



澳門大學

UNIVERSIDADE DE MACAU

Faculty of Law

Internal Guidelines for Research Support Scheme for Academic Staff

1. Objectives

- 1.1 The research support scheme aims at encouraging faculty members to actively engage in research activities, as well as, improving research output of the Faculty of Law [FLL] in both quality and quantity.
- 1.2 These Internal Guidelines for Research Support Scheme aim to provide guidance on application of research support by academic staff of FLL.

2. Eligibility

- 2.1 Only FLL full time academic staff is eligible for the research support scheme.
- 2.2 An amount of MOP30,000 shall be allocated for the research support scheme. The amount may be given to one academic or to be shared by two or more academics to be determined by the Selection Committee.

3. Type of Activities

The budget must be spent on research related activities which are beneficial to the academic staff for enhancing his/her academic expertise:

- a) Purchase of books and materials either in paper or electronic versions;
- b) Participate in international conferences/seminars, which include payment of registration fees, transportation and accommodation expenses.

4. Application Procedures

The FLL General Office will call for application every year and academic staff shall submit the application which contains the following information:

- a) A list of publications, such as books, book chapters, refereed journals, articles and conference proceedings, etc. published during the assessment period. Only those publications that were published after a faculty member had joined the University of Macau shall be considered.
- b) Copies of publications in PDF format.

5. Assessment

- 5.1 A Selection Committee shall consist of a Chair and two or more members, nominated by the Dean of FLL.



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- 5.2 The Selection Committee shall assess the applications based on the research performance and output carried out during the previous calendar year, i.e. from January to December.
- 5.3 The Selection Committee shall furnish a resolution and recommend to the Dean of FLL for endorsement.
- 5.4 The FLL General Office shall announce the results to all FLL academic staff.

6. Approval and Reimbursement Procedures

- 6.1 After endorsement from the FLL Dean is sought, the FLL General Office shall prepare a budget proposal and seek approval from the related authority according to the delegated competence.
- 6.2 Reimbursement shall be made on actual spending upon submission of original invoices/receipts.

7. Effective Date and Others

- 7.1 These Internal Guidelines for Research Support Scheme for Academic Staff shall take into effect from 1 April 2014.
- 7.2 These Internal Guidelines will be revised or terminated subject to the forthcoming revision of the University of Macau's policy.