



聖若瑟大學
UNIVERSITY OF
SAINT JOSEPH

PROGRAMME HANDBOOK

Doctoral Programme

Academic Year
2021 | 2022



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Academic Unit: FRSP, FAH, FBL, FSSE, ISE, IDEAS

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PART 1 | INTRODUCTION

1. Purpose of the Programme Handbook

This handbook aims to provide students with the most up to date information to improve their experience at the University of Saint Joseph. Here you will find details about the Doctoral programme offered at the University of Saint Joseph, as well as other essential information such as:

- ✓ the programme structure and key features
- ✓ the programme team
- ✓ the teaching, learning, and assessment
- ✓ student representation and support
- ✓ the learning resources
- ✓ other relevant information.

The information included in this handbook is supplemented by additional information available on our website (<https://www.usj.edu.mo/>), particularly in the following sections:

Programme: <https://www.usj.edu.mo/en/programmes/doctorate/>

Student: <https://www.usj.edu.mo/en/students-4>

Libraries: <http://libraryportal.usj.edu.mo/>

Resources: <https://www.usj.edu.mo/en/resources/>

Contacts: <https://www.usj.edu.mo/en/contact-us-2/>

We hope that the information included in this book can provide answers and any assistance that you might need. If you wish to offer comments and suggestions to its contents, as well as pursue further queries regarding the information included in this handbook, please contact Prof. Alvaro Barbosa, Interim Coordinator of Doctoral Programme: abarbosa@usj.edu.mo.

2. Academic Unit

The scope of the doctoral programme extends to 6 academic units at the University of Saint Joseph. The different specialisation areas are affiliated with the appropriate academic units.

Depending on the candidates' proposals, she/he will be assigned to one of the specialisation areas of the doctoral programme. Their research will be developed under the scope of one of the specialisation areas, hosted by a University of Saint Joseph Faculty or Institute as follows:

Faculty of Business and Law

- ✓ Doctoral Specialisation in **Business Administration**
- ✓ Doctoral Specialisation in **Government Studies**

Faculty of Social Sciences and Education

- ✓ Doctoral Specialisation in **Education**
- ✓ Doctoral Specialisation in **Psychology**

Faculty of Arts and Humanities

- ✓ Doctoral Specialisation in **Global Studies**
- ✓ Doctoral Specialisation in **History**

Faculty of Religious Studies and Philosophy

- ✓ Doctoral Specialisation in **Religious Studies**

Institute of Science and Environment

- ✓ Doctoral Specialisation in **Science**

Institute of Data Engineering and Science

- ✓ Doctoral Specialisation in **Information Systems**

The research work developed by the candidate will be an integral part of the research of the academic unit and will be supported by a community of scholars that are carrying out research in complementary fields.

All research published by USJ doctoral students, that result from the doctoral research work, must carry the affiliation of the University and respective academic unit.

3. Welcome Message

Dear Student,

You are about to start an outstanding journey, joining a vibrant community of international researchers, students, and scholars. USJ is a hub of multicultural innovation and our doctoral programme fosters a multi-disciplinary, inter-disciplinary and trans-disciplinary research environment, supported by academic staff with exceptionally strong backgrounds in their specialist fields. Doctoral students are a dispensable part of this inspiring environment, and our success in research can only be accomplished with your participation.

The doctoral programme at USJ offers specializations in the following fields of academic research:

Business Administration; Education; Global Studies; Government Studies; History; Information Systems; Psychology; Religious Studies; Science.

The first cohort of the USJ doctoral programme at USJ started their journey in 2007 and since then, a focus on research excellence has been part of the University's academic Life.

The USJ doctoral programme has graduated more than 30 students and all doctoral theses concluded since 2017 are publicly available at:

<https://www.usj.edu.mo/en/research/doctoral-thesis/>

On behalf of the doctoral programme academic team, welcome to USJ!

We are looking forward to working with you,



Alvaro Barbosa
Doctoral Programme Coordinator

4. Being a student at USJ

When applicants enrol in the doctoral programme, she/he becomes a member of the learning community at the University of Saint Joseph (USJ).

Students become an active part of USJ's vision to be a leading multicultural university that stands by the principles of academic integrity, follows international standards in higher education, fosters innovation, and upholds humanising values in all cultures.

USJ is comprised of an academic community of students and scholars committed to whole-person development. Founded in Macao's cultural and spiritual heritage, we work to promote a caring, ethically responsible, economically, socially, and environmentally sustainable society.

At USJ, students enrol in programmes with the highest academic standards in teaching, learning, and research within an international academy enriched by cultural interchange and diversity that welcomes all who seek academic excellence, irrespective of their ethnic, social, or religious affiliation.

Students and future graduates of USJ, are expected to uphold the highest academic and personal standards in their academic and professional career, which are further specified in USJ's Graduate Attributes available at:

<https://www.usj.edu.mo/wp-content/uploads/2020/01/QA-BOOKLET-Graduate-Attributes-v.01.pdf>

In addition, the admissions process for the doctoral programme is unique. At USJ, new applicants to the University of Saint Joseph doctoral programme can choose their thesis topic and supervisor from a pool of open doctoral thesis proposals at the admission stage.

The Open Doctoral Thesis Proposals are available at:

<https://www.usj.edu.mo/en/open-doctoral-proposals/>

There is also the possibility of applicants proposing their own original thesis topic. In this case the applicant will have to submit a short proposal that will be assessed by the doctoral programme coordination team during the admission process.

Applicants may apply to the programme using the USJ fully on-line application system available at:

<https://apply.usj.edu.mo/apply/>

USJ provides information about available scholarships. Applicants can check if they are eligible for any scholarship by consulting the website with their application number:

<https://scholarships.usj.edu.mo/>

PART 2 | THE PROGRAMME

5. Introduction

a. The purpose of the Programme

The doctoral programme at USJ is a research-oriented degree designed to provide students with advanced theoretical and practical research skills, that will enable the advancement of a specific area of knowledge.

b. Characteristics of the Programme

The doctoral programme at USJ is hosted in a uniquely stimulating environment for multi-disciplinary, inter-disciplinary and trans-disciplinary doctoral research and development. USJ is an international community of scholars and researchers where students, postdoctoral fellows, and faculty work side-by-side in a highly interactive a highly interactive atmosphere of close personal collaboration.

c. Alignment of the Programme with the University Strategy

The doctoral programme is aligned with the vision and mission of the University of Saint Joseph.

VISION

To be a leading multicultural Catholic University of China, that stands by the principles of academic integrity, follows international standards in higher education, fosters innovation and upholds humanizing values in all cultures.

MISSION

- ✓ Provide the region with a University imbued with a Christian ethos;
- ✓ Foster the cultural and spiritual heritage of Macao;
- ✓ Uphold the highest academic standards in teaching, learning and research;
- ✓ Develop an international academy enriched by cultural interchange and diversity;
- ✓ Welcome all who seek academic excellence, irrespective of their ethnic, social or religious affiliation;
- ✓ Nurture an academic community committed to whole person development;
- ✓ Promote a caring, ethically responsible, economically, socially and environmentally sustainable society.

6. The Rationale and Key Principles of the Programme

The **rationale** of the doctoral programme at USJ is in line with the Higher Education framework set out in Law No.10/2017 of the Macao S. A. R., particularly with the considerations stated in Article 21 of the law:

1. The doctoral degree is conferred on individuals who have completed the doctoral degree programme and passed the doctoral examinations.
2. The doctoral degree proves awardees' ability to carry out a significant and original research, including its design, planning and compilation, etc., which meets the requirements imposed by the standards of academic quality and integrity, as well as awardees' skills of critical analysis, evaluation and synthesis of new and complex ideas, and their ability to communicate with peers, academia and society in general in the related field of expertise.
3. The designation of the doctoral program is one that is included in the study plan of the respective program and shall correspond to the respective specialization, academic area and field of knowledge.
4. The doctoral degree program has, as a rule, a study period of three academic years.
5. The examinations for obtaining the doctoral degree referred to in paragraph 1 shall include the writing of an original thesis of a related field of knowledge or specialisation for that particular purpose and for the oral defence.
6. In addition to the provisions of the preceding paragraph, obtaining a doctoral degree may still be conditional on passing all assessment criteria that are included in the study plan of the doctoral degree program.
7. Doctoral students, with authorization from respective higher education institutions, may choose supervisors for their own research work from instructors with a doctoral degree in the respective specialization, full professors, associate professors, or instructors with equivalent titles.
8. Applicants for a doctoral degree program shall be the holder of a master's degree or equivalent academic qualifications recognized, for the purpose of pursuing studies, by the academic-pedagogical body of the higher education institution that offers the programme or shall be the holder of a bachelor's degree with an "Excellent" grade.

The original text of the law No10/2017, in Chinese and Portuguese can be found at:

<https://images.io.gov.mo/bo/i/2017/32/lei-10-2017.pdf>

The English translation by the Higher Education Bureau content can be found at:

<https://es.dsedj.gov.mo/law/no102017.pdf>

The **key principles** of the doctoral programme derive from the USJ graduate attributes for Doctoral Degrees:

Attribute 1: Intellectual Rigour

Excellence in all scholars, having clarity in thinking when faced with new knowledge and arguments, and higher order thinking.

Attribute 2: Personal Development

Broad knowledge, understanding, respect, commitment and practice about moral, religious, ethical, and social values at the personal, social and professional levels.

Attribute 3: Disciplinary Expertise

In-depth knowledge and skills in the chosen discipline and able to complete tasks and create new concepts through systematic and rigorous investigation.

Attribute 4: Lifelong Learning

Engages in autonomous self-learning to enhance knowledge and skills to match self-sustainability, active service to society and change by effectively creating new thoughts through the process of research and inquiry.

Attribute 5: Principles of Ethics and Service to Others

Commitment to engage in community service to affect social and environmental change in local and global communities by taking up roles and responsibilities to society and nature. Being a socially responsible and caring member of, and for, the community, with global awareness and participation. Being a service advocate.

Attribute 6: Research & Human Literacy, and Understanding

Uses ICT skills effectively to obtain information resources relevant to an information need, in order to create new knowledge and understanding through the process of research and enquiry. Enhances human capabilities in using technologies, literacies and humanities to research, and explains ideas from digital devices. Reads, interprets and questions texts, using higher order thinking.

The official content can be found at:

<https://www.usj.edu.mo/wp-content/uploads/2020/01/QA-BOOKLET-Graduate-Attributes-v.01.pdf>

7. Aims and Outcomes of the Programme

The programme aims to prepare students with exceptional ability and a deep commitment to their graduate education, to develop advanced R&D activities, preparing them for their future careers in Academia, Industry, or other walks of life that they choose.

The Learning Outcomes of the doctoral programme are derived from, and defined in accordance with, the USJ Graduate Attributes:

Learning Outcomes for Graduate Attribute 1: Intellectual Rigour

To exercise knowledge to think critically, strategically, and creatively including an ability to identify and articulate complex legal issues, apply reasoning and research to generate appropriate theoretical and practical responses, and demonstrate sophisticated cognitive and creative skills in approaching complex legal issues and generating appropriate responses. Generates original and significant ideas and thinking.

Learning Outcomes for Graduate Attribute 2: Personal Development

To demonstrate an advanced and integrated capacity to value and promote honesty, integrity, accountability, public service and ethical standards including an understanding of approaches to ethical decision making, the rules of professional responsibility, an ability to reflect upon and respond to ethical challenges in practice, and a developing ability to engage in the profession and to exercise professional judgment.

Learning Outcomes for Graduate Attribute 3: Disciplinary Expertise

To demonstrate an advanced and integrated understanding of the disciplinary, cultural and international contexts, the principles and values of ethical practice, and effective and appropriate communication skills including highly effective use of the English language.

Learning Outcomes for Graduate Attribute 4: Lifelong Learning

To reflect a high level of autonomy, accountability and professionalism, the ability to implement appropriate self-management and lifelong learning strategies including initiating self-directed work and learning, judgment and responsibility, self-assessment of skills, personal wellbeing and appropriate use of feedback, and a capacity to adapt to and embrace change.

Learning Outcomes for Graduate Attribute 5: Principles of Ethics and Service to Others

To demonstrate knowledge and critical awareness of the local and global context and diversity perspectives, cultures and values, and exercises knowledge and skills to improve diverse communities through active engagement and leading in issues of equity, sustainability, and social justice.

Learning Outcomes for Graduate Attribute 6: Research & Human Literacy, and Understanding

To acquire well-developed cognitive and practical skills in ICT necessary to identify, research, evaluate and synthesise relevant factual, issues; demonstrates intellectual and practical skills necessary to justify and interpret theoretical propositions, methodologies, conclusions, and professional decisions.

8. Key Areas of the Programme

During the doctoral programme duration, students hold full-time student status within 9 key areas of specialisation:

a. Doctoral Specialisation in Business Administration

The Doctoral programme specialisation in Business Administration is a research-based programme for exploring advances in the study and practice of business administration, management, and leadership. During their Doctoral studies, students are part of the **Faculty of Business and Law (FBL)** and are encouraged to present papers at international conferences or publish in academic journals. The FBL currently accepts students for the programme who are interested in the research areas of Entrepreneurship, Marketing, Consumer Behaviour, Neuroeconomics, Data Analytics, Economics, and Tourism and Hospitality Management.

b. Doctoral Specialisation in Government Studies

The Doctoral programme specialisation in Government Studies is a research-based programme for exploring advances in the study of public administration, public policies, political studies, and public organisations. During their Doctoral studies, students are part of the **Faculty of Business and Law (FBL)** and are encouraged to present papers at international conferences or publish in academic journals. The FBL currently accepts students for the programme who are interested in the research areas of International Aid & Poverty Reduction, International Trade Policies, E-Government, Public Administration, and Legal Studies.

c. Doctoral Specialisation in Education

The Doctoral programme specialisation in Education is designed to enable students to become expert researchers in current educational issues and topics, equipping them to plan, conduct, and report high-level educational research, both empirical and non-empirical, using a range of research techniques in quantitative, qualitative, and mixed methods research. During their Doctoral studies, students are part of the **Faculty of Social Sciences and Education (FSSE)** and are encouraged to present papers at international conferences or publish in academic journals. They should be able to take leadership roles in planning, conducting, analysing a range of data types, as well as reporting and critiquing research in education. Students are expected to publish research papers in education and to have an in-depth, highly developed understanding of topical issues in education and educational research on an international scale, as well as trends and innovations in education.



d. Doctoral Specialisation in Psychology

The Doctoral programme specialisation in Psychology offers advanced study and research training in psychology for students seeking to pursue careers in teaching, professional practice, and research in the fields of psychology. During their Doctoral studies, students are part of the **Faculty of Social Sciences and Education (FSSE)** and are encouraged to present papers at international conferences or publish in academic journals. The programme is designed for students to acquire theoretical and empirical knowledge and skills across a range of psychological themes to enable students to conduct research. Students are expected to perform psychological research, contribute to the body of knowledge, and advance approaches in psychology. The main concentrations of research are in Clinical Psychology, Educational Psychology, Developmental Psychology, Counselling and Health Psychology, Social Psychology, and Organisational Psychology.

e. Doctoral Specialisation in Global Studies

The Doctoral programme specialisation in Global Studies is an interdisciplinary research track that studies the interconnectedness of cultures across the globe from a historical and contemporary perspective. During their Doctoral studies, students are part of the **Faculty of Artes and Humanities (FAH)** and are encouraged to present papers at international conferences or publish in academic journals. Predominant subjects are related with the geographical location of Macao and its long-standing tradition of acculturation between East and West. From this perspective, the doctoral programme features research topics primarily under the scope of Design, Architecture, Intercultural Communication, Anthropology, Media Studies, Cultural Studies, Arts and Music, and Sociology.

f. Doctoral Specialisation in History

The Doctoral programme specialisation in History supports original research in a wide variety of areas, including but not limited to social and cultural history, heritage and urban history, the Chinese Diaspora, and History and Education. During their Doctoral studies, students are part of the **Faculty of Artes and Humanities (FAH)** and are encouraged to present papers at international conferences or publish in academic journals. While we welcome research projects with a focus on Macao and the Greater Bay Area, we also encourage scholarly investigation that connects with the Asian region and beyond. Candidates in this programme are expected to contribute significantly to their area of studies through participation in international forums and original peer-reviewed research publications.



g. Doctoral Specialisation in Religious Studies

The Doctoral programme specialisation in Religious Studies covers an interdisciplinary field of study that includes research areas such as the study of ancient languages, literature, biblical studies, patristics, philosophy, sociology, psychology, history, cultural studies, music, Canon Law, and theology. The methodologies appropriate to this diverse range of topics require research students to display a flexibility of approach and a clear focus on the research questions posed by their chosen subject. During their Doctoral studies, students are part of the **Faculty of Religious Studies and Philosophy (FRSP)** and are encouraged to present papers at international conferences or publish in academic journals.

h. Doctoral Specialisation in Science

The Doctoral programme specialisation in science is closely linked to the research lines of the Institute of Science and Environment. It covers topics in Environmental, Biological, Marine, and Earth Sciences, both on applied and fundamental themes. Research questions may be focused on issues related to Macao and the Greater Bay Area, or address topics of a more global scope. Doctoral candidates are often integrated into wider multidisciplinary international research teams, having the possibility to work for periods abroad in partner universities. During their Doctoral studies students are part of the **Institute of Science and Environment (ISE)** and are encouraged to present papers at international conferences or publish in academic journals.

i. Doctoral Specialisation in Information Systems

The Doctoral programme specialisation in Information Systems is an interdisciplinary research track that offers the opportunity to develop state-of-the-art technologies with a human-centred approach. It enables students to innovate at the forefront of key research areas in Data Engineering and Science. During their Doctoral studies, students are part of the **Institute of Data Engineering and Science (IDEAS)** and are encouraged to present papers at international conferences or publish in academic journals.

9. Organisation of the Programme

The doctoral programme is structured within 3 years, with a possibility of extension for 2 additional years.

The doctoral programme has two main sections: the Foundation Year and the Thesis Research and Writing.

The Foundation Year is designed to enable students to build up their research skills and subject expertise; it does this by exposing them to a range of modes of enquiry, such that decisions on research planning are informed, selective and fit for purpose. During this foundation year, Doctoral candidates are required to complete five modules acquiring the knowledge and experience to start their doctoral research in their proposed academic field.

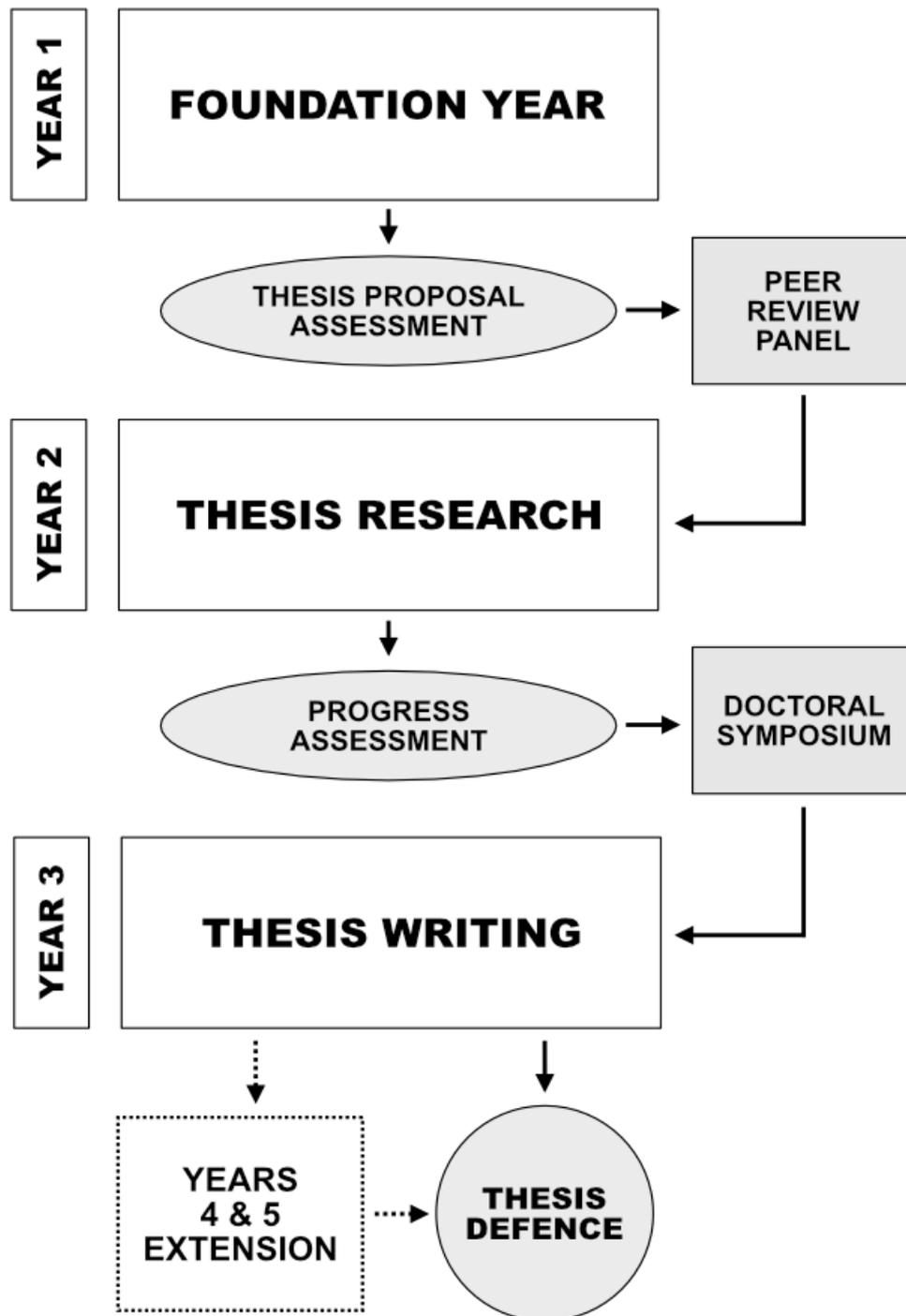
Upon completion of the foundation year, doctoral candidates have 2 months to submit a thesis proposal, which once assessed and approved by a peer-review panel, will enable them to proceed to the stage of thesis research work.

After the thesis proposal approval, doctoral candidates enter the Thesis Research stage and will work with a supervisor to complete their doctoral thesis during a period of 2 to 4 years and are expected to develop an original piece of academic research work that contributes to a significant and substantial advance in their research field.

At the end of the second year the doctoral candidate must present the progress of their research in a doctoral symposium organised by USJ, in order to move to the stage of thesis writing.

If doctoral candidates are unable to submit their thesis for defence by the end of the 3rd year, they may apply for an extension of 2 years.

10. Structure of the Programme



11. Foundation Year

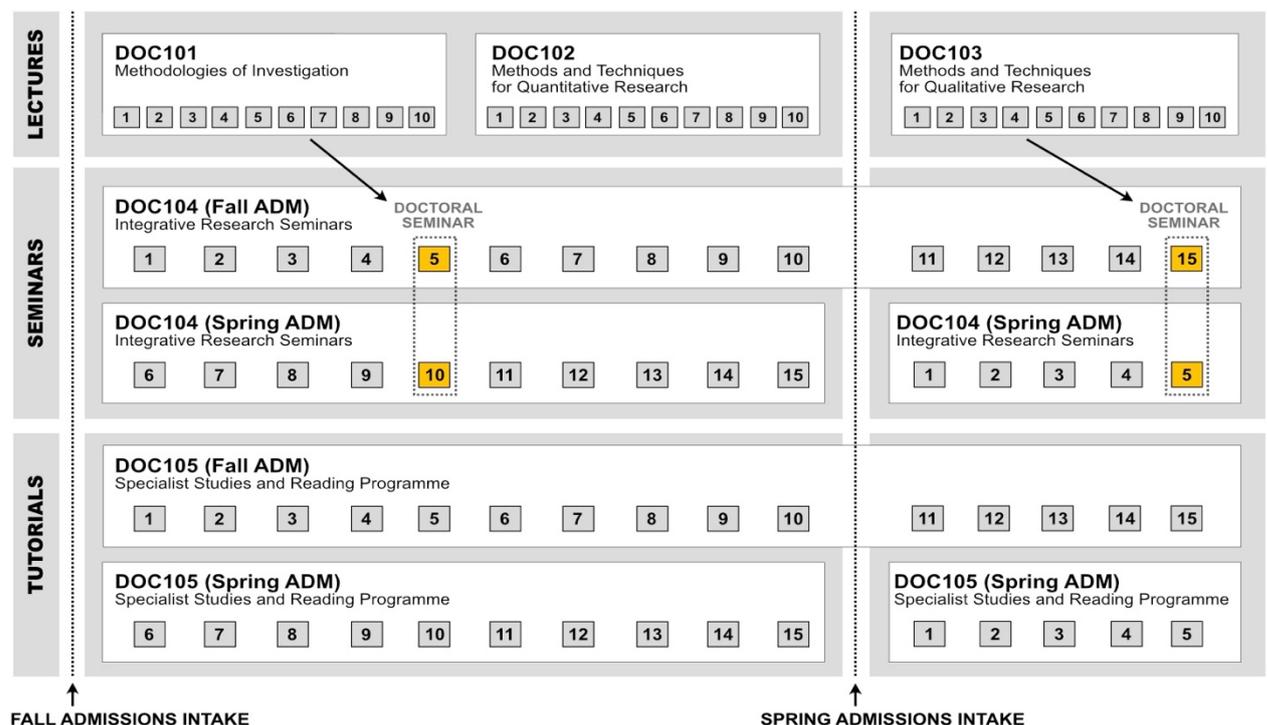
The doctoral programme foundation year has five modules divided between lectures, seminars and tutorials.

In the lecture-based modules for the foundation year (DOC101, DOC102, DOC103), students develop research knowledge, skills and methods, applying it to practical research publications production in the form of academic posters and long/short papers. Students will present the result of their work in 2 doctoral seminars hosted in the series of integrative research seminars (DOC104).

In the seminars' module (DOC104) students attend a series of seminars that provide an overview of the research fields offered at USJ (Business Administration, Education, Global Studies, Government Studies, History, Information Systems, Psychology, Religious Studies, Science). These seminars also include some key technical tutorials on certain aspects of academic writing and presentation, to support the students in the completion of the work developed in DOC101, DOC102 and DOC103. There are two sessions a year dedicated to a doctoral student seminar where students can experience a simulation of an academic conference where they will present their work in the upcoming stages of their research.

The tutorial modules DOC105 are supervised by the intended supervisor on a tutorial basis and have the main objective of supporting the students to develop a preliminary structured research review as well as their final thesis proposal to be submitted for assessment by an academic panel.

The following diagram presents the structure the foundation year at the USJ doctoral programme:





12. Key Contents of the Programme

a. DOC101 - Methodologies of Investigation

REQUIRED ATTENDANCE

2 Credits, 30 Hours of Face-to-Face Lecture

PROFESSORS

Raquel Vasconcelos - raquel.vasconcelos@usj.edu.mo

Ian Alabanza - ianalabanza@usj.edu.mo

DELIVERABLES

1. Manuscript for publication (either original scientific paper or review)
2. 15 Minutes presentation at Doctoral Students Seminar (Session 10 @ DOC104)

LEARNING OUTCOMES

1. Learn the essential principals of Scientific Thinking and Academic Research.
2. Know different research designs and methodologies.
3. Understand the different types of Academic Publishing and fundamentals of academic writing.
4. Comprehend fundamental ethical issues in research and gain an overview of how to conduct investigation in different fields of knowledge.

SESSIONS OUTLINE

1. Philosophy of Science: introduction to Scientific Thinking. Deduction vs Induction, and the Wheel of Science.
2. Introduction to Research Design. Questions and hypotheses. Types of research data and methodologies.
3. Introduction to Academic Writing: academic thesis, articles, and reviews.
4. Types of academic presentations.
5. Main types of academic thesis - Natural Sciences and Social Sciences.
6. Main types of thesis - Arts and Humanities.
7. Research in the fields of History and Religious Studies.
8. Literature review.
9. Ethics in Research.
10. Poster presentation.



b. DOC102 - Methods and Techniques for Quantitative Research

REQUIRED ATTENDANCE

2 Credits, 30 Hours of Face-to-Face Lecture

PROFESSOR

Alexandre Lobo - alexandre.lobos@usj.edu.mo

DELIVERABLES

1. Project 01 Descriptive data analysis
2. Project 02 Quantitative analysis Paper (Descriptive and Inferential Statistics)

LEARNING OUTCOMES

1. Understand how to critically analyse data with statistical measures
2. To understand and apply the concepts of Descriptive Statistics (metrics and graphical analysis)
3. To understand and apply the essential concepts of Inferential Statistics according to the research design
4. To determine research hypothesis and interpret research results/findings.

SESSIONS OUTLINE*

1. Exercises on Qualitative and Quantitative data; Qualitative, quantitative, mixed methods; Graphical data analysis.
2. Descriptive Statistics Part 1: Central Tendency; Descriptive Statistics Part 2: Dispersion.
3. Descriptive Statistics Part 3: Percentiles and Outliers; BoxPlot; Population, Samples, and Sample Size.
4. Types of Regressions and different correlation measures; forecasting from existing data.
5. Testing and evaluating data integrity, validity and reliability.
6. Project 01 - Data Analysis; SPSS review and complete Descriptive Analysis.
7. Normality and statistical distributions; Hypothesis testing, p-value, and confidence intervals.
8. Inferential Statistics Part 1: t-test, real applications of z-test and t-test; (numerical x categorical) - SPSS reports.
9. Inferential Statistics Part 2: Analysis of Variance (ANOVA).
10. Project 02 - Data Analysis and SPSS review and Inferential Analysis.

* (All classes will be 50% theoretical + 50% Computer Lab with SPSS)



c. DOC103 - Methods and Techniques for Qualitative Research

REQUIRED ATTENDANCE

2 Credits, 30 Hours of Face-to-Face Lecture

PROFESSOR

Ana Correia - ana.correia@usj.edu.mo

DELIVERABLES

1. Short Academic Paper/Poster (including Research Design conceptual framework)
2. Poster Presentation at Doctoral Students Seminar (Session 15 @ DOC104)

LEARNING OUTCOMES

1. Articulate and critically interrogate issues of ontological, epistemological, and ethical nature in qualitative research.
2. Understand a wide range of qualitative research designs, such as case study, phenomenology, ethnography, narrative research, discourse analysis, conversational analysis, grounded theory, etc.
3. Apply, justify, and articulate various methodologies and data collection instruments with qualitative or mixed methods research designs.
4. Plan, conduct and evaluate qualitative research.

SESSIONS OUTLINE

1. Philosophical assumptions in research and research paradigms.
2. Research aims, purpose and questions.
3. Literature Review, theoretical and conceptual frameworks. Systematic reviews.
4. Research designs: Case study and Action Research.
5. Phenomenology, narrative research, and ethnography.
6. Discourse analysis and conversation analysis.
7. Mixed methods research – convergent design; explanatory sequential design; exploratory sequential design; simultaneous and sequential qualitative mixed designs.
8. Sampling strategies. Validity, reliability, reflexivity, dependability and triangulation.
9. Instrumentation. Questionnaires, observation, interviews, and visual data.
10. Thematic data analysis. Introduction to NVivo software.



d. DOC104 - Integrative Research Seminars

REQUIRED ATTENDANCE

3 Credits, 45 Hours of Face-to-Face Seminar

PROFESSOR

Álvaro Barbosa - abarbosa@usj.edu.mo

DELIVERABLES

1. Peer Review of a Long Academic Paper (Session 5 of DOC104)
2. Peer Review of a Short Academic Poster (Session 15 of DOC104)

INTENDED LEARNING OUTCOMES

1. Understand the concept of academic research in its broad sense
2. Identify USJ research lines and major doctoral research carried out at USJ
3. Apply skills for publishing academic research and operating in the academic research domain

SESSIONS OUTLINE

1. Orientation and introduction to the library research support
2. Introduction to research information systems
3. Applied techniques for research content search
4. Research development and career promotion
- 5. Fall Doctoral Students Seminar (Paper Sessions)**
6. Research Seminar in Business Administration
7. Research Seminar in Science
8. Research Seminar in Religious Studies
9. Research Seminar in Psychology
10. Research Seminar in Global Studies
11. Research Seminar in Education
12. Research Seminar in Government Studies
13. Research Seminar in History
14. Research Seminar in Information Systems
- 15. Spring Doctoral Students Seminar (Poster Sessions)**



e. DOC105 - Specialist Studies and Reading Programme

REQUIRED ATTENDANCE

3 Credits, up to 45 Hours of Face-to-Face Tutorial (by appointment with the Intended Supervisor)

PROFESSOR

Intended Supervisor

list available from <https://www.usj.edu.mo/en/open-doctoral-proposals/>

DELIVERABLES

1. Preliminary Systematic Research Review
2. Completed Doctoral Thesis Proposal

LEARNING OUTCOMES

1. Understand the practice and expectations of doctoral supervision
2. Develop systematic research review
3. Formulate a research proposal

SESSIONS OUTLINE

Sessions are conducted on an appointment basis as tutorials with the intended supervisor.

Students may have one-on-one sessions or may be part of a group that is under the intended supervision of the same academic staff member.

13. Thesis

The scope of the doctoral thesis should be such that the degree can be obtained by a research effort equivalent to a minimum of 2 years and a maximum of 5 years.

The doctoral thesis must be an independent piece of original and substantial academic research that meets international standards of ethics, scholarship, and methods in its field.

The thesis must be of high scientific and academic quality, at a level that may be accepted by international periodicals with "peer review" routines.

Candidates for doctoral degrees are expected to present a thesis which **demonstrates** their ability to:

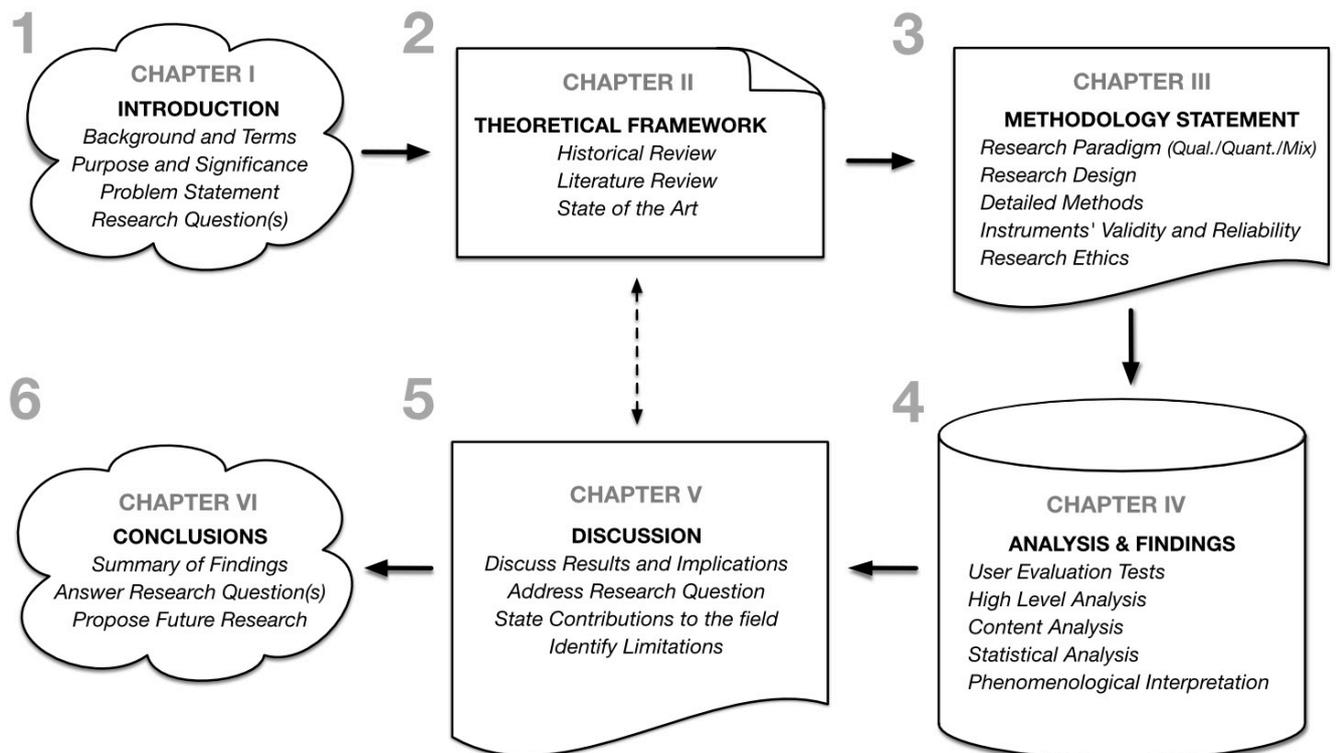
- ✓ conduct an independent investigation.
- ✓ analyse, test and criticize ideas, whether their own or those of others.
- ✓ understand the relationship of the theme of their investigation to a wider field of knowledge.

They must demonstrate mastery of the special theme, originality, and the ability to evaluate ideas within it and abide by the following additional **requirements**:

- ✓ The purpose, significance and problem statement of the research must be clearly described.
- ✓ The research questions must be properly and clearly stated.
- ✓ The thesis must be framed theoretically and conceptually.
- ✓ The analysis of data and findings must be objectively presented and clearly derived from the data collected and/or the experimental work.
- ✓ The use of figures, tables, visual diagrams, and illustrations must add information that is relevant to the thesis and improves its readability.
- ✓ The results shall be verifiable and be able to be reviewed using appropriate methodologies.
- ✓ The thesis must be clearly organised, without grammatical, spelling, language or typographical errors.
- ✓ The thesis uses accurate referencing according to the requested referencing systems and protocols.
- ✓ The front cover of the doctoral thesis and the content must be in correspondence with the template prepared by USJ.

Individual academic units may have additional specific requirements. These are outlined separately.

The following diagram presents a default example of a thesis architecture at USJ.



The precise structure of a doctoral thesis will be determined by the demands of a particular discipline or scientific area. Doctoral theses at USJ should normally be written in English. Alternatively, if you wish to write the thesis in Chinese or Portuguese (official languages of Macao S.A.R., China), you must apply and have it approved by the appropriate Scientific Council of the Academic Unit.

14. Links with external parties

USJ collaborates with multiple universities in joint doctoral research projects under the model of **Cotutelle**. Under this joint doctoral agreement students are jointly enrolled in two universities and spend time at each university. Students are jointly supervised by academic staff at both institutions and upon successful completion of the programme, graduate from both universities with a doctoral degree.

The University of Saint Joseph has been participating in Cotutelle degree programmes since 2015 and Cotutelle programmes are a core component of the university's research strategy, by establishing deep and continuing relationships with international research universities through joint research candidate supervision.

Cotutelle Partner Universities

- ✓ Universidade do Porto - <http://www.up.pt/>
- ✓ Universidade Católica Portuguesa - <http://www.ucp.pt/>
- ✓ Universidade do Algarve - <http://www.ualg.pt/en>
- ✓ Universidade Nova de Lisboa - <https://www.unl.pt/en>
- ✓ Universidade de Lisboa - <https://www.ulisboa.pt/en>
- ✓ Instituto Universitário, Ciências Psicológicas, Sociais e da Vida - <https://www.ispa.pt/>
- ✓ Universidad de Sevilla - <https://www.us.es/>

For prospective Cotutelle Doctoral applicants from universities not listed in the above table, a special case needs to be made for by the principal supervisor and the Dean of the relevant Faculty. The case will be reviewed and assessed by USJ's senior management based on the merit of the proposed research relationship. The Academic Affairs Office can assist with inquiries.

PART 3 | THE PROGRAMME TEAM

15. The Doctoral Programme Coordinator

The Doctoral Programme Coordinator works directly with the University Research and Development Office of the Rector and manages all aspects of the daily academic and related administrative operations of the programme, ensuring that it runs efficiently and effectively, and has a positive learning impact on its students.

Attending to the multidisciplinary nature of the specialisation areas, the Programme Coordinator also works together with the Deans of all Academic Units, as well as their Scientific Councils, in what concerns the academic and research matters within the specific fields of expertise in each academic unit, including approval of thesis plans, assignment of supervisors and allocation of resources to the research projects.

The Doctoral Programme Coordinator takes on the following additional responsibilities:

- ✓ Operational management
- ✓ Quality assurance and enhancement
- ✓ Student recruitment and coordination of admissions open doctoral proposals
- ✓ Student support and development
- ✓ Student assessment and records
- ✓ Coordination, management, and liaison
- ✓ Curriculum development
- ✓ Support to supervisors
- ✓ Peer-Review Panels and Doctoral Symposiums organization
- ✓ Thesis plan approval and defence coordination

Doctoral Programme Coordinator for the Academic Year 2021/22:

Professor Álvaro Barbosa – abarbosa@usj.edu.mo

16. The Programme Team



Álvaro Barbosa, is an Academic and a Media Arts & Technology (MAT) Researcher based in Macao, SAR-China. He is a Full-Professor of Communication and Media, and presently the Vice-Rector for Strategic Development and Outreach at the University of Saint Joseph (USJ). Prior to his present position, Prof. Barbosa served as Dean of the Faculty of Creative Industries at USJ from 2012 to 2018, and before that as Head of the School of Arts Sound and Image Department at the Catholic University of Portugal (UCP), where he retains a permanent Professorship affiliation. Holding a PhD degree in Computer Science and Digital Communication from Pompeu Fabra University in Spain and an Undergraduate Degree in Electronics and Telecommunications Engineering from the University of Aveiro in Portugal, his core academic research is grounded on the field of Audio and Music Technology Innovation, which he consolidated in 2010 during a Post-Doctoral Research Position at Stanford University's Center for Computer Research in Music and Acoustics (CCRMA).



Ana Correia is an Associate Professor and director of the Bishop Domingos Lam Centre for Research in Education. Her doctoral degree was awarded in 2008. Prof. Correia is the module leader for the following post-graduate courses: Methods and Techniques for Qualitative Research (Doctoral programme), Educational Research Methods (Master programme), Curriculum Development and Evaluation (Master programme) and Classroom Organization and Management (Bachelor programme). She has published books, book chapters and peer reviewed papers in the field of education.



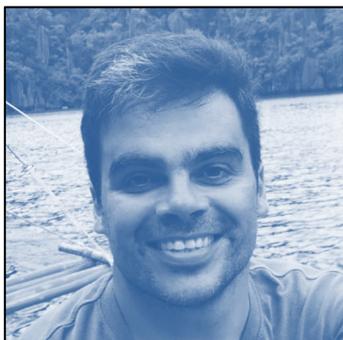
Alexandre Lobo is an Associate Professor at the University of Saint Joseph - USJ, Macau SAR, China (2017-). Visiting Associate Professor at the Chinese Academy of Sciences (CAS) - Shenzhen Institutes of Advanced Technologies (SIAT) (2018-). Post Doctorate and Honorary Research Fellow from the University of Leicester-UK. Adjunct Professor - Federal Institute of Education, Science, and Technology (IFCE) – Brazil. Member of the Board of Advisors - Master in Global Marketing Management - Boston University Metropolitan College (BU-MET) – USA. PhD in Engineering. Has large experience in Artificial Intelligence, Data Sciences, Big Data, Business Analytics, and Applied Mathematics developing and managing applied research in different areas of management, engineering, health, and others. Author of 5 books (Book Author and Book Chapter Author). More than 80 papers published in high-impact international journals such as IEEE, ELSEVIER, NATURE, SPRINGER, among others, and relevant international conferences.



Raquel Vasconcelos is an Associate Professor at the University of Saint Joseph and Principal Investigator at the Institute of Science and Environment, where she coordinates several projects related to sensory biology, physiology, and adaptation to environmental changes. She obtained her PhD in Biology in 2011 from the University of Lisbon (Portugal) and subsequently postdoctoral training at the Marine Biological Laboratory (MA, USA) and Cornell University (NY, USA). Her current research lines focus on the mechanisms of acquired hearing loss (noise and aging effects), multimodal sensory adaptation to environmental pressures, acoustic communication of marine species, and passive acoustic monitoring. Additional projects concern light pollution monitoring in highly urbanized environments such as Macao, and the impact on human health and local biodiversity. Prof. Vasconcelos works in collaboration with key research institutions worldwide, such as The University of Hong Kong, Southern University of Science and Technology (China), University of Lisbon, and Champalimaud Foundation (Portugal), and Cornell University (USA), and supervises several graduate students and postdocs. She has solid experience teaching academic writing and methodologies of investigation, among other disciplines more related to her background in natural sciences.



Ian Shelley Alabanza was awarded summa cum laude honours for his PhD from the University of Saint Joseph. He has been lecturing at the university for 13 years and has taught over 30 different course modules on topics related to philosophy, theology, and psychology. He also teaches in the Master of Philosophy programme on the topics of epistemology, ethics, and comparative philosophy. He has a background in theology and has researched on migration and religion. His other academic interests include sociology of religion, neuropsychology, social psychology, psychology of religion and spirituality, and cultural anthropology.



Francisco Peixoto is the Head Librarian of USJ since 2014. He worked in research libraries for more than ten years in Portugal, providing research support in various topics from Visual and Performative Arts to Humanities and Social Sciences. At USJ, he has been supporting master and PhD students with their research, helping them navigate the complex world of scholarly resources and develop an inquisitive spirit aimed at scientific research through countless hours of individual tutoring. He has a bachelor's degree in history from the University of Lisbon and a two-year specialisation in Library and Information Science from the same university.

PART 4 | TEACHING, LEARNING AND ASSESSMENT

24. Key Features

Teaching and learning opportunities in the programme combine classroom-based learning, online learning, and practice-based learning. A strong focus is placed in developing the student's expectations regarding their private study requirements and the corresponding planning of their learning trajectories.

Attendance Requirements

During the foundation year, students are required to attend two-thirds of the scheduled sessions in order to be eligible to receive a passing grade. Students are expected to arrive to class on time and to remain for the whole session. Additionally, students should return to class on time after breaks, which should not exceed 20 minutes.

During the thesis writing and research years, the student will have regular meetings with their supervisor. Responsibility for arranging such meetings lies primarily with the student.

The use of Cell Phones in Class

Cell phones should be switched off or turned to silent mode unless instructed otherwise by the Lecturer.

Plagiarism

Plagiarism is the action or practises of taking and using as one's own, the thoughts, writings or other work of someone else with the intent to deceive. Plagiarism includes:

- a) The use of the whole or part of a written work including the use of paragraphs or sentences in essays or other assessable work which are neither enclosed in quotation marks nor otherwise properly acknowledged;
- b) The paraphrasing of another's work without attribution;
- c) The use of musical composition, audio-visual, graphic, photographic models, without attribution;

If plagiarism is found, then that piece of work will be awarded a zero. If plagiarism reoccurs a student will be notified and need to appear in front of the Academic Unit's Dean.

25. Supervision

During the foundation year, students work with their intended supervisor on preparing a preliminary literature review and a thesis proposal under the scope of the Module DOC105 "Specialist studies and reading programme". On conclusion of the foundation year, the proposal associated with the intended supervisor must be assessed by a panel appointed by the Academic Unit and approved by its Scientific Council.

At this point the student has an official supervisor (in some cases also a co-supervisor) that will work with her/him during the periods of thesis research and writing, providing guidance through to the final submission of the thesis for public defence.

The supervision meetings are scheduled as needed, and the responsibility for arranging such meetings lies primarily with the student.

26. Assessment

In the foundation year modules, students cannot pass a module unless all required assessment is completed. If a student has sufficient, approved and documented reasons for missing a required piece of assessment or not completing a required module work on time, he or she is normally given one chance to complete 'make-up' requirements at a time and place agreed by the module lecturer.

Summative assessment at USJ is criterion-referenced and must be aligned with the specified intended learning outcomes of a module and/or programme, i.e. the assessment tasks must assess the achievement of the intended learning outcomes.

For transparency, fairness, student preparation, and to enable students to know in advance what they must do to achieve specific marks and grades, the criteria for assessing each piece of assessment must be made available to students, in writing, at or before the start of the module, including the criteria for each of the marking categories used at USJ.

To ensure the security of marking, USJ (a) encourages blind marking and second marking where appropriate and possible, and (b) reviews marks awarded, through Boards of Examiners.

USJ has installed agreement trials and moderation meetings, to ensure that marking is consistent, conforms correctly to the grade categories and the grading scheme at USJ, and is applied accurately and reliably, being equitable to all students.

Feedback on assessment is part of the learning process, and teachers are expected to provide written and, as appropriate, oral feedback to students, from which they can learn and improve and to indicate how their final grade was reached.

27. Grading

Grading at USJ uses a 20-point system, with a pass mark of 9.5/20 (which rounds up to 10/20). The only fractions that can be used are half-marks. The formal scale of marks is set out in the table below:

Grade	Qualification
20	Excellent
19	
18	
17	Very Good
16	
15	Good
14	
13	Sufficient
12	
11	
10	
9 and Bellow	Fail

At the level of the overall honours award, USJ uses: 'rite' ('sufficient'); 'feliciter' ('good'); 'magna cum laude' ('very good'); and 'summa cum laude' ('excellent'), as set out in Table 2 below:

Final Grade	Corresponding Honour Level
18-20	Summa Cum Laude
16-17	Magna Cum Laude
14-15	Feliciter
10-13	Rite

For the doctoral thesis final grade only the honour level is attributed.

The USJ final grade descriptors are:

Excellent: Grade 18-20

Awarded when a student has shown attainment of all course objectives and learning outcomes, with an extremely high level of intellectual and effective initiative. Demonstrates outstanding achievement of the knowledge, skills and understandings expected. Makes outstanding contributions to pair/teamwork, is able to reflect on own learning, exercise critical evaluation and review of own work and the work of others.

Very good: Grade 16-17

Awarded to a student when all course objectives and learning outcomes have been met very well. Demonstrates high achievement of the knowledge, skills and understandings expected. Makes significant contributions to teamwork and ability to reflect on own learning and decision making to a high level.

Good: Grade 14-15

Awarded when all objectives have been addressed satisfactorily, or where the evidence is strong in some and weaker in others. Demonstrates sound achievement of the knowledge, skills and understandings expected. Students have made effective contributions to pair/teamwork and development of some effective skills.

Sufficient: Grade 10-13

Awarded when the objectives have been addressed adequately, or where the evidence is acceptable in others. Know a reasonable amount of content, but don't transfer or apply it easily. Demonstrates limited achievement of the knowledge, skills and understandings expected. Students have made the minimum contribution to pair/teamwork and show the development of weak affective skills.

Fail: Grade 9.4 and below

Awarded when a student shows fundamental misunderstandings and total lack of effort/involvement in the course. Students have not achieved at least 50 per cent of the credit on every course component. Work not submitted.

Grading as "Incomplete"

Students graded as 'Incomplete' may attend a make-up examination to determine their final grade. The make-up examinations are set directly by the academic staff member in the form of a written exam or assignment. Make-up examination(s) must be set and graded within one month of posting an 'Incomplete' grade. Examinations are authorised by the Dean of the Faculty and may be offered to students who previously failed the module, provided that they have met the minimum attendance requirements. If you have any further questions about this system, please speak with the Programme Coordinator.

28. Thesis Assessment

The assessment and procedures of doctoral thesis are regulated by the higher education legal framework of Macao Special Administrative Region of China, namely the **Administrative Regulation No. 18/2018** and specifically by articles 40 to 45.

The official regulation in Chinese and Portuguese can be found at:

<https://images.io.gov.mo/bo/i/2018/32/reg-18-2018.pdf>

We provide here an English translation of the relevant articles.

Article 40

Registration of thesis theme and plan

1. Applicants must register the subject of the doctoral thesis and the respective plan in accordance with the doctoral regulation.
2. Registration shall lapse when the thesis is not delivered within five years of its completion.

Article 41

Report

The advisor regularly informs the scientific-pedagogical body, through a semiannual report, on the progress of the candidate's work.

Article 42

Jury

1. The jury shall be appointed by the rector or president in the terms and deadlines provided for in the doctoral regulation.
2. The jury shall consist of:
 - 1) By the rector or president, who presides, and may delegate this competence to the vice-chancellor or vice-president, or to a professor or to teaching staff of the same or higher category of the higher education institution, have been a mentor to at least three students who have completed their PhD course;
 - 2) By a minimum of three professors or PhD researchers, one of whom is from another higher education institution;
 - 3) By the thesis supervisor.
3. A specialist of recognized competence in the scientific area of the thesis may also be a member of the jury.
4. The jury must be composed of at least three professors or researchers from the field of knowledge in which the thesis belongs.
5. The appointment order of the jury must be communicated in writing to the candidate and posted in a public place of the institution indicated in the doctoral regulation.

Article 43

Processing of the thesis delivery process

1. Within 60 days of the announcement of his appointment, the jury shall issue a preliminary order, in which he declares his acceptance of the thesis or, alternatively, strongly recommends that the candidate recast it.
2. Once the situation referred to in the last part of the previous paragraph has been verified, the candidate has a non-extendable period of 120 days to reformulate the thesis or declare that he intends to keep it as he delivered it.
3. The candidate shall be deemed to have withdrawn if, after expiry of the period referred to in the previous paragraph, the candidate does not submit the reformulated thesis or declare that he / she waives this option.
4. The public evidence of discussion of the thesis must take place within a maximum period of 60 days counting:
 - 1) From the order of acceptance of the thesis.
 - 2) from the date of delivery of the reformulated thesis or from the declaration that the recast is waived.

Article 44

Thesis discussion

1. The public discussion of the thesis cannot take place without the presence of the president and a majority of the other members of the jury.
2. All members of the jury may intervene in the discussion of the thesis.
3. In the discussion of the thesis, the candidate must be given the same time as that used by the members of the jury.

Article 45

Determination of the jury

1. Once the discussion referred to in the preceding article has been concluded, the jury shall meet for the examination of the evidence and for deliberation on the final classification of the candidate by means of a reasoned roll-call vote, and no abstentions shall be allowed.
2. Decisions shall be taken by majority vote of the members present, with the chairman of the jury and, in the case of a tie, a casting vote.
3. The final classification is expressed by the Rejected or Approved formulas.
4. The regulations for each PhD may include other qualifications for the successful candidates.
5. The minutes and the meetings of the jury shall be recorded, which shall contain the votes of each of its members and their respective reasons.

PART 5 | STUDENT REPRESENTATION AND SUPPORT

27. Student Voice and Representation

The student's voice and representation provide a crucial role in shaping the present and future student's experiences at USJ. Consequently, as your feedback is highly valued and encouraged, we ask you to take every opportunity to present your input, either directly or through your representatives, within all available mechanisms and structures where students are represented.

a. USJ Student Association

The University of Saint Joseph Students' Association (USJSA) is an independent student body made up of students that conduct activities and services for the benefit of students first, acting as a bridge between the students and the administration. It is our wish to help bring about an active and progressive university experience. Using rational and transparent methods, with a healthy dose of creativity, USJSA aims to work for the betterment of USJ's students' lives and the university.

Structure Executive Committee

The elected group that creates activities, services, etc. Supervisory Committee: The ones that supervise the Executive Committee. General Assembly: They make sure the Students' Association is following the By-Laws.

Mission

1. To advance the academic excellence and enhance the competitiveness of the students;
2. To increase students' sense of belonging to the University and summon their spirit of patriotism and their love of Macao;
3. To act as a bridge between the student body and the University authority and create a harmonious atmosphere at the University;
4. To foster a spirit of unity among students and encourage them to contribute their best to society;
5. To promote the welfare and protect the rights of the student body;
6. To cultivate good cooperative relations with organisations inside and outside the University.

Facebook page: <https://www.facebook.com/usjsa>

b. Pedagogical Council

The student's representatives, which are elected by their fellow students in the Programme, are members of the Pedagogical Council (PC) of the Doctoral Programme of the University of Saint Joseph.

28. Giving Feedback to Students

The students receive feedback on their participation, by **contact and interaction with the Faculty, the Coordination of the Programme and the Programme team**. This feedback informs students of what actions are to be implemented to address the concerns and issues communicated by the students.

Besides regular interaction, between students, lecturers and the Programme Coordinator, inside and outside class settings, the **Pedagogical Council** constitutes the major formal setting to provide feedback to students. As members of the Pedagogical Council elected by their fellow students in the Programme, the student's representatives receive feedback on how the Programme Coordination addressed the issues and matters they have brought to the Pedagogical Council.

Simultaneously, students formally provide feedback on the programme and its modules, through the **Student Response to Instruction (SRTI) Survey**. At the end of each module, students are asked to complete a survey to evaluate their experience. The **anonymous and confidential data** collected through the SRTIs helps the Programme to identify the strengths of a module and areas for development. This crucial data is subsequently used for the continuous process of improvement of our programmes and contributes to generating feedback to students on the issues they have highlighted.

29. Supporting Students on the Programme

a. Office for Student and Alumni Affairs (OSAA)

The Office for Student and Alumni Affairs (OSAA) strives to engage students in a vibrant learning environment in the hopes of enriching students' experience in the campus and community, facilitating their whole-person development and cultivating them to be responsible global citizens and professionals.

- ✓ Adaptation Support: OSAA organises different orientation programmes to help students adapt to the new environment. Students are given the opportunity to build up their social network and get familiarized with the study culture in USJ.
- ✓ Career Services: OSAA's Career Services provide help and support to our students in their career development through a wide range of personal advice sessions, workshops, and training courses. Through these initiatives, our students will be well-equipped to face the challenges of the global workplace. To know more about the Career Services at OSAA, visit <https://www.usj.edu.mo/en/careers-internships/> or contact via the e-mail careers@usj.edu.mo.
- ✓ Student Organisation Services: OSAA supports every student organisation (e.g., clubs) by providing activity management advising, fund seeking, venue booking, etc., in order to enrich students' university life.
- ✓ Sports: A well-rounded student requires both mental and physical training to meet the rigorous challenges of tertiary education and to prepare them for their future careers. Sports play an important and exciting part of student life at USJ. Students grow as individuals by being part of a team and experiencing appropriate competitive opportunities.
- ✓ Student Activities: OSAA organises events and activities for USJ students and alumni to build a closer relationship among and between both parties.
- ✓ Scholarships and Fellowships: Scholarships and Fellowships are offered to students with good academic results and/or financial needs. For more details visit <https://www.usj.edu.mo/en/scholarships-and-fellowships/>.
- ✓ Support for Students with Special Needs: At USJ, we offer help and support for students with disabilities. USJ supports the Macao SAR's initiative for the "Conventions on the Rights of Persons with Disabilities". Please visit the Students with Special Needs page for more information.
- ✓ Alumni Service support: USJ alumni are welcome to join the Alumni Association (AAUSJ) and receive continual support and services from the University. The AAUSJ committee members meet regularly to plan annual events and gatherings to strengthen the bonding between the graduates and their Alma Mater.

OSAA office:

Room 202, Residential Hall building, Ilha Verde Campus

Opening hours: Monday to Friday, 9:00 am – 1:00 pm / 2:00 pm – 6:30 pm

Email: osaa@usj.edu.mo

Tel.: (+853) 8592 5655

Facebook: <https://www.facebook.com/USJOSAA/>

b. Residential Services

The University's Residential Hall (RH), located on the 2nd floor of the Residential Hall Building (Ilha Verde Campus) and above, provides accommodation for around 170 students and a limited number of staff.

It has the goal of creating a safe, supportive and stimulating residential community that embraces diversity, participation, and learning of professionalism.

All active students, exchange students and staff of the University of Saint Joseph are eligible to apply for on-campus accommodation, with priority being given to international students and exchange students.

All the rooms are furnished with the essentials (for example, bed, desk and closet), and equipped with air conditioning and wireless Internet. A cleaning service of the common areas is provided on a regular basis. Rooms are limited and requests are processed on a first-come-first-served basis.

For more information on the facilities and services provided, visit the Residential Hall web page or contact the email residence@usj.edu.mo.

c. Communication and Public Relations Office (CPRO)

The Communication and Public Relations Office (CPRO) has been developing and expanding partnerships with premier institutions around the world to develop international cooperation, which benefits our students with a great opportunity to experience academic life abroad through exchange and summer programmes.

Both exchange and summer programmes offer the students the opportunity to enhance their academic and language abilities / interpersonal skills and form a complement to the current studies, while enjoying academic and residential life with a diverse group of students from the rest of the world without sacrificing on-campus life in USJ or disturbing your normal study plan. These are also great opportunities for students to get in touch with another cultural environment, make new friends for a lifetime and broaden horizons in a unique and memorable experience.



The services provided by the office to the students include:

For degree students

- ✓ Outgoing Exchange Student Programme
- ✓ Overseas Summer Programmes

For non-degree students (students from Partner Institutions)

- ✓ International Exchange Programme

Students interested in either the exchange or summer programme are welcome to visit the following web pages:

<http://www.usj.edu.mo/en/international/exchange-programmes/>

<http://www.usj.edu.mo/en/international/overseas-summer-programmes/>

CPRO Office:

4th floor of the Academic Building (Ilha Verde Campus)

Opening hours: Monday to Friday, 09:00am – 1:00pm / 2:30pm – 6:00pm

E-mail: global@usj.edu.mo

Tel.: (+853) 8592 5611

d. Academic Support

Every member of the academic staff assists students in being successful in their academic life. All faculty members share in the responsibility of supporting students whenever possible in all elements of their studies.

The Programme Coordinator is available to students for any non-module-specific academic matters, such as planning programmes, selecting courses, and exploring career options. Students can contact academic staff by email, fax, telephone, and letter. Meetings are arranged upon request.

Furthermore, administrative offices can also assist or facilitate in other areas to aid students. Below we provide the contacts of these offices, which you may contact during office hours (Mondays to Fridays, 09:00 to 18:00).

Academic Affairs Office:

Email: aao@usj.edu.mo

Academic Records:

Email: acadrecords@usj.edu.mo

Tel: +853 85925744



Admissions:

Email: admissions@usj.edu.mo

Tel: +853 85925678

Finance Office:

Email: finance@usj.edu.mo

Tel: +853 85925733

e. IT Support

The students at USJ are provided with free Wi-Fi across all campuses. The access credentials are obtained by contacting the IT support at the Technology, Operations and Facilities Office.

The same office is responsible for creating the personal email account for each student at USJ, as well as to help you with any issue regarding your usage of the MyUSJ and Hub platforms.

30. Seeking Help on the Programme

a. Financial Aid

There are scholarships and other sources of financial aid available to students in Macao. Besides scholarships, students may also apply for student loans with local banks. The USJ Community Fellowship Programme seeks to support the financial needs of promising students in pursuing their studies in our university. The fellowships are donated by various and prominent local institutions and individuals to students with outstanding academic performance.

For more information, visit:

<https://www.usj.edu.mo/en/scholarships-and-fellowships>.

b. The Counselling Service

The team of counsellors consists of a full-time counsellor, Ms. Helen Lao and graduate student interns with backgrounds in psychology and/or other disciplines that are conducive to their counselling responsibilities. Intern counsellors' work are supervised by the counsellor and their USJ professors.

Students can discuss their concerns and issues in their native language. Our current counselling team members are fluent in the following languages:

- ✓ Cantonese
- ✓ Putonghua
- ✓ English
- ✓ Portuguese

Counsellors are strictly abided by the code of professional ethics in order to safeguard the benefit and well-being of our clients. No record of student using counselling service is marked on a transcript, job placement file or administrative file. All personal information shared and discussed within sessions will be kept confidential under normal circumstances, except when (1) there is reasonable belief of imminent danger of harm posed to self and/or others, (2) it is subpoenaed by a court, or disclosure is required or authorised by the law.

Students are encouraged to express any concerns they have about confidentiality or about the counselling process with their counsellor prior to or during the counselling session. For more information and update activities related to mental health, please visit <https://www.usj.edu.mo/en/counseling-service/>

Email: counselling@usj.edu.mo

Location: 2/F, Residential Hall, Ilha Verde Campus.

31. Diversity and Equality on the Programme

The University of Saint Joseph is committed to actively promoting an inclusive culture on campus encompassing values of respect and diversity, recognizing that staff and students from different backgrounds and experiences enhance whole-person education, and bring innovative cultural and academic insights to teaching, learning and research. This is in line with the institutional mission of the University to develop as an international academy of varied ethnic, social or religious affiliations, welcoming of the physically challenged and committed to fostering a caring, ethically responsible, economically, socially and environmentally sustainable society.

The University of Saint Joseph is also committed to the implementation of the constitutional principle of equality under Article 25 of the Basic Law of Macao Special Administrative Region. All faculties, staff, and students of the university are responsible for maintaining a positive learning and working environment. Discrimination and harassment are strictly prohibited.

Complaints of alleged discrimination or harassment shall be subject to an effective investigation. Individuals who violate this Policy because of discriminative or harassing conduct, or filing false complaints, shall be subjected to corrective action.

For further information, access the policies on:

Equality and Diversity

<https://www.usj.edu.mo/wp-content/uploads/2020/02/Equality-and-Diversity-Policy-v1-Apr2019.pdf>

Anti-Discrimination and Anti-Harassment

<https://www.usj.edu.mo/wp-content/uploads/2018/01/ECL-508-0118-05 Anti-Discrimination-and-Anti-Harassment-Policy-and-Reporting-Form.pdf>

PART 6 | LEARNING RESOURCES, FACILITIES AND EQUIPMENT

32. Learning Resources

Students have access to extensive resources, including the school library, computer labs, archives, and facilities offering a broad array of tools to support their creative and academic growth.

a. Library

The Library at USJ provides a significant amount of learning resources to students, from publications (in paper and electronic form), to specific software for learning and researching, such as databases, software (e.g., writing, reference management and plagiarism tools). It also provides facilities for students to study (e.g. study rooms).

The USJ Library has two different locations:

Ilha Verde Campus

Telephone: (853) 8592 5633

Email: library@usj.edu.mo

Address: Estrada Marginal da Ilha Verde, 14-17 - Macao SAR

St. Joseph Seminary

Telephone: (853) 8796 5702

Email: library@usj.edu.mo

Address: Largo de Sto. Agostinho, 5 - Macao SAR

Many of the resources provided by the library are accessible in the USJ's Library Portal, which you can visit at <https://www.usj.edu.mo/en/libraries/>. But if you need to personally visit the library, we advise you to always confirm the updated information on working hours on the library web page.

b. MyUSJ/Hub

The MyUSJ and Hub platforms are your personal dashboard and include most of the information necessary to students when attending their programmes. Students can access MyUSJ (<https://my.usj.edu.mo/>), and the HUB (<https://hub.usj.edu.mo/>) using the same credentials used for their USJ e-mail. Google Classroom is another online learning platform used at USJ, which students can access at <https://classroom.google.com/>.

PART 7 | USEFUL LINKS

33. Other Important Documents

USJ Guidelines and Regulations – click [here](#)

USJ Frameworks for QAE - click [here](#)

USJ Useful Documents for Students - click [here](#)

USJ Student Handbook Master - click [here](#)

USJ Various Resources - click [here](#)

34. Other Useful Links

General Enquiries: info@usj.edu.mo

Student Recruitment Office: sro@usj.edu.mo

Office for Student and Alumni Affairs: studentaffairs@usj.edu.mo

Residential Hall: residence@usj.edu.mo

Fitness Room - click [here](#)