

**Regulation on Attribution of Scholarships
of the Macao Foundation
(Applicable to Non-Macao Residents Studying Degree
Courses at Local Institutions of Higher Education)**

**Chapter 1
General Provisions**

**Article 1
Objective**

This Regulation aims to regulate applications for attribution and renewal of scholarships for non-Macao residents to study degree courses at institutions of higher education in Macao, on the basis that the objectives of documents of cooperation (hereafter referred to as “scholarships protocol(s)”) signed between the Macao Foundation (hereafter referred to as “the Foundation”) and the countries, territories or institutions concerned are not contravened.

**Article 2
Applications**

1. Applications for scholarships are accepted once annually, unless otherwise provided in scholarships protocols.
2. The Foundation shall reserve the right not to accept applications.
3. An Applicant must meet the following eligibility requirements in order to apply for a scholarship indicated in this Regulation:
 - a)* Being a citizen of the country or territory designated by the respective scholarships protocol, and not being a resident of the Macao Special Administrative Region;
 - b)* Being recommended by the country, territory or institution which is the signing party of the respective scholarships protocol;
 - c)* Not in possession of academic qualification(s) of the course of scholarship of identical or higher level;
 - d)* In possession of the academic qualification(s) and language proficiency required for the degree course the Applicant intends to study;

- e) Being offered a place to the course the Applicant intends to study;
 - f) Not being sanctioned for infringing the regulations on the attribution of scholarships of the Foundation;
 - g) Not being a Beneficiary of other scholarship(s) offered by the Foundation.
4. Applications for scholarships to learn or study the medium of instruction of the course concerned shall not be accepted, except for special circumstances.

Article 3

Specification

The Foundation shall determine annually the quota, amount, composition and specific target subject of scholarships for each country, territory or institution in accordance with the scholarships protocols concerned.

Article 4

Period

1. Scholarships shall begin from the month when the respective institutions of higher education in Macao commence their academic year, for a maximum period of 12 months, renewable in accordance with this Regulation.
2. Should the Beneficiary of a scholarship arrive in Macao later than the month indicated in the Section above, the attribution of the scholarship shall begin on the month of the arrival of the Beneficiary.
3. Scholarships shall be used in the corresponding academic year, which may only be transferred to the following academic year in extremely exceptional circumstances approved by the Foundation in writing.
4. Attribution of a scholarship shall be ceased on the month following the Beneficiary has completed the course, begins a sabbatical or has suspended or terminated studying the course concerned due to other reasons.

Article 5

Composition

1. The Foundation has the right to determine a scholarship to be used, in part or whole, in specific expense items, especially tuition fees (including enrolment fees, dissertation fees), accommodation fees and living allowance.
2. Unless otherwise provided in scholarships protocols, the Beneficiary or his pertaining country or territory shall assume the costs of all other expenses such as his insurance, medical care and round-trip travels between his place of residence and Macao.

Article 6
Obligations of a Scholarship Beneficiary

1. In accordance with the method of payment determined by the Foundation, to open an account under the name of the Beneficiary of scholarship in a local bank in Macao, or to sign and receive cheques of scholarships in person.
2. To notify the Foundation in writing, at the earliest opportunity, any alterations to contact and account details.
3. Being a full-time student during the period of scholarship.
4. Not being a beneficiary of other scholarships and subsidies offered by other institutions without advanced approval by the Foundation in writing.
5. Not to alter the use of scholarship.
6. Not to take sabbaticals or change institutions or courses without advanced approval by the Foundation in writing.
7. To submit documents to the Foundation, upon requests:
 - a) Apart from doctorate students, other Beneficiaries of scholarships shall submit a transcript issued by the enrolled institution at the end of each academic year; doctorate students shall submit a research progress report signed by the supervisor at the end of each academic year.
 - b) Beneficiaries of scholarships who have completed their degree courses shall submit three copies of their graduation dissertations within 12 months after termination of scholarships.

Chapter 2
First Applications

Article 7
Documents

1. Applicants should submit the following documents when applying for scholarships for the first time:
 - a) A completed application form provided by the Foundation;
 - b) A photograph in identification document format;
 - c) A duplicate of an Identity Card or Passport;
 - d) Proof of academic qualification(s) and language proficiency required for the degree course an Applicant intends to study;
 - e) Other documents and proofs required by the institution an Applicant has applied for.
2. Applicants shall be responsible for the acquisition and the costs of the documents concerned.

Article 8
Submission of Applications

All documents should be submitted by post to the following address before the date determined annually by the Foundation:

The Macao Foundation
Caixa Postal 3025
MACAU

Article 9
Selection

1. The Foundation shall proceed selection of Applicants fulfilling the following eligibility requirements, and shall reserve the right to consultation on selection whenever necessary:
 - a) The Applicant shall be required to be recommended by the institution indicated in a scholarship protocol, and the List of Recommendation shall contain the name(s) of the Applicant(s) as well as name(s) of the intended institution(s) of higher education, faculty (faculties) or department(s) and course(s);
 - b) The Applicant has completed the formalities of application to the degree courses administered by the institutions of higher education in Macao, and a place has been offered.
2. The Foundation has the right to final decision on the results of selection.

Chapter 3
Renewal

Article 10
Continuity

Scholarships shall be continuable, whose renewal shall be proceeded after the annual academic assessment. Beneficiaries of scholarships who meet the conditions for renewal may receive scholarships continually in accordance with provisions until the degree under study has been fully completed.

Article 11
Conditions for Renewal

Unless otherwise provided in scholarships protocols, approval for renewal may be

granted to a Beneficiary of a scholarship by the Foundation when one of the following conditions has been met:

1. Who has completed all credits compulsory in each academic year or has passed in annual academic assessment, that is being able to complete the course within the normal period provided by the institution enrolled.
2. Who fail to meet the Section above for the first time, but was accepted by the Foundation after explanation of the Applicant.
3. Who resumes his study after a sabbatical approved in advance by the Foundation in writing because of health or other reasons being fully justified.
4. Other circumstances approved exceptionally by the Foundation.

Article 12

Applications for Renewal

1. The Beneficiary of a scholarship should submit the following information when applying for renewal of scholarship:
 - a)* A duplicate of valid identity document;
 - b)* Proof of completion of credits compulsory in each academic year or a pass in annual academic assessment issued by the institution enrolled by the Applicant, or a letter explaining the reasons the institution being unable to provide with the aforementioned documents.
 - c)* Proof of enrolment to the course.
2. Except for special circumstances, the documents required for scholarship renewal should be submitted to a designated location within the provided period, and the Applicant shall be responsible for the acquisition and costs of the documents.

Chapter 4

Other Provisions

Article 13

Cancellation

1. Beneficiaries of scholarships must observe all provisions in this Regulation, or the scholarships shall be cancelled and the Foundation shall reserve the right to affix legal responsibilities should infringements emerge, especially for the following acts:
 - a)* Failure to observe the obligations provided in Article 6 of this Regulation;
 - b)* Providing false declarations or intentionally omitting declarations on particular matters when submitting documents of application;
 - c)* Making serious offences against the regulations and regimes of the enrolled institutions;

- d)* Making serious offences against the legislation of Macao.
2. The Foundation has the right to request the Beneficiaries of scholarships to redeem the amount attributed upon cancellation of scholarships.

Article 14
Revisions

1. This Regulation may be revised at any time on the premise that the protocols concluded are not prejudiced, and shall regulate anew, after deliberation of the Board of Directors of the Foundation, applications for scholarship attribution and renewal from the next round.
2. Revision to this Regulation shall not affect tasks that have been already launched.

Article 15
Questions and Omissions

Questions and matters not mentioned in this Regulation shall be interpreted by the organs of the Foundation.

Deliberated by the Board of Directors on (date).