



Handbook for PhD Students

Faculty of Business Administration

University of Macau



Preface

As society progresses and economy develops, many are pursuing a higher education degree beyond their bachelor's degree. The Faculty of Business Administration is committed to the success of its students and serves as an advocate for their intellectual development by offering FBA PhD programme. This Handbook has been prepared with the purpose of helping students understand their responsibilities and requirements as FBA PhD students.

This Handbook provides supplementary requirements to FBA PhD students on regulations, rules and course requirements at Faculty of Business Administration, University of Macau. It serves as a useful and handy reference regarding the coursework, PhD advisory committee, qualifying examination, thesis proposal assessment, thesis submission, oral defence examination, international conference and journal publication, progress report, residence requirement, seminar participation, and various funding information, etc. Students should read and become familiar with the information contained in this Handbook.

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

1. Programme Overview

The PhD Programme of FBA at the University of Macau prepares the PhD students to become active researchers in different disciplines of Accounting, Business Economics, Decision Science, Finance, Information System, Marketing, Management and Gaming and Hospitality Management. We intend for our PhD students to be well prepared for successful research careers. This is reflected in the research focus of our curriculum, in the high level of professional mentoring through research collaboration, workshop and seminars, and in the successful placement of our students at research- and policy-oriented institutions.

2. Overview of Academic Components

Students must complete the following major academic components for a doctoral degree.

1. Coursework requirement (normally in the first two years)
2. Qualifying examination (normally within two years after registration)
3. Dissertation proposal (normally in the second or third year)
4. Dissertation and final defence (normally in the fourth year).
5. International conference paper presentation
6. International journal publication

3. Coursework

PhD students are required to complete the requirements on coursework as requested by the Faculty of Business Administration (FBA). Students are required to discuss with their supervisor and submit a Course Enrolment Form to enrol in courses / doctoral thesis at FBA Office. Such students are expected to complete their coursework requirements within their normal period of study and before the qualifying examination. A student who does not pass a compulsory course in a second attempt may be required to discontinue his or her studies. The normative study period of all PhD programme is 4 years.

4. PhD Advisory Committee

The Faculty Graduate Studies Committee (FBAGSC) will administer the appointment of supervisor(s) or temporary supervisor and PhD advisory committees of PhD students. The supervisor has the primary responsibility for directing and advising a student throughout his/her study period. The supervisor may nominate members of PhD advisory committee to the FBAGSC for approval. The membership of the Advisory Committee should include the thesis supervisor(s) plus at least one member. When appropriate, the member(s) may be selected from more than one faculty / institute. In addition, the member(s) may be appointed from outside of UM if necessary. Changes of the supervisor(s) and/or the membership of the PhD advisory committee can be made upon the approval of the FBAGSC.

The Advisory Committee is intended to provide additional academic advice to the student during the coursework period, for preparation of the qualifying examination and the thesis proposal. 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.

5. Qualifying Examination

The qualifying examination is administrated by the FBAGSC. The qualifying examination will assess the ability and background of the student for the enrolled PhD Programme. FBA will define the form and operation procedures of the qualifying examination according to modern needs.

A PhD student must pass the qualifying examination within 2 years after his/her initial registration. . 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 PhD Programme. An application related to extension beyond the stipulated period to pass the qualifying examination is subject to the consideration of FBAGSC, the endorsement from the Dean of FBA and the approval from the Vice Rector (Academic Affairs).

6. Thesis Proposal Assessment

The thesis proposal assessment is administrated by the FBAGSC. The assessment will examine the quality of the planned research, ensuring that it meets the standards of the University of Macau. The thesis proposal assessment may be carried out simultaneously with the qualifying examination or afterwards.

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 FBAGSC along with the Advisory Committee members. The chairperson should not be a member of the Advisory Committee. 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, his/her study will be discontinued from the enrolled PhD Programme.

A student who passes the thesis proposal assessment will be considered as a PhD candidate at the University of Macau. A PhD student must achieve PhD candidacy within 3 years after his/her initial registration at the University of Macau by passing the qualifying examination and the thesis proposal assessment.

A student who would like to extend his/her study period to achieve PhD candidacy or pass the thesis proposal assessment 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 application is subject to the consideration of Faculty/Institute

Graduate Studies Committee, the endorsement from the Dean/Director of the academic unit concerned and the approval from the Vice Rector (Academic Affairs).

7. Thesis Format, Submission and Publication

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 for details of the Guidelines.

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.

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 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. All PhD theses will be published with the ProQuest UMI Dissertation Publishing.

8. Oral Defence Examination

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. The examination committee shall be composed of the supervisor and at least three examiners, one of whom must be from other academic institution. The members shall normally be those who have completed a graduate degree at doctoral level in the relevant discipline.

The oral defence examination shall be held normally within 60 days after the day on which the thesis is officially accepted by the examination committee for oral defence examination. The oral defence is an open examination. The doctoral candidate shall present the thesis and defend it in front of an examination committee. The oral defence examination shall not take place if it cannot fulfill the criteria stated in the Guidelines on Approval Procedures for PhD Theses and Formation of PhD Oral Defence Examination Committee.

Prior to the oral defence examination, the examination committee shall decide the speaking order and method of its members. After the thesis presentation 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 final resolution deliberation session. A resolution must be decided by majority vote and open ballot voting with supporting statements. No committee voting member can abstain from voting. The final resolution of the defence examination shall be delivered as pass (P), conditional pass (CP) or fail (NP).

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

9. International Conference Paper Presentation

Before submitting the thesis for oral defence, every PhD candidate is required to have at least two different papers accepted by international conferences for presentations, of which at least one paper has been presented by the candidate.

10. Progress Report

PhD students and their respective supervisor(s) are required to complete the online progress report twice a year. i.e. A semester report from each student is required. The submission periods are May and December of each year. If a student passes the thesis oral defence examination by November in the 1st semester, the report for the 1st semester is not required. If a student passes the thesis oral defence examination by April in the 2nd semester, the report for the 2nd semester is not required.

If a student is graded “Unsatisfactory (Scale 1)” or “Marginally Satisfactory (Scale 2)”, the supervisor / mentor should specify the areas for improvement in the report and discuss with the student the actions to be taken for improvement. In addition, the Graduate School will issue a warning letter to the student and inform the relevant Associate Dean / Deputy Director of the academic unit concerned of the list of students with Scale 1 or Scale 2 for remedial actions.

If a student fails to submit the report without justification within two months after the submission deadline, the student will be graded Scale 1.

If a student has been graded Scale 1 in any two reports, the Graduate School will discontinue the student’s study.

If a student has been graded Scale 1 or Scale 2 in any two reports, the supervisor / mentor may decide to discontinue the student’s study.

Progress report ratings may affect the students’ funding under the UM Talent Programme. For details, please refer to “Guidelines for the UM Macao PhD Scholarship and the UM PhD Assistantship” and “Guidelines for the UM PhD Scholarship and the UM PhD Teaching Research Assistant”.

If all the ratings graded by the supervisor / mentor trigger the following circumstances, the student can apply for appeal against the rating:

- Discontinuation of study;
- Demotion, termination or suspension of funding support for the recipients under the UM Talent Programme.

For more details, please refer to “Rules on the Progress Report of the Postgraduate Programmes”.

11. Seminar Participation

Students admitted in AY2022/2023 are required to attend a minimum of 80% of faculty seminars per semester for any two semesters before they will be eligible for PhD conference subsidy. Faculty seminars include the FBA Faculty Seminar Series and the APAEM Seminar Series on Smart Tourism and International Finance. Students are required to complete the requirement by attending the discipline-related group of faculty seminars. Seminars related to accounting, business economics, decision sciences, finance, and information systems will be regarded as Group A, and seminars related to gaming and hospitality management, tourism, integrated resorts, management and marketing will be regarded as Group B. Only participation in the discipline-related group of seminars will be counted towards attendance.

Students admitted in/after AY2023/2024 are required to achieve a minimum attendance of 40 faculty seminars in the discipline-related group. Faculty seminars include the FBA Faculty Seminar Series and the APAEM Seminar Series on Smart Tourism and International Finance, which are categorized into two groups: Group A and Group B. Seminars related to accounting, business economics, decision sciences, finance, and information systems will be regarded as Group A seminars, and seminars related to gaming and hospitality management, tourism, integrated resorts, management and marketing will be regarded as Group B seminars. Only participation in the discipline-related group of seminars will be counted towards attendance.

12. Residence Requirement

Except students admitted in the joint programmes and students in other doctoral degree programmes, the normal residence period of a student is 3 years while the minimum residence period is 12 months. The residence requirement is part of the graduation requirement. Exceptional case is subject to the endorsement from the Dean/Director of the academic unit concerned and the approval from the Vice Rector (Academic Affairs) via the Graduate School.

13. Potential Funding Opportunities

Generally PhD students may receive financial support in the form of the UM Macao PhD Scholarship (MPDS) and PhD Assistantship, Teaching Assistantships (TA), and Research Assistantships (RA).

The MPDS and PhD Assistantship were established by the University to attract excellent students in the world to pursue their PhD studies in the UM. 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, each awardee and recipient will be given a monthly stipend of MOP 20,000 and MOP 12,500 respectively. The maximum duration is 4 years (12 months per year, maximum 48 months). For PhD assistantship recipients who are graded “excellent” (grade 5) in the progress reports of the previous academic year, the

monthly stipend will increase by MOP 500 in the next academic year starting from the subsequent August, up to MOP 14,000 per month within the normative study period.

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. The ancillary teaching and/or administrative services assigned should be 5 hours per week. Satisfactory performance of such duties and submission of progress report are some of the preconditions for the renewal of the scholarship / assistantship. Tuition and/or any other kinds of fees that may incur during the course of studies will not be covered by the scholarship / assistantship. Benefits or rewards not in monetary form (e.g. meals, accommodation, etc.) granted to awardees and recipients in return for services that they provide on campus shall not be considered as a component of the scholarship / assistantship.

Teaching assistantship and research assistantship are types of assistantship where a student receives financial support from his/her supervisor or academic unit concerned. The financial support received by a PhD student is known as PhD assistantship. Students supported by academic units and provide assistance with instructional activities are known as teaching assistants while students supported by supervisors' research funding and provide assistance with research projects are known as research assistants. A student can be supported by either in full or by half as determined by the supervisor or the academic unit concerned. The total stipend amount that an assistantship recipient can receive in a calendar month must not exceed MOP 12,500 (PhD student before approval of PhD candidacy) / MOP 14,000 (PhD student after approval of PhD candidacy). Otherwise, the exceeding amount of stipend shall not be remunerated. Students will be entitled to and will receive the new amount of stipend (i.e. MOP 14,000 per month for full-support or MOP 7,000 per month for half-support) starting from the subsequent semester upon approval of their PhD candidacy.

Aside from fulfilling the duties and responsibilities as full-time PhD students, UMPS awardees and TRAs are required to fulfil one or more of the following types of duties: ancillary teaching (including the supervision of master's thesis), administrative service, and research. Duties of 5 to 15 hours per week are assigned by the Faculty and/or supervisors. Satisfactory performance of such duty is one of the preconditions for the renewal of the PhD assistantship. 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 PhD assistantship.

In addition, students may be entitled to financial support for conference. The MPDS provides each eligible awardee with a conference or research-related travel allowance of MOP 10,000 per calendar year (January to December) on a reimbursement basis during the support period. The unused travel allowance in a calendar year cannot be carried forward to the next calendar year. Awardees should refer to the "Guidelines for Conference or Research-Related Travel Allowance of the UM Macao PhD Scholarship" for details

For other PhD students, FBA provides a conference subsidy of up to MOP12,000 to PhD students in Year 2 or above (except UM Macao PhD Scholarship (MPDS) awardees admitted between the academic years of 2019/2020 and 2022/2023). The aim is to support their presentation of accepted research papers in international conferences related to their

area of study, subject to PhD supervisor's endorsement. Resources are limited, and various factors and preconditions will be taken into consideration should priority be required. The subsidy covers the transportation fee for one round-trip to the destination (economy-class tickets of intercity bus/train, ferry or flight), registration fee, and accommodation with limit. Applications should be submitted to the FBA Office at least one month in advance for budget request. No purchase and payment should be made until the budget has been approved. After the trip, submission of a trip report with supervisor's endorsement and original receipts, invoices and ticket stubs will be required.

14. Alternative Sources of Funding

Students are not encouraged to seek outside funding for their studies. If a student receives support from other funding opportunities, students should discuss such arrangements with the Director of PhD Programme beforehand to ensure that the appropriate arrangements are made and documentation is obtained.

15. FBA Policies Regarding Academic Integrity and Honesty

Integrity and honesty is the bedrock of research, and FBA will hold students to the high standards of each. 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 work according to the "Student Disciplinary Regulations of the University of Macau". Students who are determined to have willfully engaged in an act of scholastic dishonesty will be penalized according to the University policy. Regarding the types and handling procedures of academic dishonesty, please refer to the "Rules on Handling Student Academic Dishonesty".

16. FBA Policies Regarding Research Involving Human Subjects

Any research involving human subjects must adhere to strictly accepted guidelines and must be cleared with the FBA and the University prior to the beginning of any research involving human subjects. To this end, students must have the approval from the Panel on Research Ethics, and the Office of Health, Safety and Environmental Affairs respectively.

17. University Resources

Many different administrative units cover aspects of our programme and provide resources that could be useful to you. Also, the Graduate School, the Student Affairs Office, and the Research Services and Knowledge Transfer Office have many of their own rules and regulations. Although we make a good faith effort to include all these rules and regulations in the rules described in this Handbook, our efforts may be incomplete because of the number of such rules and regulations that exist and the frequency with which they change. Given that the faculty is subject to those rules, graduate students in our PhD Programme

are as well. Thus, our Handbook includes the provisions detailed in the following documents.

- Academic Regulations, Rules and Guidelines: <https://grs.um.edu.mo/index.php/current-students/regulations-rules-guidelines/>
- Student Disciplinary & Academic Honesty: <https://grs.um.edu.mo/index.php/current-students/student-disciplinary-academic-honesty/>
- Handbook for Postgraduate Studies: <https://grs.um.edu.mo/index.php/current-students/handbook-for-postgraduate-studies/>

There is a lot of information relevant to the programme and the University on the websites of various units that cover PhD students.

- Doctoral Degree Programme in Business Administration: <https://fba.um.edu.mo/postgraduate-studies/phd/>
- Faculty of Business Administration: <https://fba.um.edu.mo/>
- University of Macau: <https://www.um.edu.mo/>
- Graduate School: <https://grs.um.edu.mo/>
- Student Affairs Office: https://www.um.edu.mo/sao/en/sao_index.php
- Research Services and Knowledge Transfer Office: <https://www.um.edu.mo/research/index.html>

Below are some specific links that may be useful.

- Tuition Fee: <https://grs.um.edu.mo/index.php/current-students/tuition-fee/>
- University Almanac: <https://reg.um.edu.mo/university-almanac/>
- Student Counselling and Career Development: https://www.um.edu.mo/sao//scs/en/scs_index.php
- Student Services and Housing: <https://srs.sao.um.edu.mo/>
- Student Development: https://www.um.edu.mo/sao//sds/en/sds_index.php
- Research Ethics: <https://www.um.edu.mo/research/ethic.html#>
- Office of Health, Safety and Environmental Affairs: <https://hseo.um.edu.mo/>
- Office of Sports Affairs: <https://www.um.edu.mo/osa/en/index.html>

We reserve the right of the interpretation of the handbook and the possibility of future revision.

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