

Admission Guidelines Governing PhD Programmes 2017/2018 (Applicable to Macau, Hong Kong, Taiwan and Foreign Students)

1. Admission Requirements

1.1) General Entry to PhD Programmes (for Master's Degree Holders)

Possess a Master's degree from a recognized university and have high academic standing.

1.2) Accelerated Entry to PhD Programmes (for Master's Students)

Have been registered in a Master's Programme at the University of Macau for at least one year.

Have successfully finished the coursework part and have demonstrated strong research ability.

1.3) Direct Entry to PhD Programmes (for Bachelor's Degree Holders)

Hold a Bachelor's degree with a proven record of outstanding performance from a recognized university and have demonstrated strong research ability.

1.4) Proof of English Proficiency

Applicants who received their Bachelor's/Master's degree from a university where the medium of instruction was not English are required to provide any of the following as proof of English proficiency:

- Obtained a TOEFL* score of 550 (paper-based examination) / 80 (Internet-based examination) or,
- An IELTS* overall score of 6.0 or above with no sub-score lower than 5.5.

Some academic units may have different requirements for proof of English proficiency. Please visit the corresponding website <http://www.umac.mo/grs/> for more details.

*Note: TOEFL and IELTS scores are valid for two years from the test date.

For exceptional cases, admission should be endorsed by the Dean and be approved by the Graduate School.

Note:

Some PhD Programmes may have additional admission requirements. Please visit the corresponding website <http://www.umac.mo/grs/> for more details.

2. Application Procedures

Online application forms will be available during the application period. Applicants should submit their application via the Online Application System of the University at <http://www.umac.mo/grs/>.

2.1) Read carefully the important notes before you proceed with your application.

2.2) You must have an email address to register as a new user in order to submit an application. Applicants who have successfully registered will receive a reference number (e.g. 1XXXXXXX) and password by email. You must keep such

information to login to your account throughout the whole application procedure. (If you fail to receive the email within 2 days, please contact us by phone at 8822 4898 or by email at gradschool@umac.mo.)

- 2.3) Complete all relevant sections of the Online Application. It is recommended that you supply a local mobile number so that the University may notify applicants of any news by email and SMS.
- 2.4) Scan and upload all required documents to the Online Application System. All submitted documents must be in A4 size, PDF format and the total size for all attached documents should NOT be greater than 6MB.

The documents should include:

- 2.4.1) Identification card copy.
- 2.4.2) Personal curriculum vitae.
- 2.4.3) Passport size photo (in JPG format with 300dpi, with no border and white background).
- 2.4.4) Certificates and academic transcripts :
 - 2.4.4.1) General Entry to PhD Programmes (for Master's Degree Holders): each of the certificate and academic transcript of both the Bachelor's degree and Master's degree
 - 2.4.4.2) Accelerated Entry to PhD Programmes (for Master's Students): Bachelor's degree certificate and academic transcript, Master's academic transcript in University of Macau
 - 2.4.4.3) Direct Entry to PhD Programmes (for Bachelor's Degree Holders): Bachelor's degree certificate and academic transcript.
- 2.4.5) Non-UM current students must submit a testimonial which must be issued in not more than 60 days prior to the submission of the application for the PhD Programme.
- 2.4.6) Applicants currently studying in the final year of a Master's degree Programme at the University of Macau do not need to submit the master's degree transcript and testimonial.
- 2.4.7) Recommendation forms. Applicants must use the recommendation forms provided by the Graduate School. Each application must contain two completed recommendation forms. At least one of the two recommendation forms must be completed by a university academic. The other one can be completed by either a university academic or an employer. Applicants can submit them either online or by post. (However, to avoid possible postal delay, online recommendations are recommended.)
 - 2.4.7.1) If you prefer to submit online recommendations, you must make sure your referees submit your recommendations to us before the application deadline (An automatic notification email will be sent to the applicant once we receive the recommendations. If applicants do not receive this email, it means your referee has not submitted the online recommendation for you yet. You should contact your referee as soon as possible to make sure that it is submitted by the application deadline.).

- 2.4.7.2) If you choose to submit by post, the forms should be sealed in an envelope by your referee and forwarded/sent to the Graduate School directly. Please write on the envelope your application number YP-BX-XXXX-X or reference number 1XXXXXXX before sending the recommendation form to us.
 - 2.4.8) A statement addressing the area or topic of the applicant's interest in pursuing PhD studies. The statement must be of no more than 15 pages or of size less than 1 MB.
 - 2.4.9) Proof of English proficiency (Please refer to Item 1.4 under Admission Requirements for details).
 - 2.4.10) Applicants who received their Bachelor's/Master's degree from a university where the medium of instruction was English are required to provide a proof of English as the medium of instruction, if deemed necessary, issued by the applicants' university where their Bachelor's/Master's degree was obtained (UM's current students and graduates are not required to provide such proof).
 - 2.4.11) Other documents as requested by the programme for which the applicant is applying (if applicable).
 - 2.4.12) Application without the above mentioned documents enclosed will not be processed.
 - 2.4.13) Documents submitted to the University will not be returned to the applicant.
- 2.5) Verify all application data before submitting the application. Once the application is submitted, no data can be changed. Each applicant can submit only one application in the same academic year. If necessary, the applicant can indicate in his/her application a maximum choice of two programmes in one application with priority given to each programme. Although the applicant can apply for two programmes, application fee will be charged once only.
 - 2.6) Settle the application fee by the deadline of the application period (For more details, please refer to 2.11).
 - 2.7) Once the application fee is settled, an acknowledgment email with an application number (YP-BX-XXXX-X) will be sent to you by email. Applications without an application number will not be regarded as valid. If you do not receive any acknowledgment email, please contact us by email at gradschool@umac.mo.
 - 2.8) Academic documents (such as recommendation forms, certificates, testimonials, academic transcript, etc.) submitted must be of the same language version as that of the thesis language of the programme being applied. Otherwise, the application will not be considered.
 - 2.9) Admission for PhD programmes in principle is open all year round. For practical purpose, most students should be admitted in the first semester of the forthcoming academic year. However, if necessary they can also be admitted in the second semester as requested by the academic unit concerned.
 - 2.10) Applicants will be given conditional offer in the following circumstances.
 - 2.10.1) Applicants currently studying in the final year of Bachelor's degree

programmes (Direct Entry) / Master's degree programmes (General Entry) will be conditionally offered and will only be formally admitted upon successful completion of their Bachelor's degree programmes (Direct Entry) / Master's degree programmes (General Entry) with overall result satisfying the admission requirements.

2.10.2) In special cases, applicants are required to submit proof of English proficiency before formally admitted.

2.11) The application fee for each application is MOP200.00. The application fee is non-refundable.

The application fee payments must be made by the deadline of the application period:

2.11.1) by online credit card payment (please follow the payment instructions on the website);

2.11.2) by cheque, bank draft or cashier's order drawn on a bank in Macao and made payable to the "University of Macau". An additional handling charge of MOP50 is required for each foreign bank draft or cashier's order. However, the exact amount of handling fees depends on the amount charged by banks. Our University reserves the right to recover the difference.

(Applicants who choose option 2.11.2 must print the application fee payment slip after they have completed the application at the Online Application System and submit the slip to the Treasury Section at Room 1012, Administration Building for payment.)

3. Interview

If interviews are required of the applicants, the academic unit concerned will inform the applicants about the interview details.

4. Tuition Fees

4.1) Please refer to the Tuition Fees Scheme for Doctoral Programmes (which is available at GRS webpage: <http://www.umac.mo/grs>) for further details. The Tuition Fee Scheme of Postgraduate Programmes for the Academic Year 2016/2017 is for reference only. There will be adjustments made to the Tuition Fee Scheme for the Academic Year 2017/2018. The details will be subject to final announcement and terms and conditions to be stated.

4.2) Tuition Fees are subject to revision annually.

5. Thesis Supervision Fee

A PhD thesis carries 18 credits. The tuition fees therefor are charged for 3 credits per semester. Where students finish the thesis and pass the oral defence within 6 semesters, they still have to settle the tuition fees in full amount for the 18 credits. Where on the other hand students cannot finish the thesis and pass the oral defence within 6 semesters, they have to pay in each semester an extended Thesis Supervision Fee equivalent to 2 credits.

6. Postgraduate Assistantship

PhD/master assistantship is available to PhD/master students of the University which serve as a source of stipend for students. Please refer to the *Funding Policy for PhD and Master Students* or contact the academic unit and/or the supervisor concerned for further details.

7. Application Period for Admission

05 October 2016 – 28 April 2017 (to be admitted in 1st Semester, normally commences in late August or early September)

03 July 2017 – 29 September 2017 (to be admitted in 2nd Semester, normally commences in January of the subsequent year)

8. Notification of the Result of Application

Applicants will be informed to check the admission result via the Online Application System from October 2016 to July 2017 (to be admitted in 1st Semester) and from July 2017 to November 2017 (to be admitted in 2nd Semester).

9. PhD Candidacy

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 officially approved by the Dean/Director of the academic unit concerned, before becoming eligible for the qualifying examination.

Each PhD student must complete the seminars/courses offered by the academic unit concerned. In addition, a student must pass three assessments during his/her study. The three assessments include qualifying examination, a thesis proposal assessment and a thesis oral defence examination. A student should pass the qualifying examination within 2 years and the thesis proposal assessment within 4 years after his/her initial registration at the UM in order to achieve PhD candidacy. A student failing to do so will be discontinued from the enrolled PhD Programme.

For students admitted in academic year 2016/2017 onwards, the normative study period of all PhD programmes is four years.

For more details about the "General Rules Governing PhD Programmes", please visit the UM's website: <http://www.umac.mo/grs/>.

10. Termination of Application or Study

10.1) Applicants must guarantee that the information given in the application form is TRUE and the UM reserves the right to terminate an application or study at any time if any information given in his/her application form is found later to be untrue, false or incorrect.

10.2) For the purposes established in Article 25 of Decree No.11/91/M, of February 4, registered students of the UM cannot concurrently register/enrol in any other higher education programme(s) in Macao, including the programme(s) offered by the UM.

If students are found to be registered for more than one higher education programme, the UM reserves the right to terminate his/her application or study at any time.

11. Deferment of Study for New Students

11.1) 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 certifications at the time of application.

11.2) Students who have deferred their studies and wish to return to the University should apply for resumption of study. Resumption is not granted automatically. Besides, new students are not permitted to transfer to another programme when they apply for resumption of study.

11.3) 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.

12. Personal Identification

Applicants must hold valid personal identification documents for admission:

- Valid Macao identification card for local applicants;
- Valid passport for non-local applicants.

For Mainland China identification card or passport holders, please refer to the admission guidelines for PhD Programmes for Mainland China applicants at <http://www.umac.mo/grs/>.

13. Submission of Documents

13.1) For Application:

Applicants must scan and upload all required documents to the Online Application System of the University for application. Otherwise, the application will not be considered. (For details, please refer to Point 2.4.)

13.2) Upon Offer of Admission:

Upon offer of admission, candidates will be requested to provide certified true copies of their academic documents or to present the originals before/during registration, otherwise, the offer of admission will be cancelled and the candidate will not be eligible for registration. All submitted documents will not be returned.

All documents submitted must be in A4 size. Applicants who fail to provide the required documents for verification will be disqualified from admission and subsequent enrolment in the University.

14. Enquiries

Tel. : (853) 8822 4898
 Fax : (853) 8822 2327
 E-mail : gradschool@umac.mo
 Website : <http://www.umac.mo/grs/>
 Address : Room G001, Administration Building,
 University of Macau, N6
 Avenida da Universidade, Taipa,
 Macau, China.

Further enquiries related to the programmes, please contact the academic unit concerned directly.

Faculty of Arts and Humanities	Department of Chinese	Tel : (853) 8822 8261 Fax : (853) 8822 2323 E-mail : fah.chinese@umac.mo Website : http://fah.umac.mo/chinese/
	Department of English	Tel : (853) 8822 8201 Fax : (853) 8822 2322 E-mail : fah.english@umac.mo Website : http://fah.umac.mo/english/
	Department of Portuguese	Tel : (853) 8822 8903 Fax : (853) 8822 2324 E-mail : PORT_ENQUIRY@umac.mo Website : http://fah.umac.mo/portuguese/
	Office of Philosophy and Religious studies Programme	Tel : (853) 8822 4768 Fax : (853) 8822 2326 E-mail : fah.philosophy@umac.mo Website : http://fah.umac.mo/philosophy/
Faculty of Business Administration	Tel : Fax : E-mail : Website :	(853) 8822 4183 (853) 8822 2377 fba.enquiry@umac.mo http://www.umac.mo/fba
Faculty of Education	Tel : Fax : E-mail : Website :	(853) 8822 4120 (853) 8822 2402 fed.enquiry@umac.mo http://www.umac.mo/fed
Faculty of Health Sciences	Tel : Fax : E-mail : Website :	(853) 8822 4998 / 8822 4966 (853) 8822 2314 fhs.enquiry@umac.mo http://fhs.umac.mo/
Faculty of Law	Tel : Fax : E-mail : Website :	(853) 8822 4772 / 8822 4090 / 8822 4779 / 8822 4767 (853) 8822 2380 fl.suggestion@umac.mo http://www.umac.mo/fl
Faculty of Social Sciences	Department of Government and Public Administration	Tel : (853) 8822 8301 / 8822 8321 Fax : (853) 8822-2340 E-mail : fss.gpa@umac.mo Website : http://www.umac.mo/fss/pa/
	Department of Communication	Tel : (853) 8822 8961 / 8822 8978 Fax : (853) 8822 2338 E-mail : fss.comm@umac.mo Website : http://www.umac.mo/fsh/comm/
	Department of Sociology	Tel : (853) 8822 8816 Fax : (853) 8822 2343 E-mail : fss.sociology@umac.mo Website : http://www.umac.mo/fss/soc/

	Department of History	Tel : (853) 8822 8801 Fax : (853) 8822 2341 E-mail : fss.history@umac.mo Website : http://www.umac.mo/fss/hist/
	Department of Economics	Tel : (853) 8822 8916 Fax : (853) 8822 2339 E-mail : fss.econ@umac.mo Website : http://www.umac.mo/fss/economics/
	Department of Psychology	Tel : (853) 8822 8361 / 8822 8381 Fax : (853) 8822 2342 E-mail : fss.psychology@umac.mo Website : http://www.umac.mo/fss/psychology
Faculty of Science & Technology	Tel : Fax : E-mail : Website :	(853) 8822 4361/ 8822 4963 (853) 8822 2426 fst.enquiry@umac.mo http://www.fst.umac.mo
Institute of Applied Physics and Materials Engineering	Tel : Fax : E-mail : Website :	(853) 8822 4142 (853) 8822 2454 iapme.enquiry@umac.mo http://iapme.umac.mo/
Institute of Chinese Medical Sciences	Tel : Fax : E-mail : Website :	(853) 8822 4685 (853) 2884 1358 icms.enquiry@umac.mo http://www.umac.mo/sklqrcm

Office Hours:

Monday – Thursday : 09:00 a.m. – 01:00 p.m. and 02:00 p.m. – 05:45 p.m.

Friday : 09:00 a.m. – 01:00 p.m. and 02:00 p.m. – 05:30 p.m.

Office will be closed on Saturdays, Sundays and public holidays.

15. Specializations

學術單位 Academic Unit	專業範疇 Specializations	專業範疇 Specializations
人文學院 Faculty of Arts and Humanities	LINGUISTICS (CHINESE)	語言學 - 漢語
	LINGUISTICS (ENGLISH)	語言學 - 英語
	APPLIED LINGUISTICS (PORTUGUESE)	應用語言學 - 葡語
	LITERARY STUDIES (CHINESE)	文學 - 中文
	LITERARY STUDIES (ENGLISH)	文學 - 英文
	LITERARY AND INTERCULTURAL STUDIES (PORTUGUESE)	文學及跨文化研究 - 葡文
	PHILOSOPHY AND RELIGIOUS STUDIES	哲學及宗教學
工商管理學院 Faculty of Business Administration	ACCOUNTING	會計學
	INFORMATION SYSTEMS	資訊系統
	DECISION SCIENCES	決策科學
	FINANCE	金融學
	BUSINESS ECONOMICS	商業經濟學
	MANAGEMENT	管理學
	MARKETING	市場學
	HOSPITALITY MANAGEMENT	款客服務管理

	GAMING MANAGEMENT	博 彩 管 理
教育學院 Faculty of Education	EDUCATION	教 育 學
健康科學學院 Faculty of Health Sciences	BIOMEDICAL SCIENCES	生 物 醫 藥
法學院 Faculty of Law	CONSTITUTIONAL LAW, BASIC LAW AND ADMINISTRATIVE LAW	憲 法、基 本 法 與 行 政 法 學
	CIVIL, PROCEDURAL AND COMMERCIAL LAW	民 商 法 學
	COMPARATIVE LAW	比 較 法 學
	CRIMINAL AND PROCEDURAL LAW	刑 事 法 學
	EUROPEAN UNION LAW	歐 盟 法 學
	INTERNATIONAL BUSINESS LAW AND DISPUTE RESOLUTION	國 際 商 法 與 爭 議 解 法
	INTERNATIONAL LAW	國 際 法 學
	JURISPRUDENCE AND LEGAL HISTORY	法 哲 學 與 法 制 史
	LAW ON TECHNOLOGY AND MEDICINE	科 技 法 與 醫 療 法
社會科學學院 Faculty of Social Sciences	COMMUNICATION	傳 播 學
	ECONOMICS	經 濟 學
	HISTORY	歷 史 學
	PSYCHOLOGY	心 理 學
	SOCIOLOGY	社 會 學
	PUBLIC ADMINISTRATION	公 共 行 政
	POLITICAL SCIENCE	政 治 學
科技學院 Faculty of Science & Technology	CIVIL ENGINEERING	土 木 工 程
	ELECTRICAL AND COMPUTER ENGINEERING	電 機 及 電 腦 工 程
	ELECTROMECHANICAL ENGINEERING	機 電 工 程
	COMPUTER SCIENCE	電 腦 科 學
	MATHEMATICS	數 學
應用物理及材料工程研究所 Institute of Applied Physics and Materials Engineering	APPLIED PHYSICS AND MATERIALS ENGINEERING	應 用 物 理 及 材 料 工 程
中華醫藥研究院 Institute of Chinese Medical Sciences	BIOMEDICAL SCIENCES	生 物 醫 藥

For the specializations of PhD programmes to be offered in 2017/2018, please refer to the Graduate School's webpage for details.
(Webpage: <http://www.umac.mo/grs/>)

