

The University of Macau

Guidelines for Student Research Programme

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Associate responsible units: Faculties, GRS, RSKTO

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Article 1 Objective

The University of Macau (hereinafter referred to as “UM”) is committed to producing talented professionals and fostering joint talent cultivation. To this end, UM established Student Researcher Programme (hereinafter referred to as “the Programme”) which provides opportunities for postgraduate students of UM and partner institutions to undertake research attachments at the counter institution. Students who participate in the Programme (hereinafter referred to as “Programme Students” or individually as “Programme Student”) will be engaged in research activities under the supervision of academic member(s) of the host institution. These Guidelines provide guidance on the implementation of the Programme.

Article 2 Considerations of Establishing the Programme

1. The Programme is classified into university-level and unit-level according to the coverage of subject areas and/or units involved in the collaboration.
 - a) University-level Programme refers to university-wide collaboration, and is administered by the Global Affairs Office (hereinafter referred to as “GAO”).
 - b) Unit-level Programme refers to collaboration in a particular faculty or institute, and is administered by the faculty or institute concerned.

The unit that administers the Programme(s) is hereinafter referred to as the “Administrative Unit”.

2. The partner institutions of the Programme should have strong and relevant research capabilities, and usually have ongoing collaborative research projects or research activities with UM. Administrative Unit should evaluate the potential partners of the Programme primarily based on the following aspects:
 - a) academic reputation (such as university rankings) of the potential partner in the relevant discipline(s);

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- b) common research interest;
 - c) complement to UM's strength in specific area(s); and
 - d) effectiveness of past collaboration(s), if any.
3. A written agreement on the Programme (hereinafter referred to as "Programme Agreement") should be signed between UM and the partner institution, specifying the details of the Programme (such as eligibility, quota, etc.) and the rights and responsibilities of both institutions. The guiding principles of those terms will be covered in the following sections.

Article 3 Eligibility, Quota and Visiting Duration

1. Postgraduate students (including Master and PhD students) of UM and partner institutions who meet the following requirements are eligible to apply for the Programme and subject to the specific requirements of each Programme.
 - a) complete at least two semesters of study of their current degree programme at the home institution before the commencement of the research attachments;
 - b) fulfill the minimum language requirement set by the host institution.
2. During research attachments, Programme Students must maintain their registered students' status at their home institutions and will be registered as non-degree full-time students at the host institutions.
3. In principle, University-level Programmes are open to all eligible students whereas unit-level Programmes are open to eligible students in particular faculties or institutes.
4. The research attachments at the host institution must be on a short-term basis, with a minimum duration of 3 months and a maximum of 12 months. However, the duration, start date and end date of each Programme Student's research attachment may be different. It should be mutually discussed and agreed by the supervisors (or relevant units) of both institutions and specified in the application form.
5. For better management of campus resources, including personnel, laboratory facility, accommodation, etc., the number of quotas for each Programme is available on a limited basis and is counted in units of "Semester Student(s)". A Programme Student

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attaches at the host institution for 3 to 6 months will be considered as 1 Semester Student. A Programme Student attaches at the host institution for 7 to 12 months will be considered equivalent to 2 Semester Students. In general, the number of quotas of each university-level and unit-level Programme should not exceed 10 Semester Students per academic year and 3 Semester Students per academic year, respectively.

Article 4 Application, Evaluation and Admission

1. **Call for applications** – The application for the Programme will be opened twice a year by the Administrative Unit, namely in March to April (for research attachments that commence within July to December of the current year) and September to October (for research attachments that commence within January to June of the subsequent year).
2. **Applications** – UM students should submit their applications nominated by their UM supervisors to the corresponding Administrative Unit. Students of partner institutions should submit applications to the relevant unit(s) of their home institutions, and the applications will be sent to the Administrative Unit at UM in a batch.
3. **Evaluation** – All applications will be evaluated in a fair and objective manner mainly based on academic performance, research capability, and/or relevance of research direction, as well as the applicants’ records of past participation in the Programme, if any. In order to avoid conflict of interest in the evaluation process, staff members who participate in the evaluation shall sign a conflict of interest statement.
 - a) UM students' applications (for research attachments at partner institutions) will be evaluated by the Administrative Unit, who will send the UM recommendation lists to the corresponding partner institutions for consideration.
 - b) Applications for research attachments at UM will be screened by the Administrative Unit, and valid applications will be passed to the unit that hosts and supervises the Programme Students (hereinafter referred to as the “Attaching Unit”) for evaluation and recommendation. The evaluation results and recommendation list will be sent to the Administrative Unit concerned for final decision on the acceptance. Applicants recommended by the Attaching Units will normally be accepted for the Programme, while it is subject to the quota of each Programme.

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For unit-level Programme, normally, both Administrative Unit and Attaching Unit refer to the same faculty or institute concerned.

4. ***Liaison*** – Administrative Unit will liaise with the partner institution for the acceptance of Programme Students.
5. ***Admission*** – The accepted Programme Students should carry out their research attachments at the host institution in line with the dates indicated in their applications.

Article 5 Financial and Accommodation Arrangements

1. Programme Students will not be charged for the Programme, unless otherwise specified.
2. Programme Students are responsible for their own financial cost incurred during the Programme, including but not limited to accommodation, transportation, insurance and visa.
3. The home institution may, at its own discretion, continue to provide stipend to the outgoing Programme Students during the Programme.
4. The host institution is not obligated to provide stipend or any other financial support to the incoming Programme Students during the Programme.
5. Programme Students will not be prioritized for on-campus accommodation, and they are subject to the same application and evaluation procedures as other regular students.

Article 6 Obligations

1. Programme Students must observe the following obligations:
 - a) obtain comprehensive insurance, which covers the entire visiting period at the host institution and round-trip traveling, namely the outbound trip from and inbound trip to home institution or place of origin of the Programme Student. Such insurance should cover health and medical consultations (including those incurred by epidemics and/or pandemics), accidents, personal property, trip interruptions and emergencies, and meet the minimum requirement of the host institution;

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- b) observe all regulations, rules and procedures set by the host institution, and respect the customs and cultural habits of the host countries/regions during the research attachment; and
 - c) settle all check-out procedures and payments before leaving the host institution.

In the event that a Programme Student fails to meet the abovementioned obligations, it will be recorded in his/her student profile, which will be taken into consideration in his/her on-campus activities, funding or scholarship applications.

- 2. Programme Students should contact and consult the Attaching Unit in case of any matters or difficulties in regard to the Programme.

Article 7 Intellectual Property and Confidentiality

- 1. During the research attachment at UM, Programme Students must comply with the *“Regulation of Management of Intellectual Property for University of Macau”* and all relevant rules and guidelines.
- 2. Under the premise that UM and the partner institution are authorized respectively, the generated scientific and technological achievements as well as the resulting intellectual property right in connection with the Programme (hereinafter referred to as “IP Achievement”) will be arranged as below:
 - a) The IP Achievement developed jointly by UM and the partner institution (hereinafter referred to as “Joint IP Achievement”) is jointly owned by both institutions. The details of the co-ownership will be decided by separate mutual agreement in writing of both institutions.
 - b) Unless with prior written consent from UM and the partner institution, each institution shall not transfer or use the Joint IP Achievement for any commercial purpose or licensing activity. The distribution of income from the Joint IP Achievement will be determined by separate mutual agreements in writing of both institutions.

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- c) Details of issues including patent applications and award applications for Joint IP Achievement will be negotiated and determined by separate mutual agreements in writing of both institutions.
 3. UM and the partner institution shall take necessary measures to protect the known intellectual property rights that belong to the other institution or to both institutions in connection with the Programme.
 4. UM and the partner institution should agree that, unless required by law, each institution shall not disclose to any third party any information identified as “confidential” by the disclosing party during the collaboration without prior written approval from the disclosing party.

Article 8 Administration and Responsibilities

1. Administrative Unit is responsible for:
 - a) releasing application information via official channels, including but not limited to email, website, UM e-bulletin and/or other channels deemed appropriate;
 - b) advising students on the preparation of applications;
 - c) liaising with partner institutions to ensure all the applications are properly handled;
 - d) making final decision on the admission of Programme Students;
 - e) summarizing the execution and effectiveness of the Programme.
2. Attaching Unit is responsible for:
 - a) evaluating the applications and making recommendation on the admission of Programme Students;
 - b) arranging academic member(s) to supervise the Programme Students;
 - c) assisting students on visa and accommodation matters.
3. GAO, as the unit that coordinates both university-level and unit-level Programmes, is responsible for:
 - a) overseeing the implementation of both university-level and unit-level Programmes;

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- b) coordinating the application date and release date of nomination of both university-level and unit-level Programmes;
 - c) coordinating the emergency procedures taken for the Programme Students.
4. Administrative Units and Attaching Units should work jointly with GAO on the application and implementation of the Programmes.

Article 9 Other Conditions

1. In the event that a UM student participating in the Programme damages the reputation of UM or violates the regulations, rules or guidelines in regard to his/her research attachment, such case may be passed to the student disciplinary authorities for handling.
2. Appeal against the nomination result must be raised to the Administrative Unit together with ample justifications within 3 working days after the result is released. The appeal case will be analyzed by the committee concerned and its resolution will be considered as final.
3. Exceptional cases will be considered by the Vice Rector concerned or his/her delegate on a case-by-case basis.

Article 10 Entry into Force and Revisions

1. These Guidelines shall enter into force on 4 May 2022.
2. UM has the right to add, delete and/or amend this Guidelines at any time without prior notice.
3. Changes to these Guidelines shall take effect upon their publication on the official website of UM.