;
  - ii. Supervisor and Co-supervisor(s) (if any);
  - iii. One external examiner;
  - iv. Two internal examiners;
- (3) Supervisor(s), internal examiners and external examiner have the right to vote only if they are present in person. Chair can vote only when votes are tied.
- (4) The internal examiner can be any qualified UM academic staff (Assistant Professor or above) in the relevant discipline.
- (5) The external examiner must be a faculty holding the rank of Associate Professor or above at a non-Macau academic institution.
- (6) The examination will not be allowed to proceed without Chair, supervisor(s), external examiner and at least one internal examiner on the day of the oral defence.
- (7) The budget for the PhD oral defence examination should be prepared according to the corresponding FMC proposal. Please note, the proposed examiners and the budget for

the PhD oral defence need to be approved first before the academic unit formally confirms the date of the oral defence with the external examiner and ask him/her to book flights and make transportation arrangements.

All exceptional cases are subject to the approval of the Rector or Vice Rector (Academic Affairs).

### 7.9 Budget Allocation for PhD Oral Defence Examination

(Approved by Finance Management Committee on 19 August 2015)

All budget proposals for PhD oral defences must be prepared according to the following policy, and any exceptional cases are subject to VRAA's approval.

1. The GRS will not cover the “Rules for Remuneration, Honorarium and Allowance for Invitees Who Provide Academic Services to the University of Macau” and Miscellaneous;
2. The GRS will only provide on-campus accommodation to external examiners;
3. The budget supported by the GRS for each external examiner should not exceed MOP10,000;
4. The GRS will only support at most 2 external member(s);
5. The academic units and/or the supervisor(s) can offer additional budget to the external examiner(s). Such cost shall be borne by their own budget.

The budget allocation for each external examiner of the oral defence is summarized as follows:

Item	Maximum amount	Remarks
Transportation for external member	Air Ticket: Economy Class only	For airfare over MOP15,000, three quotations are required.
	Ferry Ticket: Economy Class only	
	Ground Transportation	
Accommodation for an external examiner	MOP400/night (fluctuates according to the rate provided by the Student Affairs Office)	<ul style="list-style-type: none"> <li>- On-campus accommodation only</li> <li>- Please refer to the Procedures and Guidelines from the Student Affairs Office</li> </ul>

### 7.10 Oral Defence Examination

1. The oral defence examination is compulsory and shall be held normally within 2 months after the day on which the thesis is officially accepted by the examination committee for oral defence examination.

2. The academic unit concerned shall give the candidate at least one week's notice of the date of oral defence examination.
3. The oral defence examination is an open examination. The doctoral candidate shall present the thesis and defend it in front of an examination committee.
4. The oral defence examination shall not take place if it cannot fulfil the criteria stated in the Guidelines on Approval Procedures for PhD Theses and Formation of PhD Oral Defence Examination Committee.
5. Prior to the oral defence examination, the examination committee shall decide the speaking order and method of its members.
6. After the thesis presentation session and the question and answer session, the examination committee shall discuss and evaluate the candidate's performance. By open ballot voting, the committee shall decide to go into the final resolution deliberation session.
7. Final Resolution Deliberation Session:
  - a. A resolution must be decided by majority vote and open ballot voting with supporting statements. No committee voting member can abstain from voting.
  - b. The final resolution of the defence examination shall be delivered as pass (P), conditional pass (CP) or fail (NP).
    - i. Pass: The student has to submit the final copy to academic unit within one week.
    - ii. Conditional pass, subject to minor revisions: Revised version to be assessed by supervisor(s) only / all Examination Committee Members. The student has to submit the final copy to the academic unit within 3 months from the date of the oral defence examination.
    - iii. Conditional pass, subject to major revisions: The student has to take the oral defence examination again within a year.
    - iv. Fail: The student has to be terminated from the PhD programme.
8. The academic unit concerned shall submit the final thesis together with the student's graduation proposal to the Graduate School for graduation check within one month after the final thesis is submitted to the academic unit and the graduation requirements are fulfilled by the student.
9. The oral defence examination and the resolution-deliberation discussions must be put on record. A proposal for the award of degrees shall be submitted to the Senate for approval. The minutes of the oral defence examination shall record the voting results and comments on the oral defence.

### 7.11 Procedures for Assessment of Thesis Revision after PhD Oral Defence Examination

1. The final resolution of the PhD oral defence examination shall be delivered as pass, conditional pass or fail.

Pass: The student has to submit the final copy to academic unit within one week.

Conditional Pass, subject to minor revisions: Revised version to be assessed by supervisor(s) only/ all Examination Committee Members. The student should complete the thesis revision as requested by the Examination Committee and submit the revised thesis and the PhD Thesis Revision Form (GRS/Form/037) to the academic unit within 3 months from the date of the oral defence examination. The above stated period can be extended with dean's recommendation and VRAA's approval.

Conditional Pass, subject to major revisions: The student has to take the oral defence examination again within a year.

Fail: The student has to be terminated from the PhD programme.

2. Responsibilities of the academic unit:

- If the revisions are minor revisions to be assessed by the supervisor(s) only, the supervisor(s) should make a report (summary) of the revisions and sign the "Confirmation of PhD Thesis Revision" form (GRS/Form/035) after the thesis revisions have been assessed and approved. The supervisor(s) should then send the report (summary) and the form to the administrative staff. Meanwhile, a copy of the revision summary should also be sent to all examiners including the presiding chair. The administrative staff will then prepare for the student's graduation as usual.
- If the revisions are minor revisions to be assessed by the Examination Committee, the supervisor(s) should check if the revisions requested by the Examination Committee have been made and make a report (summary) of the revisions. The supervisor(s) should send the revised thesis and the report to the Examination Committee Members for final assessment. After the thesis revisions have been assessed, each member of the Examination Committee should sign the "Confirmation of PhD Thesis Revision" form (GRS/Form/036) and return the signed form to the supervisor(s). The supervisor(s) should then send the report (summary) and the form to the administrative staff. The administrative staff will then prepare for the student's graduation as usual.
- The administrative staff will then send the revised paper back bounded thesis

together with the student's graduation proposal to the Graduate School for graduation check within one month after the final thesis is submitted to the academic unit by the student. The Graduate School will check the format of the thesis according to the "Guidelines Governing the Format of PhD Theses" and will notify the academic units when the thesis is ready for binding in hard cover.

### 7.12 Appeal Against Results

No appeal against the final academic decision of an examination committee is permitted.

### 7.13 Discontinuation of Studies

1. A student shall be required to discontinue studies under the following circumstances:
  - a. A student who has failed a compulsory course more than once.
  - b. A student who has failed a second qualifying examination.
  - c. A student who has failed a second thesis proposal assessment.
  - d. A student (under the temporary supervisor's supervision) who cannot identify the supervisor within 1 year.
  - e. A student who cannot pass the qualifying examination within 2 years or achieve PhD candidacy within 3 years.
  - f. A student who cannot or is not in a position to complete his/her course of study within the maximum period of studies (The maximum period of studies will be 150% of the normative period of the programme. For working students, it will be two times the normative period of studies. Less than 1 academic year will be counted towards 1 academic year. Students who cannot complete the programme within the periods above will be required to discontinue their studies).
  - g. A student whose thesis has been rejected by the examination committee for a second time.
  - h. A student who has failed the oral defence examination.
  - i. A student who is graded "Unsatisfactory" twice in the progress report.
2. Students whose studies have been discontinued due to unsatisfactory academic performance or who have exceeded their maximum study period cannot register as a student of the University within the subsequent year.

#### Discontinued students returning after one year

For students who have been discontinued from their studies due to unsatisfactory academic performance, they should apply for re-admission and such application must be approved by the

Vice Rector (Academic Affairs) with the recommendation from the Dean/Director of the academic unit concerned.

For students who have been discontinued from their studies by exceeding the maximum study duration, they should apply for regular admission as new students following all the procedures and rules for new students.

#### **7.14 Transfer of Programme**

1. Students cannot change major. However, any special request may be considered by the Dean/Director of the academic unit concerned on a case-by-case.
2. A student who cannot manage to accomplish the Doctoral Degree programme can transfer to Master's degree programme. The application must be recommended by the principal supervisor, endorsed by the Faculty Graduate Studies Committee and approved by the Graduate School. The Master's degree will be awarded provided that he/she has successfully completed all the graduation requirements of the relevant Master's degree programme.



## 8. Graduation

### 8.1 Graduation Requirements

Students will be awarded the appropriate PhD degree provided that they have:

- a. undertaken a programme of study for a period normally within the normative period of study; and
- b. completed the total credit units of courses as stated in the regulations and rules for that degree; and
- c. passed the prescribed examinations; and
- d. fulfilled minimum coursework graduation requirements set by the academic units; and
- e. written a thesis and passed the oral defence; and
- f. paid the prescribed fees; and
- g. fulfilled the requirements of the regulations and rules of the University.

### 8.2 Graduation

#### Graduation and Issue of Graduation Certificates

Upon successful completion of studies, thesis writing and oral defence and with the approval of the Senate, academic awards are conferred on students at a congregation.

Students eligible for academic awards for that particular year will be notified in writing of the details regarding the congregation, the collection of academic dress, and the award certificate.

The graduation certificate will be issued once only, as there will be no second printing. **Students are therefore strongly advised to ensure the safe-keeping of this important document.**

The University reserves the right to withhold conferment of an award on a student who has outstanding fees owed to the University, or who has otherwise failed to discharge all obligations towards the University.

### 8.3 Check-out

All withdrawn, suspended or discontinued students and those applying for deferment of study are required to complete the student clearance forms, which are obtainable from the Graduate School or can be downloaded from the Graduate School's homepage, before leaving the University. Students are required to clear all outstanding matters with the department concerned.

All graduates are not required to come in person to the University to complete the check-out procedures. However, students who have any outstanding records must clear their records with the department concerned. Otherwise, certificates of graduation and other official documents will not be issued.

A student may authorise another person to process the check-out procedures by filling in Graduate School's official authorisation letter. I.D. copies of both parties must be submitted.

Students who withdraw voluntarily from the University sever their connection with the University.

If students leave the University in the course of study without going through the check-out procedures, no official document (such as testimonial, transcript or graduation certificate) will be issued.

#### **8.4 Academic Transcripts and Testimonials**

An academic transcript is a certification of a student's record of academic performance at the University and it shows the student's grades obtained in a programme up to the latest final examination taken. Students can apply for transcripts after the academic reports have been released. A testimonial is a certification of the student's present registration status with regard to his/her studies at the University. Application forms may be obtained from the Graduate School office or can be downloaded from the Graduate School's homepage. The charge per copy may be found in "Fees and Other Charges". The completed form must be submitted to the Graduate School. If students submit their applications by post in Macao, a cheque or cashier's order for the amount due should be enclosed. For overseas applicants, payment must be paid by either cashier's order or bank draft; an additional handling fee will be charged. Please refer to "Fees and Other Charges" for further details.

To avoid delay, please remember that requests for transcripts by other parties must bear the student's authorisation before the Graduate School can process the requests. During examination and assessment periods, the issuing of transcripts may be suspended or delayed.

The University reserves the right to withhold an academic transcript or a testimonial from a student who has outstanding fees owing to the University, or who has otherwise failed to discharge all obligations towards to the University.

#### **8.5 Certified True Copy of Academic Documents**

Students may apply for certified true copies of academic documents issued by the University, such as graduation certificates and academic transcripts from the Graduate School. Application forms for such copies are obtainable from the Graduate School office or can be downloaded from the Graduate School's homepage. Please refer to "Fees and Other Charges" for the relevant charges. However, the Graduate School will provide a free service to students who apply for admission to the programmes offered by the University.

## 8.6 Other Official Documents

For official documents, such as 在港澳地區學習證明 (Mainland China Students Only), Transcripts and Testimonial for Graduation Approval, please refer to the Graduate School's website (<https://grs.um.edu.mo/index.php/current-students/application-forms/>) for further details.

## 8.7 Workflow for Issuing Graduation Certificates

Upon fulfillment of the graduation requirements at the University and with the approval of University Senate, academic awards/certificates will be conferred on students.

Workflow for Issuing Graduation Certificates (For PhD Programmes, Master's Degree and Postgraduate Certificate/Diploma Programmes)		
Faculty's Academic Council endorses graduation of prospective graduates	➡	<i>Need the approval of University Senate meetings<sup>#</sup></i>
↓		
The Senate approves the list of prospective graduates	➡	<i>3 to 4 weeks*</i>
↓		
The Graduate School updates graduation information in the computer system		
↓		
Registry prints certificates		
↓		
Rector & Registrar sign the certificates		
↓		
The Graduate School sends notification emails/SMS to individual graduates for certificate collection		

<sup>#</sup>Please refer to the below Meeting Schedule of University Senate for Academic Year 2018/2019.

<sup>\*</sup>The processing time takes longer during June due to the large number of graduates. The certificates will usually be ready for collection in mid-July.

**Meeting Schedule of University Senate for Academic Year 2018/2019**

<b>Seq. of Meeting</b>	<b>Date</b>
1st Meeting	Wednesday, 26 <sup>th</sup> September, 2018
2nd Meeting	Wednesday, 21 <sup>st</sup> November, 2018
3rd Meeting	Wednesday, 16 <sup>th</sup> January, 2019
4th Meeting	Wednesday, 17 <sup>th</sup> April, 2019
5th Meeting	Wednesday, 5 <sup>th</sup> June, 2019

The meeting schedule is subject to change.

### **8.8 Notes for the Check-Out and the Collection of Graduation Certificate for Graduates** (For PhD Programmes, Master's Degree and Postgraduate Certificate/Diploma Programmes)

Before collecting the graduation certificate, if graduates have any outstanding items with the following departments, they may go to the departments concerned to clear the outstanding records, or else no certificate will be issued.

Graduates are not required to go to the following department(s) if they do not have any outstanding item(s) in the departments concerned.

<b>Departments</b>	<b>Items</b>	<b>Contact for Inquiry</b>
University Library	To ensure no books are on loan.	8822 8148
Student Affairs Office	Hostel students must complete the hostel check-out procedure.	8822 2518
Treasury Section	To ensure there is no outstanding payments.	8822 8349

Upon the receipt of notification emails/SMS for certificate collection from the Graduate School, graduates should bring along the identification documents to the Graduate School during office hours for the collection of graduation certificates.

If there is outstanding item when graduates collect the graduation certificates, which indicates the incompleteness of check-out procedure, graduates should go to the department concerned to clear the outstanding records. Otherwise, the graduation certificate will not be issued.

If graduates are unable to collect your certificate in person, please entrust a representative to collect the certificate. In such case, your representative must present the authorization letter (GRS/Form/029) (<https://grs.um.edu.mo/index.php/current-students/application-forms/>) signed by the graduate and attached with copies of the identification document of both parties.

The graduation certificate will be issued once only, as there will be no second printing. Students are therefore strongly advised to ensure the safe-keeping of this important document.

The University reserves the right to withhold conferment of an award/ a certificate on a student who has not paid fees or other monies to the University, or who has otherwise failed to discharge all obligations towards the University.

## **For Both Master's Degree & Postgraduate Certificate/Diploma and Doctoral Degree Programmes**

## 9. Other Regulations

### 9.1 Student Disciplinary Regulations of the University of Macau

(Approved by the University Council on 25 June 2014)

#### Article 1 Competence

1. These Internal Regulations are established by the University Senate in accordance with the provisions of Article 37 of the Charter of the University of Macau approved by the Executive Order No. 14/2006.
2. For the efficient performance of the power conferred by Sub-item (17) of Item 1 of Article 36 of the Charter of the University of Macau, approved by the Executive Order No. 14/2006, by virtue of the circumstances of any student disciplinary offence, the University Senate delegates the relevant power to the following authorities for disciplinary actions: Dean of Faculties, Head of Independent Academic Units, Dean of Students, Master of Residential Colleges, or the Student Disciplinary Committee.

#### Article 2 Scope of Application

These regulations apply to all students of the University of Macau.

#### Article 3 Offences

1. Any one of the following acts is considered as a disciplinary offence:
  - 1) any conduct seriously disturbing teaching, study, research, other academic activities, or operations of the University;
  - 2) any misuse of the facilities of the University, or unauthorized entry into or occupation of the reserved facilities of the University;
  - 3) any conduct detrimental to the reputation, liberty, safety or privacy of any member of the University (faculty, staff, students);
  - 4) any conduct detrimental to the reputation of the University;
  - 5) theft of or voluntary damage to the property of the University and its members;
  - 6) falsification or misuse of documents or records of the University;
  - 7) any form of cheating in assignments, tests, examinations, or violation of any of the regulations governing the conduct of examinations;
  - 8) any form of plagiarism in academic work;

- 9) any misrepresentations or false statements made in any application or documents submitted to the University;
  - 10) failure to comply with directions of the University.
2. The nature, circumstances and consequences of the offences and the attitude of the offender shall be taken into consideration in imposing penalties.

#### **Article 4**

##### **Disciplinary Authorities and Proceedings**

1. The disciplinary authorities include: Dean of Faculties, Head of Independent Academic Units, Dean of Students, Master of Residential Colleges and the Student Disciplinary Committee.
2. Offences directly related to pedagogic issues shall be addressed to the Dean of the Faculty or Head of the Independent Academic Unit to which the student belongs.
3. Other offences shall be referred to the Dean of Students or Master of Residential Colleges, who shall handle the case or decide to refer it to the Student Disciplinary Committee.
4. The disciplinary authorities shall appoint a panel to investigate the offence or the complaint.
5. The panel shall have a minimum of three members, including representatives of Faculty, Independent Academic Unit or Residential College, Student Affairs Office and students.
6. The panel shall prepare a report not only to present the findings of its investigation but also to recommend related penalties.
7. The report shall be submitted within 10 working days after the appointment to this effect. The disciplinary authority concerned may decide to extend the time limit for the submission of the report for another 10 working days.
8. The related authority shall notify the student concerned in writing about the alleged offence in due course. The student may defend himself/herself within 10 working days after receiving the notification.
9. The disciplinary authority may require the student concerned to attend a hearing, or the student is entitled to request a hearing in his/her written defence. The disciplinary authority may also require other persons related to the offence to attend a hearing.
10. Default of the student shall not affect the decision made by the disciplinary authorities.



11. The disciplinary authority shall decide the case within 10 working days after hearing or receiving the student's defence. If additional proceedings are justified, the said period may be extended for another 10 working days.
12. All decisions made by disciplinary authorities shall be communicated in writing to the student concerned and recorded by the University.
13. The time limit for initiating disciplinary proceedings is one year after the offence was committed.

### **Article 5**

#### **Decision on Penalties Imposed by Disciplinary Authorities**

1. The disciplinary authorities shall impose one or a combination of the following penalties on a student who has committed the offences defined in Article 3:
2. Penalties:
  - 1) attend educational or community programmes as deemed appropriate;
  - 2) receive verbal or written warning;
  - 3) make restitution or compensation, where applicable;
  - 4) receive suspension from class, any academic or other student rights, benefits, privileges and/or rights of using facilities for a specified period of time;
  - 5) record demerit(s);
  - 6) result in expulsion.
3. A total of three written warnings will result in one demerit.
4. A total of three demerits may result in expulsion from the University.
5. Any case which may result in expulsion shall be reviewed by the Student Disciplinary Committee. Case of expulsion from the University shall be approved by the Rector.

### **Article 6**

#### **Accessory Penalties**

The relevant authorities may impose accessorially the suspension or the loss of scholarship, prizes or other academic rights or benefits of the student.

**Article 7**  
**Student Disciplinary Committee**

1. The Student Disciplinary Committee is a standing committee of the University Senate and the members shall be appointed by the University Senate.
2. The Student Disciplinary Committee is a disciplinary authority which shall review and comment on any expulsion cases and review cases handled by Dean of Faculties, Head of Independent Academic Units, Dean of Students, or Master of Residential Colleges.
3. The Student Disciplinary Committee may advise and make recommendations on student disciplinary matters of the University.
4. The Student Disciplinary Committee shall reach its decision by a simple majority, meaning more than half of the valid votes cast.
5. The Student Disciplinary Committee shall consist of the following members:
  - 1) The Dean of Students, who shall be the Chair;
  - 2) The Registrar or his/ her representative;
  - 3) Two full or associate professors, recommended by the Rector;
  - 4) One administrative unit head, recommended by the Rector;
  - 5) One representative of the University of Macau Students' Union;
  - 6) One representative of the University of Macau Postgraduate Association.
6. The Student Affairs Office shall provide the Student Disciplinary Committee with the necessary technical and administrative support.
7. Conflict of interest with the student under investigation shall be avoided in the formation of the Student Disciplinary Committee:
  - 1) All members shall have no conflict of interest with the student;
  - 2) Members listed in Sub-items 1), 2), 5) and 6) above shall be represented by their delegate should they have any conflict of interest with the student, the delegate shall be appointed by the Rector.

**Article 8**  
**Appeal Process**

1. An appeal against the decision that results in penalty imposed by the disciplinary authorities may be submitted to the Student Disciplinary Committee within 10 working days. Appeals must be in writing.

2. The Student Disciplinary Committee shall appoint an appeal panel of three members representing faculty, staff and students to handle the appeal case. The panel shall have no previous intervention in that specific case.
3. An appeal against the decision that results in penalty imposed by the Student Disciplinary Committee may be submitted to the Vice Rector (Student Affairs) within 10 working days. Appeal must be made in writing.
4. The Vice Rector (Student Affairs) shall appoint an appeal panel of three members, representing faculty, staff, and students to handle the appeal case. The panel shall have no previous intervention in that specific case.
5. The appeal panel shall review the case and make its recommendation.
6. The decision made by the Vice Rector (Student Affairs) is final.
7. When the decision involves expulsion penalty, the case shall be approved by the Rector.

### **Article 9**

#### **Report to the Academic Unit and Other Authorities**

1. Any penalty imposed on a student shall be reported to the faculty or the Independent Academic Unit concerned and the Student Affairs Office or the Residential College. The record of the student will be taken into consideration before the award of any scholarship, prize and/or privilege.
2. Any penalty imposed on a student may be shared with the parents or guardians of the student depending on the nature of the case.
3. According to the law, any criminal or serious case shall be reported to the Rector and the authorities of justice of the Macao Special Administrative Region.

### **Article 10**

#### **Confidentiality**

All the information of student disciplinary cases is strictly confidential. Disclosure of such information must be duly justified and approved by the Student Disciplinary Committee or the Vice Rector (Student Affairs) in writing.

### **Article 11**

#### **Revision**

These regulations are subject to revision by the University Senate.

## Article 12

### Other Specific Regulations and Rules

These Student Disciplinary Regulations do not prejudice the application of other specific regulations and rules and the penalties of academic and administrative units that are approved according to the regulations of the University.

#### 9.2 Rules on Handling Student Academic Dishonesty

(Approved on 6 December 2011)

##### I. Types of Academic Dishonesty

This section aims to provide UM students an understanding of the most common types of academic dishonesty, with a focus on plagiarism.

Academic dishonesty may be broadly defined as any fraudulent actions or attempts by a person to use unauthorised or unacceptable means in any academic work. It is any type of cheating that occurs in relation to an academic exercise and can come in many different forms including cheating, fabrication, collusion, and plagiarism.

The following are some examples of academic dishonesty. These examples, however, are by no means exhaustive:

1. **Cheating** is intentionally using or attempting to use unauthorised materials, information, or study aids in any academic exercise. It includes but is not limited to:
  - Coping from another student during an exam or on an assignment;
  - Giving or receiving information during an exam;
  - Using unauthorised material during an exam;
  - Obtaining exam questions and/or answers from a student who has already taken the exam;
  - Asking someone to take an exam or write a paper on his/her behalf;
  - Collaborating on homework assignments, take-home tests and quizzes without authorisation from the instructor;
  - Submitting the same paper/thesis, or substantial portions of the same paper/thesis, for credit or degree more than once.
  
2. **Fabrication** is the invention of falsification of sources, citations, data, or results and recording or reporting them in an academic exercise. Examples include:
  - Citing a source that does not exist;
  - Making up or falsifying evidence or data or other source materials;

- Falsifying research papers or reports by selectively omitting or altering data that do not support one's conclusions or claimed experimental precision.
3. **Collusion** is facilitation of dishonesty by helping other students engage in academic dishonesty. Though the facilitator may not benefit personally from providing assistance to another, the facilitator's act similarly violates academic integrity. Examples of collusion include:
- Knowingly or negligently allowing one's work to be used by other students without prior approval from the instructor;
  - Knowingly allowing others to copy answers in exams, tests and other assignments;
  - Taking an exam or writing a paper for another student.
4. **Plagiarism** is defined as the appropriation of another person's ideas, processes, results or words without permission and/or due acknowledgment. It covers all forms of work submitted to the University for assessment (assignments, essays, take-home examinations, projects, theses and all other forms of coursework). Plagiarism is intellectual theft. When using another person's words, ideas or results, whether such words, ideas or results have been published or not, one must obtain permission and/or give that person appropriate credit, or else one will be stealing the intellectual property belonging to another.

## II. Plagiarism

Plagiarism has become more serious with the relative ease of reproducing information that is readily available from the Internet. Students have been discovered to have 'cut and pasted' materials from various electronic sources and passed them off as their own. In academia, plagiarism is regarded as academic dishonesty and a serious offence. Like other forms of academic dishonesty, students who have committed plagiarism will face disciplinary measures ranging from an F grade to expulsion from the University. Students are expected to read the Student Disciplinary Regulations of the University of Macau for the mechanism for handling student disciplinary cases.

Some students have claimed that they were not aware of committing plagiarism. Inadvertent plagiarism is nonetheless considered an offence. Lack of awareness is no excuse, and plagiarism, whether intentional or inadvertent due to ignorance or carelessness, is still a violation of academic integrity. After all, plagiarism is a simple concept of copying without proper acknowledgement. The University has made the Rules easily accessible and all students are expected to read and follow it. If any student has any questions about plagiarism or other issues pertaining to academic integrity, he/she should consult the instructor.

We must be careful to recognise the people from whom we borrow ideas, just as we expect others to acknowledge the ideas that we ourselves have worked hard to develop. To avoid plagiarism, every direct quotation must be identified by quotation marks or appropriate indentation and both

direct quotation and paraphrasing must be cited properly according to the accepted format for the particular discipline or as required by the instructor in a course.

Obviously, if you make a copy of an assignment done by a classmate and submit it as your own, you are guilty of plagiarism but there are many other forms of plagiarism. Some common examples of plagiarism are:

1. Verbatim plagiarism or word-for-word plagiarism

The most common type of plagiarism is copying word for word from a source (e.g. the published works, the essays or theses of other persons, etc.) without using quotation marks and without citing the source. Even if you add some words of your own around the text that you copied directly from a source, you must identify the quote by placing quotation marks around it in order to distinguish it from your own words, and you must also acknowledge the source by providing a citation.

2. Substantial copying with minor modifications

If you reproduce another person's text with only minor changes, such as adding/deleting a few words, rearranging the order of words or phrases, and changing the sentence structure (e.g. using passive voice to replace active voice in the original), and do not give proper attribution, you are committing plagiarism.

3. Mosaic plagiarism

If you copy phrases or sentences from a source or a variety of sources or merely change a few words here and there, and then join those bits and pieces together without carefully identifying the quotes with quotation marks and citing the sources, the result is a mosaic of other people's ideas and words. You are responsible for making clear distinctions between your ideas and the ideas of the others who have informed your work and for following the correct citation style to avoid plagiarism.

4. Apt phrase

If you use an author's distinctive term or phrase without proper attribution, it is plagiarism. If you want to use the author's original words, you must put those words in quotation marks and provide a citation.

5. Paraphrase

Paraphrasing means taking another person's ideas and putting those ideas in your own words. Paraphrasing does not mean replacing a word or two in someone else's sentence with synonyms. When you paraphrase, your task is to distill the source's ideas in your own words and restate the ideas in your own words. It is a fine way to use another person's ideas to support your own argument as long as you attribute the material to the author and cite the

source. However, if you rephrase someone else's text in your own words without attribution, you will be representing someone else's ideas as your own and that is plagiarism.

The rule of thumb here is simple: Whenever you use published ideas that are not your own, you need to give credit to the source and cite properly according to the accepted format for the particular discipline or as required by the instructor in a course (For unpublished ideas, on top of the above, you need to obtain permission from the author(s).). Make sure that the sources are properly referenced. Plagiarism occurs when you present as your own work, without due acknowledgment, any material that was obtained from another source, regardless of how or where you acquired it, and regardless of whether you committed plagiarism intentionally or unintentionally.

It is every student's duty to find out what plagiarism is. The University has set out these rules to provide more information but the above illustrations may not cover every situation. There are books explaining plagiarism and guides to referencing in the UM Library. If you feel uncertain about what constitute plagiarism and how to avoid it, consult your instructor or the Librarian.

Advanced technology has made plagiarism easier. At the same time, advanced technology has also made detection of plagiarism easier for instructors. It is highly likely that your fellow classmates are also referring to the same texts, and your instructor has probably read the sources before reading your paper. When you copy, the shift in writing style will also be obvious to your experienced instructor. Avoid plagiarism by all means. The University would like to remind all students that plagiarism is theft of someone else's work and it ruins the purpose of education. If you resort to copying due to pressure to meet assignment deadlines or insufficient understanding of the subject, or if you have difficulty in writing your paper and citing your sources properly, consult your instructor.

Submission of assignments, papers and theses electronically via UM's e-learning management system, namely UMMoodle, or another software system as prescribed by the University, is strongly advised across the entire University. With the integration of UMMoodle and the plagiarism prevention tool, Turnitin, made available to all UM teachers, instructors can now more easily evaluate the originality of students' works by comparing them with online sources and Turnitin-owned sources. For postgraduate theses, supervisors and examination committees at UM are strongly advised to check the submitted theses using the designated plagiarism detection software before proceeding with an examination even if the theses have not been submitted via UMMoodle. Should any student feel uncertain about how to submit assignments and theses via UMMoodle, please consult one of the UM staff members at the helpdesk of the Information and Communication Technology Office.

Effective from 1 January 2012, it is a university-wide requirement for students to submit a signed statement together with their theses (and other assignments as requested by individual teachers) to

declare that they have not committed any type of academic dishonesty in their works and that they have included proper citations for all those materials extracted from other sources (see below a template for such a self-declaration). It is students' responsibility to ensure that they have not committed any type of academic dishonesty, instead of waiting for their instructors to check and 'police' them.

Self-declaration template:

I declare that the thesis / assignment here submitted is original except for the source materials explicitly acknowledged and that this thesis / assignment, or parts of this thesis / assignment have not been previously submitted for the same degree / course or for a different degree / course.

I also acknowledge that I am aware of the Rules on Handling Student Academic Dishonesty and the Regulations of the Student Discipline of the University of Macau.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Programme / Course Code

### III. Procedures for Handling Student Academic Dishonesty

1. If the instructor suspects a student of committing an act of academic dishonesty in any academic exercise submitted for assessment, he/she can meet with the student individually and impose sanction(s) as appropriate except those as prescribed by the relevant regulations, if he/she believes that the nature of such act is not serious.
2. If the instructor suspects that a student has committed an act of academic dishonesty in any academic exercise submitted for assessment and considers the case more serious or complicated to be handled by himself/herself:
  - a. The instructor should report the matter as soon as possible, together with any relevant evidence, to his/her Department Head concerned or Programme Coordinator concerned in the absence of a Department Head;
  - b. The Department Head/Programme Coordinator should attach his/her comments, if any, and forward the case to the Dean/Director for handling.



3. The Dean/Director or his/her delegate should meet with the student and any other relevant parties to investigate.
4. After the meeting with the student and any other relevant parties, if the Dean/Director or his/her delegate is satisfied that no act of academic dishonesty has been committed, no further action will be taken and the case will be closed. A written report of the case should be kept by the academic unit concerned for record purpose.
5. If the student is proven guilty of the alleged offence, the Dean/Director may impose the following sanction, according to Item 1 of Article 5 of the Regulations of the Student Discipline of the University of Macau, either singly or in combination as deemed appropriate, and the result will be reported in writing to the Student Disciplinary Committee for record:
  - a. Verbal or written warning;
  - b. Reprimand;
  - c. Restitution or compensation, where applicable;
  - d. Suspension of any academic or other student rights, benefits, privileges and/or rights of using facilities for a specified period of time;
  - e. Recording a demerit.
6. The Dean/Director should inform the student in writing of the judgment and the sanction(s) and send the notification to the student by registered mail. The Dean/ Director should also inform the Department Head/Programme Coordinator concerned of the disciplinary decision in writing. The case will then be closed at the academic unit level.
7. If more severe sanctions are deemed necessary, the case will be sent to the Student Disciplinary Committee via the Dean/Director in accordance with Item 2 of Article 5 of the Regulations of the Student Discipline of the University of Macau, for the Committee to decide on the appropriate sanction. The composition of such Committee shall be defined by Item 1 of Article 9 of the Regulations of the Student Discipline of the University of Macau.
8. Under the following circumstances, the academic unit may consider bringing the case to the Student Disciplinary Committee for further investigation and decision:
  - a. The Dean/Director or his/her delegate believes that he/she is not able to make a decision based on the available evidence;
  - b. The case is too severe or complicated to be handled by the academic unit concerned;
  - c. The case involves persons who are not members of the university community.
9. If the Student Disciplinary Committee finds the student not guilty after an investigation, the case will be closed. A written report of the case should be kept by the Student Disciplinary Committee and a copy shall be sent to academic unit concerned for information and record.

10. If the Student Disciplinary Committee finds the student guilty of academic dishonesty after an investigation, it may impose, apart from the sanctions in 5 (b)-(e) above, the following sanction in accordance with Item 1 of Article 6 of the Regulations of the Student Discipline of the University of Macau, either singly or in combination as deemed appropriate:
  - a. Suspension from the University for a specified period of time;
  - b. Expulsion from the University.
11. Under special circumstances and subject to approval by the relevant authority, the Rector may impose on students/graduates sanctions which are not stipulated in the internal regulations and rules of the University of Macau, including but not limited to:
  - a. An F grade for the course taken;
  - b. Removal of course credits;
  - c. Retraction of a qualification granted by the University.
12. In deciding on the sanction, the nature and gravity of the offence should be taken into account (such as the amount of work plagiarized, whether the offence is premeditated, etc.). The number of previous offences also needs to be taken into account. More serious punishments should be imposed for repeated offences.
13. The Student Disciplinary Committee should inform the student in writing of the judgment and the sanction(s) and send the notification to the student by registered mail. The Student Disciplinary Committee should also inform the Dean/Director concerned, the Registrar and the Dean of Students of the disciplinary decision in writing.
14. Any sanction imposed on a student according to the Student Disciplinary Regulations of the University of Macau should be filed with the academic unit concerned and kept as part of the student's file.
15. To denote that the student has committed an academic offence in the course, a notation of academic dishonesty can be included on the student's transcript, at the discretion of the Student Disciplinary Committee. At the discretion of the academic unit concerned or the Student Disciplinary Committee, the student may be informed that the notation will be removed at graduation if he does not commit more than one offence. However, if he commits two or more offences, during the same term or in different terms, the notation will appear on the official transcript permanently.
16. An appeal against any fact finding or any sanction imposed by the Dean/Director may be made within 10 working days to the Student Disciplinary Committee according to Item 1 of Article 10 of the Regulations of the Student Discipline of the University of Macau. Appeals

must be in writing and the proceeding and final decision with respect to the appeal should follow the stipulations in Items 5 to 8 of Article 4 of the Regulations of the Student Affairs of the University of Macau.

17. An appeal against any fact finding or any sanction imposed by the Student Disciplinary Committee may be made within 10 working days to the Rector according to Item 1 of Article 11 of the Regulations of the Student Discipline of the University of Macau. Appeals must be in writing and the composition of the appeal panel, the proceeding and final decision with respect to the appeal shall follow Items 3-5 of Article 11 of the Regulations of the Student Affairs of the University of Macau.

### 9.3 Examination Rules

(Approved by the Senate on 23 September 2015)

#### General Instructions

##### 1. Responsibility to Attend Examinations

- a. Candidates are responsible for checking the dates, times and locations of their examinations from the examination schedules, and for presenting themselves for examination at the appointed place and time. Examination schedules will be announced by the Registry or academic unit one week prior to the examination period.
- b. Where all or part of the assessment for an examination is by means other than of a formally invigilated written examination, the instructor will announce details of the appropriate arrangements, and it is the candidate's responsibility to acquaint themselves with these details.
- c. A candidate who is unable to attend an examination under normal conditions because of illness, misadventure, or other extenuating circumstances, or who would be significantly disadvantaged if required to do so, may be permitted to sit the examination under special conditions. Such special arrangements, which may include (if necessary) additional time, a re-scheduling of the examination, the use of dictating or other faculties, and/or the use of premises outside the University, will be approved in advance by the University. In all other respects, the University regulations governing examinations will apply. Candidates requesting special arrangements on medical grounds will be required to substantiate their requests with a medical certificate or other documentary evidence. Candidates requesting special arrangements on other grounds may be required to reimburse the University for expenses incurred in such arrangements.
- d. A candidate is required to inform the academic units' office in writing immediately if for any reason he/she is unable to sit for an examination because of illness, accident or other causes, or if there is any factor arising immediately prior to or during the examination which the candidate believes could adversely affect his/her performance and which he/she wishes to be taken into account when assessing that performance. The candidate's letter must state clearly the

examination in question, the cause of the absence or the manner in which the performance was affected, and must enclose the relevant supporting documentary evidence (e.g. medical certificates).

- e. Any candidate failing to give notice as specified in Examination Rule (1.d) above within seven working days after the examination to the academic units' office may lose the opportunity to have these circumstances taken into account or to appeal on these grounds against the decision of the Academic Council.
- f. No candidate's request to sit for examinations outside the specified periods of the Semester Dates will be accepted on the mere justification that he/she has to attend external examinations (e.g. TOEFL).

## **2. Use of Materials and Aids**

- a. Candidates will provide themselves with the necessary writing and drawing tools.
- b. All questions in a written examination must be answered using only answer booklets, supplementary sheets and other materials provided by the University for that examination. Candidates at any examination, either written or practical, will not be permitted to have in their possession or to make use of any paper, books, notes, dictionaries, instruments, aids or other materials unless expressly authorized in the rubric of the examination paper. Details of any such materials and aids which may be permitted in the examination will be provided to candidates in advance by the examiners. Authorized materials and aids will be subject to inspection by the invigilators.
- c. Where electronic calculators are permitted for use in an examination, these instruments should be non-programmable unless expressly allowed, hand-held, self-powered, and silent in operation. These should not possess any graphic or word-display facilities (e.g. Electronic dictionary, Databank watch.). Candidates may not use any external media associated with an electronic calculator, such as instruction booklets, magnetic cards or memory modules. Candidates are responsible for ensuring that their calculators are in working order, and have a sufficient power supply, and that alternative means of calculating are available in the event that their electronic calculators fail during an examination.
- d. Mathematical tables and all other materials provided by the University for use in examinations must not be removed by candidates from the examination venue.

## **3. Before the Examination**

- a. Candidates are required to bring along their personal I.D. cards and student I.D. cards (Campus Cards) whenever they have an examination for verification purposes. Candidates who are unable to present their cards will not be allowed to write the examination.
- b. Invigilator should ensure that only examination candidates are allowed to enter the examination venue.
- c. Students should check their seat numbers, if any student cannot find his/her name on the seating plan, he/she should inform the Invigilator once admitted into the examination venue.

- d. Candidates will be admitted into the examination venue at least 5 minutes before the commencement of an examination. Candidates who arrive late and are admitted will not be given extra time. No candidate will be admitted into an examination venue 45 minutes after the commencement of an examination.

#### **4. Entry to Examination Venue**

- a. Candidates will not enter the examination venue until permitted to do so by an invigilator. Upon entering the examination venue, candidates become subject to the authority of the invigilators and must act according to any instructions given by an invigilator.
- b. Candidates are advised not to leave their study materials and personal property outside the entrance of the examination venue because of the risk having such items stolen. Such property should be deposited in a place well away from the candidates, as directed by the invigilator.
- c. Candidates with watch alarms or other apparatus which could create noise, e.g. calculators, mobile phones & pager etc. should switch them off.
- d. Candidates are not permitted to smoke, eat and drink during an examination.
- e. Candidates will observe silence within the examination venue except when it is necessary to communicate with an invigilator and that it will not cause any unnecessary distraction to other candidates. A candidate who persists in causing disturbance to other candidates after a warning may be required to discontinue the examination and leave the examination venue.

#### **5. During the Examination**

- a. Candidates will not start writing until given permission to do so by Invigilator.
- b. Candidates should first read through the whole question paper when an examination begins. If a wrong question paper was being handed out, or if the questions indicate that other materials should have been given out, but have not been, candidates should inform the invigilator immediately.
- c. Candidates should pay attention to any general directions which may be stated either on the cover page of the examination paper or at the beginning of each question. They should also listen carefully to the presiding invigilator's announcements.
- d. Candidates must write the subject title, subject code and their student number clearly on the front page of each answer booklet.
- e. Candidates must read the instruction printed on the examination question paper before doing the examination.
- f. No candidate will be permitted to leave the examination venue during the first 45 and last 15 minutes of the examination. A candidate wishing to leave the examination venue temporarily will be permitted to do so under the supervision of an invigilator.
- g. i) If circumstances arise during an examination which, in the opinion of the Invigilator, render it necessary for the examination to be cancelled or postponed, the Invigilator will stop the examination and, as soon as possible, arrange for the written scripts to be collected and report the matter to the respective academic unit.

ii) When a report is made under such circumstances, the academic unit will investigate the matter reported and take action as may be necessary. In the event another examination is ordered to be held, the new examination will be deemed to be the prescribed examination, and a report will be made to the Dean/Director of academic unit concerned.

## **6. Collection of Scripts**

- a. During the last fifteen minutes of each examination period, students must remain in their seats until told to leave by the Invigilator.
- b. It is the responsibility of the candidate to ensure that all loose pages are securely fastened into the answer booklet and that all work which is to be considered by the examiners is handed in. No work that is removed by the candidate from the examination venue will be accepted for consideration by the examiners.

## **7. Conduct of Candidates**

- a. Candidates will comply with all instructions given by an invigilator.
- b. Candidates will observe silence within the examination venue except when it is necessary to communicate with an invigilator, and that it will not cause any unnecessary distraction to other candidates. A candidate who persists in causing disturbance to other candidates after a warning may be required to discontinue the examination and leave the examination venue.
- c. No person may impersonate a candidate, nor may any candidate permit himself/herself to be impersonated at any examination.
- d. During an examination, candidates shall not communicate in any way with other candidates, nor give or receive any information, material or aid to or from other candidates, nor make use of any material or aid not specifically authorized for that examination.
- e. i) Candidate who is found cheating or misconduct will be informed by the Invigilator, who is empowered with the authority, of the Faculty concerned, to discontinue the examination. Expulsion from the examination venues should occur only when it is felt that such disciplinary action is essential.  
ii) The Registry reserves the right to withhold issuing the results of examinations within the investigation period.

## **8. Disqualification**

If any of the following circumstances arises during the examination, such behavior will be considered as cheating or misconduct, the candidate will be disqualified and a failed grade will be given for the course. In severe cases, a disciplinary panel may be called to handle the case. A record of such proceedings will be kept in the student's file:

- i) A candidate impersonates a candidate, or a candidate permits himself/herself to be impersonated.
- ii) A candidate improperly obtains knowledge of examination papers prior to the Examination.
- iii) A candidate is found to have any unauthorized article(s)/material(s) on/in the examination desk or on his/her person.

- iv) A candidate communicates or attempts to communicate improperly with any person inside or outside the examination venue.
- v) A candidate uses any unauthorized notes, books or electronic devices (e.g. Mobile phone, Electronic dictionary, Databank watch.).
- vi) A candidate copies from the work of another candidate.
- vii) A candidate leaves and enters the examination venue without permission.
- viii) A candidate who persists in causing noise/disturbance to other candidates after a warning.

## 9. Disturbance

In the case of disturbance during an examination (e.g. very loud external noise), the invigilator may authorize additional time after the scheduled to be given time.

## 10. Supplementary/Re-Sit Examination

### a. Supplementary Examination

- i) A candidate who is not able to attend an examination due to sickness or any other special reason as approved by the Dean/Director of his/her academic unit may apply for a supplementary examination. If medical set up is required in the examination venue, he/she will have to submit medical certificate(s) or other supporting document(s) issued by a hospital recognized by the Government. All charges will be borne by the candidate.
- ii) A student who is absent from an examination will be requested to submit a written request with valid reasons, under normal circumstances, to the Faculty office concerned within seven working days from the date on which the examination was held.
- iii) A candidate will lose his/her right to apply a supplementary examination if (10.a.ii) is not fulfilled.

### b. Re-Sit Examination

A re-sit examination may be given to a student admitted or resuming in academic year 2015/2016 or before who fails a required course which is examined mainly for content and not mainly for skills (for example, language skills), according to the following guidelines:

- i) A student whose course semester average is below 40 percent is required to repeat the course and cannot register for a re-sit examination except in very special circumstances approved by the Dean/Director of his/her academic unit.
- ii) When a re-sit examination is given, the weight given to the examination in the course grading will be the same as the weight given to the original scheduled examination, as specified by the instructor in the course weightings approved by the Academic Council/Pedagogic Committee.
- iii) The grade of a student who takes a re-sit examination can be raised no higher than “D” (pass) regardless of the score achieved in the re-sit examination.

Student taking FBA courses are not allowed to apply for re-sit examination.



For students taking FAH or FSS courses, a re-sit examination will be permitted in FAH or FSS courses only if the student's class work average is 50% or above and course semester average is above 40%.

- iv) A student may take a re-sit examination for a failed course only once.
- v) A student is not allowed to take re-sit examination for more than two courses failed per semester.

Resit examinations are not applicable to students admitted or resuming in academic year 2016/2017 onwards.

- c. Supplementary/re-sit examinations are normally held two weeks after the end of the final examination period.
- d. Fee for Supplementary Examination/Re-Sit Examination  
Administrative fee will be charged for the Supplementary Examination/Re-sit Examination and no action will be taken to update the student record if payment is not settled. Please refer to the Table of Fees for the relevant charges.

## 11. Appeal

- a. A candidate requesting a review of his/her examination performance will commence his/her appeal by sending to the faculty office a letter stating the grounds of the review and presenting relevant evidence within three weeks of the issue of the academic reports.
- b. A complaint about the academic judgment of an examiner or an Academic Council cannot be considered as valid grounds for an application for review.
- c. Every appeal case will be reviewed through the Academic Council only once and their conclusion will be the final decision of the case.
- d. The Academic Unit will inform the student in writing of the decision in each case.
- e. Under no circumstances will the examination script be released.

## 12. Cognizance of Examination Rules

Every candidate will be deemed to have both understood and accepted these examination rules.

- 1.1 For programmes with international professional accreditation system that serves the same purpose, the academic units concerned could apply for exemption from the PR of the related programmes by submitting application to the DSES via the Academic Office.
- 1.2 For academic units that do not offer any programmes, they are not under the scope of PR but are required to follow the UM's internal QA mechanism to conduct the External Academic Review exercise once every seven years (Item 12).



## 10. Fees

### 10.1 Tuition Fee Table 2019/2020

#### Fees and Charges for 2019/2020 Admitted or Resuming Students Postgraduate Programmes

##### A. Tuition Fees per Credit (MOP)

	Programmes	Macao Students*	Mainland China, Taiwan and Hong Kong Students	Foreign Students	Remark
1.	Doctoral programmes	2,600	3,310	4,190	i.
2.	Master programmes				ii.
	a. Master of Science in International Integrated Resort Management	2,500	3,090	3,860	
	b. Other master programmes	2,100	2,650	3,310	
3.	Postgraduate Certificate/Diploma Programmes				
	a. Postgraduate Certificate in Education (Pre-Primary Education/Primary Education/Secondary Education)	800	1,000	1,320	
	b. Introduction to Macau Law	400	560	660	
	c. Improvement of Legal Practice and Language	600	780	1,000	
	d. One-year postgraduate certificate programmes offered by the Faculty of Law	2,100	2,650	3,310	

\*Macao students refer to those holding the Macao SAR identity cards.

##### Remarks:

- i. A PhD thesis carries 18 credits. The tuition fees therefore are charged for 3 credits per semester. Where students finish the theses and pass the oral defences in less than 6 semesters upon being enrolled for thesis writing, they still have to settle the tuition fees in full amount for the 18 credits.
- ii. Students have to pay tuition fees of an academic thesis, a project report or an intern report of a Master programme according to the number of credits as stated in the study plan of their respective programmes. Where students finish their academic theses and pass the oral defences, or finish the project reports or intern reports, earlier than the specified duration, they still have to settle the tuition fees in full amount for the academic theses, project reports or intern reports.
- iii. All postgraduate students are required to have at least 3 credits of enrollment per semester or to pay a fee equivalent to 3 credits per semester in order to maintain an active status.

- iv. Postgraduate students who join an outgoing exchange programme/study abroad programme for one or more semesters should pay the tuition fees of each of the outgoing semesters as stated below. Tuition fees of each of the outgoing semesters may include one or more of the following items as applicable.
  - a. An exchange registration fee equivalent to 3 credits will be charged. No partial or full refund and/or carry-forward of the paid fee will be arranged.
  - b. If credit(s) is/are to be transferred from the overseas university to UM during exchange/study abroad period, a fee equivalent to the actual number of credit(s) to be transferred to UM will be charged.
  - c. The 3 credits charged as mentioned in item a) above could be used to offset in part or in full the fee equivalent to the actual number of credit(s) enrolled in UM and/or the actual number of credit(s) to be transferred from the overseas university to UM during the exchange/study abroad period.
- B. Students who begin or resume their studies in academic year 2019/2020 have to pay tuition fees according to the rates as listed in the above table.
- C. Students can refer to the respective Academic Unit webpage for the number of credits required by each postgraduate programme.

## 10.2 Fees and Other Charges

For details about fees and charges, please refer to the “Fees and Charges” section of the UM Academic Calendar or the homepage of the Treasury Section of the Finance Office (<https://fo.um.edu.mo/>).

## 10.3 Important Announcements

Notices such as important announcements, examination schedules or university activities will be posted on notice boards. There are also electronic bulletin boards, which display messages campus-wide and can be easily accessed through the campus computer network. In addition, the University sends important notices to students through SMS (short message service) or emails (university’s accounts only). Students should check the campus noticeboards, electronic bulletin boards and university’s email accounts to learn about University news and events.

## 11. Postgraduate Assistantship and Scholarship

### 11.1 Guidelines for UM PhD Scholarship and Assistantship

(Approved by Finance Management Committee on 19 September 2018)

#### 1. Purpose

- 1.1. The UM Macao PhD Scholarship (MPDS or the Scholarship) and PhD assistantship (the Assistantship) were established by the University of Macau (UM) to attract excellent students in the world to pursue their PhD studies in the UM.

#### 2. Terms and Conditions

##### 2.1. Eligibility

- 2.1.1. Anyone seeking full-time PhD study in the UM, irrespective of their country of origin, prior work experience and ethnic background, is eligible to apply.
- 2.1.2. The applicant should have bachelor or master degree with proven academic records, including degree certificate(s), academic awards, publications, etc.
- 2.1.3. The top-ranked applicants with outstanding academic achievements or potential will be selected for the Scholarship. Whether applicants will be awarded the Scholarship (awardee) or the Assistantship (recipient) is subject to the final decision by the UM Selection Panel.

##### 2.2. Amount

##### UM Macao PhD Scholarship

- 1.2.1 The MPDS provides each awardee with a monthly stipend of MOP20,000 and a conference or research-related travel allowance up to MOP10,000 per academic year (August to July) for a period up to 4 years. The unused travel allowance in any academic year cannot be carried forward to the next academic year.
- 1.2.2 Tuition and/or any other kinds of fees that may incur during the course of studies will not be covered by the Scholarship.
- 1.2.3 Benefits or rewards not in monetary form (e.g., meals, accommodations, etc.) granted to awardees in return for services that they provide on campus shall not be considered as a component of the Scholarship as stipulated in these Guidelines.

##### PhD Assistantship

- 1.2.4 The PhD assistantship can be supported by either UM centralized funding or principal investigator (PI)'s research funding, and it provides each new recipient with a starting monthly stipend of MOP12,500.
- 1.2.5 For recipients who are graded 'excellent' (grade 5) in the progress reports of the previous academic year, the monthly stipend will increase by MOP500 in the next

academic year starting from the subsequent August, up to MOP14,000 per month within the normative study period.

- 1.2.6 Tuition and/or any other kinds of fees that may incur during the course of studies will not be covered by the Assistantship.
- 1.2.7 Benefits or rewards not in monetary form (e.g., meals, accommodations, etc.) granted to recipients in return for services that they provide on campus shall not be considered as a component of the Assistantship as stipulated in these Guidelines.

### **2.3. Duration**

- 2.3.1. The maximum duration of MPDS is 4 years (12 months per year, maximum 48 months).
- 2.3.2. The maximum duration of UM-funded assistantship (i.e., from UM centralized funding) is 4 years (12 months per year, maximum 48 months).
- 2.3.3. The maximum duration of PI-funded assistantship is subject to the budget availability of the PI concerned and student's performance.

### **2.4. Application Process**

- 2.4.1. Applicants seeking full-time PhD study in the UM should submit application for the MPDS or PhD assistantship simultaneously when submitting application for admission.
- 2.4.2. Applicants must meet the admission requirements of their selected programmes in addition to the requirements by the university.

### **2.5. Selection Criteria**

- 2.5.1. The following criteria will be used by the Selection Panel for the selection of MPDS awardees or PhD assistantship recipients:
  1. Academic excellence;
  2. Research abilities or potential;
  3. Innovation skills;
  4. Communication and interpersonal skills; and
  5. Leadership abilities.

### **2.6. Other Conditions**

- 2.6.1. An awardee or a recipient must be a registered full-time PhD student of UM during the Scholarship or the Assistantship period and maintaining an active student status at the UM.
- 2.6.2. In the event that the admission offer made by the UM is conditional, the candidate concerned must comply with the conditions before he/she is eligible for the Scholarship or the Assistantship.
- 2.6.3. Under normal circumstances, an awardee or a recipient should register in the fall semester. However, an awardee or a recipient may postpone the registration to the subsequent spring semester, the latest, if justifiable reasons are provided and accepted by the Graduate School (GRS) as well as the academic unit concerned. An awardee or a recipient will receive full-month stipend starting from the month of registration if registration is completed on or before 15th of the month. Otherwise, no stipend will be provided on the registration month, and an awardee or a recipient

will receive full-month stipend starting from the subsequent month of registration.

- 2.6.4. Normally, an awardee or a recipient is not permitted to concurrently register at other local or non-local tertiary institutions. If concurrent registration takes effect without prior approval from the UM, the Scholarship/the Assistantship will be terminated and the awardee or the recipient is required to refund the Scholarship/the Assistantship received after the effective date of concurrent registration.
- 2.6.5. An awardee or a recipient is not permitted to undertake any part-time or full-time paid employment or appointment on and/or off campus during the Scholarship/the Assistantship period unless exceptional approval has been given by the UM with strong justification and support from the academic unit concerned.
- 2.6.6. An awardee or a recipient must observe all regulations, rules, guidelines and requirements prescribed by the UM. In the event that he/she is expelled from the UM in the course of the studies, the UM shall terminate the Scholarship/ the Assistantship.
- 2.6.7. An awardee or a recipient is required to comply with the residence requirement of the UM.
- 2.6.8. The Scholarship/the Assistantship is renewable on annual basis, subject to evaluation by the supervisor on academic performance and the academic unit concerned on service performance.

## **2.7. Duties of Scholarship Awardees/Assistantship Recipients**

- 2.7.1. All scholarship awardees or assistantship recipients are required to engage in duties in addition to research, including ancillary teaching and/or administrative services, regardless of the source of financial support.
- 2.7.2. The ancillary teaching and/or administrative services assigned by the academic unit concerned should be 5 hours per week.
- 2.7.3. An awardee or recipient is obliged to take part in activities to promote the UM Macao PhD Scholarship/PhD assistantship when necessary.
- 2.7.4. Satisfactory performance of such duties is one of the preconditions for the renewal of the Scholarship/the Assistantship.

## **2.8. Suspension of Scholarship/Assistantship**

- 2.8.1. Suspension of the Scholarship or the Assistantship may be allowed due to medical reasons, family emergency, or other reasons with strong justification. Application of suspension must be endorsed by the supervisor concerned and approved by the faculty Dean.
- 2.8.2. Failure to complete and submit progress report will lead to suspension of the Scholarship/Assistantship. For details, please refer to the Guidelines for the Progress Report of the Postgraduates of the University of Macau.
- 2.8.3. The academic unit concerned should inform the GRS, Finance Office (FO) and any other related unit(s) of any change in the awardee or recipient's status as referred to in this provision as soon as possible.

## **2.9. Termination of Scholarship/Assistantship**

- 2.9.1. The Scholarship or the Assistantship shall be terminated in any of the following situations:
  - a) early completion of the study by the awardee or recipient;

- b) drop out from UM during the Scholarship/Assistantship period;
  - c) dismissal of the awardee or recipient by the UM;
  - d) unsatisfactory academic performance as indicated by poor grading in any two progress reports, i.e., unsatisfactory (grade 1) or marginally satisfactory (grade 2), throughout the Scholarship/Assistantship period of the awardee or recipient;
  - e) unsatisfactory performance of duties as stipulated in article 2.7 of the Guidelines; and
  - f) serious violation of UM regulations, rules and guidelines.
- 2.9.2. Normally two weeks' notice in writing for termination should be given.
- 2.9.3. The termination of the Scholarship/Assistantship does not release the awardee or the recipient concerned from his or her duty to settle any outstanding fees owed to the UM.
- 2.9.4. The terminated Scholarship/Assistantship cannot be resumed.
- 2.9.5. In the event that any misrepresentation, fraudulence, and non-disclosure of information during the application stage is detected, the Scholarship/ Assistantship shall be terminated immediately and the awardee or recipient concerned is liable to refund in full the stipend and/or travel allowance paid under the MPDS or the Assistantship.
- 2.9.6. The academic unit concerned should inform the GRS, FO and any other related unit(s) of any change in the awardee or recipient's status as referred to in this provision as soon as possible.

## **2.10. Duty and Role of Supervisors**

- 2.10.1. Supervisors should meet their PhD students regularly, monitor their study progress, and treat them in a fair and professional way according to the relevant regulations, rules and guidelines of UM.

## **2.11. Administration**

- 2.11.1. The MPDS or the PhD assistantship is administered by the GRS for selected candidates admitted as new full-time PhD students in the UM.

## **2.12. Special Cases**

- 2.12.1. For duly justified exceptions, prior approval shall be sought from Vice Rector (Academic Affairs).

## **2.13. Applicability**

- 2.13.1. These Guidelines are applicable to all MPDS awardees admitted in or after academic year 2018/2019 and PhD assistantship recipients admitted in or after academic year 2019/2020.

## **2.14. Remarks**

- 2.14.1. The above terms and conditions may be revised from time to time by the UM. In the event that changes are made, the updated terms and conditions will always supersede earlier versions, and the awardees or the recipients will be informed of the changes accordingly.

## 11.2 Guidelines for UM Master Assistantship

(Approved by Finance Management Committee on 22 August 2018)

### 1. Purpose

The Guidelines for UM Master Assistantship apply to all master students who receive financial support from the university. The financial support received by a master student is known as “master assistantship” for the purpose of these Guidelines.

### 2. Eligibility

Students with good academic performance, research potential and ability.

### 3. Amount and Duration

#### 3.1

Full-Support	Half-Support
MOP8,000/month	MOP4,000/month

3.2 The duration and amount of master assistantship, either in full or half-support, are determined by the supervisor or academic unit concerned.

3.3 The total stipend amount that a master assistantship recipient can receive in a calendar month must not exceed MOP8,000. Otherwise, the exceeding amount of stipend shall not be remunerated.

3.4 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 master assistantship as stipulated in these Guidelines.

### 4. Duties of Master Assistantship Recipients

4.1 Every master assistantship recipient is required to engage in duties in addition to research, including ancillary teaching and/or administrative services as assigned by the supervisor and/or academic unit concerned for at least 5 hours per week.

4.2 Satisfactory performance of such duties is one of the preconditions for the renewal of the master assistantship.

### 5. Suspension of Master Assistantship

5.1 Suspension of the master assistantship may be allowed due to medical reasons, family emergency, or other reasons with strong justification. Application of suspension must be endorsed by the supervisor concerned and approved by the faculty Dean.

- 5.2 The academic unit concerned should inform the Graduate School (GRS), Finance Office (FO) and Research Services and Knowledge Transfer Office (RSKTO) of any change in the recipient's status as referred to in this provision as soon as possible.

## **6. Termination of Master Assistantship**

- 6.1 The master assistantship may be terminated by the supervisor or the academic unit concerned when the performance of the student in study and/or the duties as assistantship recipient stipulated in article 4 of the Guidelines 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. Normally two weeks' notice in writing for termination should be given.
- 6.2 The termination of assistantship does not release the recipient concerned from his or her duty to settle any outstanding fees owed to the UM.
- 6.3 The academic unit concerned should inform the GRS, FO and RSKTO of any change in the recipient's status as referred to in this provision as soon as possible.

## **7. Duty and Role of Supervisors**

Supervisors should meet their master students regularly, monitor their study progress, and treat them in a fair and professional way according to the relevant regulations, rules and guidelines of UM.

## **8. Special Cases**

For duly justified exceptions, prior approval shall be sought from Vice Rector (Academic Affairs).

## **9. Applicability**

These Guidelines are applicable to all master assistantship recipients admitted in or after academic year 2019/2020.



## Appendices

## I. Special Authorization to Stay (Student Visa)

### Application

According to the Law of Macao, all non-local students (except Hong Kong SAR Permanent Resident) who are studying at Macao's tertiary education institutions have to apply for the Special Authorization to Stay (Student Visa). The Special Authorization to Stay is valid for 1 year and has to be renewed every academic year. Student Resources Section of Student Affairs Office will collaborate with the University of Macau Postgraduate Association (UPMA) to arrange the first application for all non-local new students and exchange students.

Please follow the listed procedure for the first application of the Special Authorization to Stay:

1. Submit one photocopy of your passport to Student Resources Section during registration;
2. Pay attention to the UM E-bulletin for the updated arrangement for group application;
3. Bring along the required documents on your stay permit application date:
  - A completed application form (provided by the Macao Immigration Department);
  - For students from Mainland China:
    - i. Original and one photocopy of “Two-way Exit Permit”;
    - ii. Original and one photocopy of the newest “Slip of Authorization to Stay”
  - For students from Chinese Taipei and other countries / regions:
    - i. Original and one photocopy of passport/travel document. The photocopy should include the pages with identification information.
    - ii. Original and one photocopy of the newest “Slip of Authorization to Stay”
  - Testimonial of registration and course duration issued by the University of Macau (Student Affairs Office will apply it and distribute it to the students by the UMPA on the date of application)
  - One 1.5 inch-sized photos with white background.

### Extension

The Special Authorization to Stay is valid for one year only. You will have to apply in person for extension from the Macao Immigration Department prior to the expiration date if you are continuing your studies at UM.

The application for the extension of Special Authorization to Stay should be made at the Macao Immigration Department:

Address	Immigration Department Building, Travessa Um do Cais de Pac On, Taipa, Macau
Office Hours	Monday – Thursday 09:00 – 17:45; Friday 09:00 – 17:30
Email	sminfo@fsm.gov.mo
Website	<a href="http://www.fsm.gov.mo/psp/cht/psp_org_map_sm.html">http://www.fsm.gov.mo/psp/cht/psp_org_map_sm.html</a>

Students should bring along the following required documents:

- A completed application form for extension (provided by the Macao Immigration Department);
- For students from Mainland China:
  - i. Original and one photocopy of “Two-way Exit Permit”;
  - ii. Original and one photocopy of “Special Authorization to Stay”
- For students from Chinese Taipei and other countries / regions:
  - i. Original and one photocopy of passport/travel document.
  - ii. Original and one photocopy of “Special Authorization to Stay”

### **Reminder:**

In accordance with the Macao Law, all non-local students must have a valid Special Authorization to Stay during their stay in Macao. Failure to comply with this requirement will result in violation of the law. Kindly be reminded to renew your Special Authorization to Stay each year.

## **II. Points to Note for Non-resident Students on Termination of Studies**

Information provided by the Public Security Police

We would like to remind non-resident students who have enrolled at a higher institute in Macao and been granted “Special Authorization to Stay” (“Authorization to Stay” – student type) by the Immigration Department of the Public Security Police to pay attention to the following if they are no longer studying because of dropping out, suspending schooling or finishing studies early:

1. They should leave Macao on or before the first government working day following the completion of the school leaving procedure. In case the student needs to extend his/her limit of stay in Macao, he/she should cancel his/her original “Special Authorization to Stay” in person at the Foreigners Subdivision of our Department and apply for ordinary “Authorization to Stay” for the purpose of extension of stay and departure from Macao during office hours on the first government working day following the completion of the school leaving procedure;
2. If the student does not apply for “Authorization to Stay” accordingly but just possesses the original “Special Authorization to Stay”, he/she will become an ‘overstayer’ starting from the second government working day following our receipt of the formal notification from the higher institute.

Example 1: Student A completes the school leaving procedure on 4 January 2016 (Monday). He/she should leave Macao on or before 5 January 2016 (Tuesday), or he/she should cancel the original “Special Authorization to Stay” in person at our Foreigners Subdivision and apply for ordinary “Authorization to Stay” during office hours on 5 January 2016 (Tuesday). If student A remains in

Macao by simply possessing the original “Special Authorization to Stay”, he/she becomes an ‘overstayer’ starting from 6 January 2016 (Wednesday).

Example 2: Student B completes the school leaving procedure on 8 January 2016 (Friday). He/she should leave Macao on or before 11 January 2016 (Monday), or he/she should cancel the original “Special Authorization to Stay” in person at our Foreigners Subdivision and apply for ordinary “Authorization to Stay” during office hours on 11 January 2016 (Monday). If student B remains in Macao by simply possessing the original “Special Authorization to Stay”, he/she becomes an ‘overstayer’ starting from 12 January 2016 (Tuesday).

For details, please refer to Public Security Police website:

[http://www.fsm.gov.mo/psp/eng/SANS\\_Cancellation.html](http://www.fsm.gov.mo/psp/eng/SANS_Cancellation.html)

對於在本澳高等院校註冊就讀，獲治安警察局出入境事務廳批給「逗留的特別許可」（下稱學生類「逗留許可」）的外地學生退學、休學、提前完成課程等而不再就讀的情況，出入境事務廳茲提醒有關學生注意如下事項：

1. 辦妥離校手續後第一個政府辦公日或之前離境。如需延長留澳期限，須於辦妥離校手續後第一個政府辦公日之辦公時間內，親臨出入境事務廳外國人事務警司處（地址：氹仔北安碼頭一巷出入境事務廳大樓）註銷原學生類「逗留許可」，及申領一般「逗留許可」作延長留澳期限及離境之用；
2. 倘有關學生沒有按上條規定辦理申領「逗留許可」手續，自出入境事務廳接獲院校通知後的第二個政府辦公日起，仍持原學生類「逗留許可」留澳者，有關學生之狀況即處於「逾期逗留」。

例子一：學生A在2016年1月4日（星期一）辦妥離校手續，其應於2016年1月5日（星期二）或之前離境，或於2016年1月5日（星期二）之辦公時間內，親臨出入境事務廳外國人事務警司處註銷原學生類「逗留許可」及申領一般「逗留許可」。自2016年1月6日（星期三）起，如學生A仍持原學生類「逗留許可」留澳，即處於「逾期逗留」狀況。

例子二：學生B在2016年1月8日（星期五）辦妥離校手續，其應於2016年1月11日（星期一）或之前離境，或於2016年1月11日（星期一）之辦公時間內，親臨出入境事務廳外國人事務警司處註銷原學生類「逗留許可」及申領一般「逗留許可」。自2016年1月12日（星期二）起，如學生B仍持原學生類「逗留許可」留澳，即處於「逾期逗留」狀況。

詳情請瀏覽治安警察局網頁：[http://www.fsm.gov.mo/psp/cht/psp\\_top5\\_4\\_3.html](http://www.fsm.gov.mo/psp/cht/psp_top5_4_3.html)

Para os estudantes do exterior que têm matrícula válida e frequentam as instituições de ensino superior de Macau, a eles foram concedidas Autorização Especial de Permanência pelo Serviço de Migração do Corpo de Polícia de Segurança Pública (doravante conhecido por Autorização de Permanência – Tipo Estudante). Entretanto, aos estudantes que no caso de deixar de frequentar o curso por desistência de estudo, suspensão de estudo ou conclusão antecipada do curso, o Serviço de Migração chama a atenção a estes estudantes do exterior para as seguintes observações:

1. Deve o estudante, sair do território logo no 1.º dia útil da Administração, após de tratar das formalidades necessárias de anulação do curso. Caso quiser prorrogar o prazo de permanência em Macau, deve nas horas normais de expediente do 1.º dia útil da Administração, após de tratar das formalidades necessárias de anulação do curso, comparecer no Comissário de Estrangeiros do Serviço de Migração (sito no Edifício do Serviço de Migração, Travessa Um do Cais de Pac On, Taipa) para tratar das formalidades de cancelamento de Autorização de Permanência – Tipo Estudante, e do requerimento de Autorização de Permanência para efeitos de prorrogação do prazo de permanência e saída do território.
2. Caso os respectivos estudantes não tiverem efectuado as formalidades da Autorização de Permanência conforme a estipulação anterior, a partir do 2.º dia útil da Administração em que o Serviço de Migração recebe da notificação apresentada pela instituição de ensino superior, os estudantes exteriores que ainda se encontram a permanecer em Macau através da Autorização de Permanência – Tipo Estudante, estes, serão considerados em situação de Excesso de Permanência.

Ex. 1: Estudante “A”, findas as formalidades de anulação do curso em 04 de Janeiro de 2016 (Segunda-feira), deve sair do território em 05 de Janeiro de 2016 (Terça-feira), ou se quiser prorrogar a sua permanência em Macau, deve nas horas normais de expediente de 05 de Janeiro de 2016 (Terça-feira), dirigir-se ao Comissário de Estrangeiros do Serviço de Migração para tratar das formalidades de cancelamento de Autorização de Permanência – Tipo Estudante e de requerimento de Autorização de Permanência Geral. A partir de 06 de Janeiro de 2016 (Quarta-feira), se o estudante “A”, ainda se encontra no território com a Autorização de Permanência – Tipo de Estudante, é considerado em situação de excesso de permanência.

Ex. 2: Estudante “B”, findas as formalidades de anulação do curso em 08 de Janeiro de 2016 (Sexta-feira), deve sair do território em 11 de Janeiro de 2016 (Segunda-feira), ou se quiser prorrogar a sua permanência em Macau, deve nas horas normais de expediente de 11 de Janeiro de 2016 (Segunda-feira), dirigir-se ao Comissário de Estrangeiros do Serviço de Migração para tratar das formalidades de cancelamento de Autorização de Permanência – Tipo Estudante e de requerimento de Autorização de Permanência Geral. A partir de 12 de Janeiro de 2016 (Terça-feira), se o estudante “B”, ainda se encontra no território com a Autorização de Permanência – Tipo de Estudante, é considerado em situação de excesso de permanência.

Para mais informações, podem consultar a página electrónica deste CPSP:

[http://www.fsm.gov.mo/psp/por/psp\\_top5\\_6\\_3.html](http://www.fsm.gov.mo/psp/por/psp_top5_6_3.html)

### **III. Arrangements of Classes and Final Examinations during Typhoons or Rainstorms**

For details, please refer to Registry's website:

<https://reg.um.edu.mo/bad-weather-arrangement/>

### **IV. Acceptable Use Policy - ICTO Computing Facilities, Campus Network and Internet**

For details, please refer to ICTO's website:

<https://icto.um.edu.mo/>

### **V. Academic Computing Facility Room Rules**

For details, please refer to ICTO's website:

<https://icto.um.edu.mo/>

### **VI. Rules Governing the Use of UM Campus Card (For Students)**

For details, please refer to Graduate School's website:

<https://reg.um.edu.mo/>

澳門大學

UNIVERSIDADE DE MACAU  
UNIVERSITY OF MACAU

University of Macau

University Almanac for Academic Year 2019/2020

Week	S	M	T	W	T	F	S	Events		Public Holidays and University Recesses	
August 2019											
			1	2	3						
	4	5	6	7	8	9	10				
	11	12	13	14	15	16	17	15	Last day of Student Summer Recess		
1	18	19	20	21	22	23	24	19	First day of 1st semester's classes		
2	25	26	27	28	29	30	31				
September											
3	1	2	3	4	5	6	7				
4	8	9	10	11	12	13	14			14	The Day following Mid-Autumn Festival
5	15	16	17	18	19	20	21			16	Exemption from work by the Chief Executive on 12 March 2018
6	22	23	24	25	26	27	28				
7	29	30									
October											
7			1	2	3	4	5			1	National Day of the People's Republic of China
8	6	7	8	9	10	11	12			2	The Day following National Day of the People's Republic of China
9	13	14	15	16	17	18	19			7	Chong Yeung Festival
10	20	21	22	23	24	25	26				
11	27	28	29	30	31						
November											
11						1	2			2	All Soul's Day
12	3	4	5	6	7	8	9			4	Exemption from work by the Chief Executive on 12 March 2018
13	10	11	12	13	14	15	16				
14	17	18	19	20	21	22	23				
15	24	25	26	27	28	29	30				
December											
	1	2	3	4	5	6	7	2	Last day of 1st semester's classes	8	Feast of Immaculate Conception
	8	9	10	11	12	13	14	3-5	Examination Study Period	9	Exemption from work by the Chief Executive on 12 March 2018
	15	16	17	18	19	20	21	6-19	1st semester's final examinations	20	Macao S.A.R. Establishment Day
	22	23	24	25	26	27	28	8, 15 & 20	Contingency plan for final examinations	22	Winter Solstice
	29	30	31							23	Exemption from work by the Chief Executive on 12 March 2018
										24	Christmas Eve
										25	Christmas Day
										31	Exemption from work in the afternoon by the Chief Executive on 12 March 2018
										21/12-1/1	Christmas/New Year Recess for students

**PLEASE NOTE:**

1. Public holidays/Exemption from work for staff are in pink.
2. Final examination days are in green.
3. University Recesses are highlighted in **RED**.



澳門大學  
UNIVERSIDADE DE MACAU  
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Week	S	M	T	W	T	F	S	Events	Public Holidays and University Recesses
<b>January 2020</b>									
			1	2	3	4		2	1 New Year's Day
1	5	6	7	8	9	10	11	6	2-5 Semester Break
2	12	13	14	15	16	17	18		19/1-2/2 Lunar New Year Recess for students
	19	20	21	22	23	24	25		24 Exemption from work in the afternoon by the Chief Executive on 5 June 2019
	26	27	28	29	30	31			25-27 Lunar New Year
									28-29 Compensatory rest days set forth in No. 4 of Article 79 of the ETAPM
<b>February</b>									
							1		
3	2	3	4	5	6	7	8		
4	9	10	11	12	13	14	15		
5	16	17	18	19	20	21	22		
6	23	24	25	26	27	28	29		
<b>March</b>									
7	1	2	3	4	5	6	7		
8	8	9	10	11	12	13	14		
9	15	16	17	18	19	20	21	21-22	UM Admission Examination and Joint Admission Examination for Macao Four Higher Education Institutions
10	22	23	24	25	26	27	28		
11	29	30	31						
<b>April</b>									
11			1	2	3	4			4 Cheng Ming Festival
12	5	6	7	8	9	10	11		6 Compensatory rest day set forth in No. 4 of Article 79 of the ETAPM
13	12	13	14	15	16	17	18		10 Good Friday
14	19	20	21	22	23	24	25		11 The Day before Easter
15	26	27	28	29	30				13 Compensatory rest day set forth in No. 4 of Article 79 of the ETAPM
									10-13 Easter Recess for students
									30 The Buddha's Birthday
<b>May</b>									
15					1	2		2	1 Labour Day
	3	4	5	6	7	8	9	3-5	Examination Study Period
	10	11	12	13	14	15	16	6-18	2nd semester's final examinations
	17	18	19	20	21	22	23	10, 17 & 19	Contingency plan for final examinations
	24	25	26	27	28	29	30		
	31								
<b>June</b>									
	1	2	3	4	5	6		1	First day of Student Summer Recess
	7	8	9	10	11	12	13	1	Release of Academic Reports of Undergraduate Programmes
	14	15	16	17	18	19	20	8	First day of Summer Term
	21	22	23	24	25	26	27		
	28	29	30						25 Tuen Ng Festival
<b>July</b>									
		1	2	3	4				
	5	6	7	8	9	10	11		
	12	13	14	15	16	17	18		
	19	20	21	22	23	24	25		
	26	27	28	29	30	31		31	Last day of Summer Term

**PLEASE NOTE:**

- Public holidays/Exemption from work/Compensatory rest days for staff are in  .
- Final examination days are in  .
- University Recesses are highlighted in RED.

Updated on 01 Jul 2019





Academic Units 學術單位				Residential Colleges 住宿式書院				Administrative Units 行政單位				Restaurants / Supermarket / Convenience Stores 餐館 / 超級市場 / 便利店			
Faculty of Arts and Humanities 人文學院	Building Name / Floor 所屬樓宇名稱 / 樓層	Building Code 樓宇編號	Grid 座標位置	Chao Kuang Piu College 曹光彪書院	Building Code 樓宇編號	Grid 座標位置		Academic Affairs Office 學術部	Building Name / Floor 所屬樓宇名稱 / 樓層	Building Code 樓宇編號	Grid 座標位置	Plaza Cultural Macao-Tea Culture 澳門文化廣場-茶文化	Building Name / Floor 所屬樓宇名稱 / 樓層	Building Code 樓宇編號	Grid 座標位置
Faculty of Business Administration 工商管理學院	Humanities and Social Sciences Building, 4/F 人文社會科學樓四樓	E21A	B4	Lui Che Woo College 呂志和書院	W22	B4		— Registry 註冊處	Administration Building, 2/F 行政樓二樓	N6	B6	7-Eleven Convenience Store 7-11便利店	UM Wu Yee Sun Library, G/F 澳門大學伍宜孫圖書館二樓	E2	B4
Faculty of Education 教育學院	Faculty of Business Administration, G/F 工商管理學院地下	E22	B3	Cheng Yu Tung College 鄭裕彤書院	W23	B3		— Alumni and Development Office 校友及發展辦公室	Administration Building, G/F 行政樓地下	N6	B6	Red Forest 紅樹林	UM Wu Yee Sun Library, G/F 澳門大學伍宜孫圖書館二樓	E2	B4
Faculty of Health Sciences 健康科學學院	Faculty of Education, 4/F 教育學院四樓	E33	C3	Moon Chun Memorial College 滿春紀念書院	W34	B2		Campus Management and Development Office 校園管理及發展處	Administration Building, G/F 行政樓地下	N6	B6	Haagen-Dazs 哈根達斯	Faculty of Health Sciences, G/F 健康科學學院地下	E12	B5
Faculty of Law 法學院	Faculty of Health Sciences, 4/F 健康科學學院四樓	E12	B5	Cheong Kun Lun College 張鑑倫書院	W12	A5		— Construction and Engineering Section/ Energy Section/ Facility Development Section/ Facility Management and Maintenance Section/ Security and Transport Section 工程處/能源處/設施發展處/設施管理及維護處/保安及交通事務處	Administration Building, 2/F 行政樓二樓	N6	B6	Padaria da Guia 嘉望洋餅店	University Mall, G/F 大學會堂地下	S8	C2
Faculty of Social Sciences 社會科學學院	Faculty of Law, 1/F 法學院一樓	E32	C3	Choi Kai Yau College 蔡繼有書院	W31	A5		Communications Office 傳訊處	Administration Building, 2/F 行政樓二樓	N6	B6	SUBWAY 百味	University Mall, G/F 大學會堂地下	S8	C2
Faculty of Science and Technology 科技學院	Humanities and Social Sciences Building, 4/F 人文社會科學樓四樓	E21B	B4	Henry Fok Pearl Jubilee College 霍英東珍珠禧書院	W14	A4		— Public Relations Section 公共關係處	Administration Building, 3/F 行政樓三樓	N6	B6	COMEBUY	University Mall, G/F 大學會堂地下	S8	C2
Institute of Chinese Medical Sciences 中醫藥學院	Faculty of Science and Technology, 4/F 科技學院四樓	E11	B5					— Accounts Section/ Treasury Section/ Budget Section 會計處/出納處/預算處	Administration Building, 3/F 行政樓三樓	N6	B6	Kou Fu Food Court 口味美食廣場	University Mall, G/F 大學會堂地下	S8	C2
Institute of Applied Physics and Materials Engineering 應用物理及材料工程研究所	Research Building N22, 1/F 科研大樓二十二樓一樓	N22	A6					Global Affairs Office 全球事務處	Administration Building, 1/F 行政樓一樓	N6	B6	Chopsticks by Azucar 筷子	University Mall, G/F 大學會堂地下	S8	C2
Institute of Collaborative Innovation 協同創新研究所	Research Building N22, 1/F 科研大樓二十二樓一樓	E12/N23	B5/B7						Administration Building, 1/F 行政樓一樓	N6	B6	Siu Gwan Gon 小廚師	University Mall, G/F 大學會堂地下	S8	C2
— Centre for Innovation and Entrepreneurship 創新創業中心	UM Guest House, 1/F 嘉賓樓一樓	N1	B6						Administration Building, 1/F 行政樓一樓	N6	B6	Luen Fung Supermarket 聯豐超級市場	University Mall, G/F 大學會堂地下	S8	C2
Graduate School 研究生院	Administration Building, G/F 行政樓地下	N6	B6						Administration Building, 1/F 行政樓一樓	N6	B6	Circle K Convenience Store OK便利店	University Mall, G/F 大學會堂地下	S8	C2
Honours College 榮譽書院	Faculty of Health Sciences, G/F 健康科學學院地下	E12	B5						Administration Building, 1/F 行政樓一樓	N6	B6	Fortune Inn Restaurant 富臨軒	University Mall, G/F 大學會堂地下	N1	B6
State Key Laboratory of Analog and Mixed-Signal VLSI 模擬與混合信號超大型集成電路國家重點實驗室	Research Building N21, 3/F 科研大樓二十一樓三樓	N21	B7						Administration Building, 1/F 行政樓一樓	N6	B6				
State Key Laboratory of Quality Research in Chinese Medicine 中醫質量研究國家重點實驗室	Research Building N22, 6/F and 7/F 科研大樓二十二樓六樓及七樓	N22	A6						Administration Building, 1/F 行政樓一樓	N6	B6				
State Key Laboratory of Internet of Things for Smart City 智慧城市物聯網國家重點實驗室	Research Building N21, G/F 科研大樓二十一樓地下	N21	B7						Administration Building, 1/F 行政樓一樓	N6	B6				
Asia-Pacific Academy of Economics and Management 亞太經濟管理研究院	Faculty of Business Administration, G/F 工商管理學院地下	E22	B3						Administration Building, 1/F 行政樓一樓	N6	B6				
Centre for Chinese History and Culture 中國歷史文化研究中心	Humanities and Social Sciences Building, G/F 人文社會科學樓地下	E21	B4						Administration Building, 1/F 行政樓一樓	N6	B6				
Centre for Continuing Education 持續教育研究中心	BOC Centennial Building, G/F 中國銀行百年紀念大樓地下	E3	C4						Administration Building, 1/F 行政樓一樓	N6	B6				
Centre for Macau Studies 澳門研究中心	Humanities and Social Sciences Building, G/F 人文社會科學樓地下	E21	B4						Administration Building, 1/F 行政樓一樓	N6	B6				
Centre for Teaching and Learning Enhancement 教學與學習優化中心	Central Teaching Building E6, 3/F 中央教學樓六樓三樓	E6	C4						Administration Building, 1/F 行政樓一樓	N6	B6				





澳門大學  
UNIVERSIDADE DE MACAU  
UNIVERSITY OF MACAU

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