



University of Macau

Faculty of Law

Internal Guidelines for Subsidizing Student Overseas Summer Programs

1. Purpose

- 1.1 The Internal Guidelines for *Subsidizing Student Overseas Summer Programs* provide guidance on application of financial grant on participating law related summer programs by students of the Faculty of Law.
- 1.2 These Guidelines aim at providing necessary support for students to participate overseas programs in order to widen students' horizon and to enrich their international exposure and experience.

2. Eligibility

- 2.1 Full-time students of Year 3, Year 4 and Year 5 of Bachelor programs and Year 2 of Master Degree programs of the Faculty of Law are eligible for application of financial grant.
- 2.2 Students who joined study abroad programs that are been subsidized by the University of Macau are NOT eligible.
- 2.3 Scholarship recipients of the Faculty of Law with exemption of tuition fees, accommodation fees and receiving monthly stipend are NOT eligible.

3. Funding Criteria

Students shall be granted financial support by fulfilling any one of the following criteria:

- a) Students of Bachelor programs who have completed studies of 1st semester and have achieved an average result of 15 or above [on the 20-point scale or equivalent].
- b) Students of Master programs who have completed studies of Year 1 and have achieved an average result of 15 or above [on the 20-point scale or equivalent].
- c) Students who have published at least one article in any referred journal.
- d) Students with outstanding achievements in the following:
 - i. Representative of Macau / University of Macau in any kind of sports competition, such as swimming, badminton etc., and won a prize;
 - ii. Representative of Macau / University of Macau in other kind of competitions, such as debating, public speaking, etc., and won a prize.
- e) Students who have received prizes, award or professional honours etc. for recognition of performance, studies or contributions.



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4. Limit

- 4.1 Six quotas will be granted for each academic year; three quotas each for Bachelor Program and Master Program.
- 4.2 Financial support shall be granted on a first-come first-serve basis after fulfilling the criteria as stated in item 3.
- 4.3 Only ONE time financial support will be granted to qualified student during his/her period of studies of the program.
- 4.4 The financial grant on participating law related summer programs shall include program fees, accommodation expenses, and round-trip air ticket / other modes of transportation in economic class between Macao / home city and the designated location. Meals shall not be subsidized.
- 4.5 The amount of subsidy shall be not more than 50% of the total expenses [as stated in item 4.4] incurred or a cap of MOP15,000, whichever is lower.

5. Application / Reimbursement Procedures

5.1 Application Procedures

- 5.1.1 Eligible students can apply for financial grant by filling in the application form and submit to the General Office of the Faculty of Law.

5.2 Reimbursement Procedures

- 5.2.1 Students shall settle the expenses first and then request for reimbursement through the Faculty of Law.
- 5.2.2 Submit original receipts / invoices together with a study /conference trip report within 30 days after completion of the program / conference to the General Office of the Faculty of Law.

6. Exceptional Cases

Exceptional cases for applications other than the funding criteria as stated in item 3 shall be considered by on a case by basis and approved the Dean or his delegate, on the conditions that justifications are duly provided.

7. Effective Date

The Internal Guidelines for Subsidizing Student Overseas Summer Programs take effect from 18 May 2012