



## Guidelines for Assessing the Applications for UM PGH Accommodation

### Article 1 (Introduction)

Due to insufficient bedspace in Postgraduate House (hereinafter referred to as “PGH”), not all applicants can be offered an accommodation in PGH. To ensure reasonable distribution of the accommodation, the Student Resources Section (hereinafter referred to as “SRS”) have formulated these Guidelines in accordance with Article 3 Item 1 and 2 from “Postgraduate House Resident Rules” to standardize the PGH Accommodation Application (hereinafter referred to as “Application”) and its approval criteria.

These Guidelines regulate the approval of two different residence periods. The two residence periods are the first and second semesters of each academic year, which are approximately from August to December of each year (for the first semester) and from January to May of each year (for the second semester). The specific accommodation dates will be announced separately.

### Article 2 (Approval Criteria for the First Semester)

1. Applicants without a residence in Macao will be given priority in the allocation of accommodation. While applicants with Macao Resident Identity Card must submit a “Declaration of Non-residency in Macao” along with their application.
2. The Head of SRS or authorized personnel have the right to reject applications from applicants that have previously endangered the safety and operation of PGH.
3. Accommodation services will not be provided for students of the following courses:
  - Executive Master of Business Administration (EMBA)
  - Doctor of Business Administration (DBA)
  - Doctor of Education (EdD/DED)
  - Doctor of Public Administration (DPA)
  - Postgraduate Certificate / Diploma Programmes
4. The following applicants will receive guaranteed accommodation:



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- a) For the following new postgraduate students, the accommodation guaranteed period extends from the semester of initial registration to the end of the immediately following semester:
    - i. New postgraduate students in their first year of studies
    - ii. New postgraduate students who did not complete the registration process but applied for deferment of study in the previous academic year and received approval to resume their studies
  - b) Students that have obtained the “UM PhD Scholarship” (applicable to students admitted from the academic year 2023/2024), the “UM Macao PhD Scholarship” (applicable to students admitted in or before the academic year 2022/2023) or other scholarships recognised by UM (including accommodation subsidies or exemption), and within the designated study period\*
  - c) Non-local postgraduate students from higher education institutions which have signed student exchange agreements with UM
  - d) PGH House Tutors
5. After the allocation of bedspaces according to Item 4 of Article 2, the remaining bedspaces will be allocated in the following order:
- 5.1 Allocation order (priority from “a” being highest to “e” being lowest):
- a) PhD students within the normal study period\* who are classified by their academic unit as:
 

During the target residence period, students who must conduct experiment(s) in the campus laboratory due to their own research and the relevant experiment(s) cannot be conducted off-campus, or students who must use the facility(ies) on-campus due to other academic needs and relevant academic need(s) cannot be acquired off-campus.
  - b) Other PhD students within the normal study period\*
  - c) PhD students beyond the normal study period\*
  - d) Master students within the normal study period\*
  - e) Master students beyond the normal study period\*
- 5.2 For students in category 5.1 a, when bedspaces are insufficient for all students in this category, the allocation will be as follows:
- a) The first round of bedspaces will be assigned to relevant academic units in the form of quotas, academic units will determine their allocation methods to allocate the quotas to their students in category 5.1 a. If an academic unit decides to allocate its bedspace quota by draw lots, then it will be performed



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by SRS. The calculation of the bedspace quota for students in category 5.1 a obtained by each academic unit is: total number of available first round bedspaces x the proportion of students in 5.1 a category of the academic unit. First round bedspace quota from academic units that are forfeited by students will be released and become a released bedspace.

- b) For bedspaces released after the first round of bedspace allocation, including but not limited to forfeited bedspaces from bedspace quota or guaranteed bedspaces, these bedspaces will be reassigned as released bedspaces. Released bedspaces will be allocated to students without a bedspace in category 5.1 a by draw lots and no quota will be assigned to academic units.

5.3 For students in categories 5.1 b to e, when bedspaces are insufficient for allocation to all students in the same category, the allocation will be decided by draw lots and no quota will be assigned to academic units.

6. The bedspaces allocation also depends on other factors such as the number of bedspaces for male and female and the number of different types of rooms.

(\*) Whether an applicant is "within the normal study period" is determined by the applicant's academic status during the target residence period. E.g. when applying for first semester accommodation in the 2024/2025 academic year, if the applicant is enrolled in the first semester of the 2023/2024 academic year and the normal duration of the program is two years, the applicant is considered to be "within the normal study period" because the applicant is still studying within the normal period of study in the first semester of the 2024/2025 academic year (i.e., the target residence period). If the applicant is enrolled in the first semester of the 2022/2023 academic year and the normal duration of the program is two years, the applicant will be considered to be "beyond the normal period" because the applicant is beyond the normal period of the program in the first semester of the 2024/2025 academic year (i.e., the target residence period). The normal duration of the applicant's program of study is determined by the Graduate School.

### Article 3

#### (Approval Criteria for the Second Semester)

1. The Head of SRS or authorized personnel have the right to reject applications from applicants that have endangered the safety and operation of PGH before.
2. Bedspace allocation in the second semester will be prioritized to postgraduate students who lived in PGH in the first semester of the same academic year, the remaining bedspaces will be allocated in accordance with the provisions of Article 2 of this Guideline.



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Article 4

(Approval of Special Circumstances)

Applications under special circumstances will not be restricted by the conditions in Article 2 and 3 of this Guideline. After enquiry through the Graduate School and the academic unit of the applicant, the Dean of Students will be responsible for the approval.

Article 5

(Interpretation and Amendment)

1. The power of interpreting and amending these Guidelines shall be vested in the Student Affairs Office.
2. The Student Affairs Office may amend these Guidelines at any time and will come into force with immediate effect after announcement.