PROGRAMME HANDBOOK

Doctoral Programme

Academic Year
2025 | 2026

Author: Doctoral Programme Coordinator
Academic Unit: DS, FRSP, FAH, FBL, FHS, SED, ISE, IDEAS
Approved by: Quality Assurance Office
Approval date: June 2025
Operational commencement date: 9th of September 2025
Version number: Programme Handbook – Doctoral Programme - Version 3

CONTENTS

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/
Moodle Space: https://moodle.usj.edu.mo/course/view.php?id=41
Student: https://www.usj.edu.mo/en/students
Libraries: https://library.usj.edu.mo/
Resources: https://www.usj.edu.mo/en/resources/
Contacts: https://www.usj.edu.mo/en/contact-us-2/
Facebook community: https://www.facebook.com/groups/docusjmacau

We hope the information in this book provides the answers and assistance you need. If you wish to offer comments and suggestions on the contents of this handbook or pursue further queries regarding the information included, please contact Professor Adérito Fernandes Marcos, Coordinator of the Doctoral Programme, at doctoral@usj.edu.mo.

2. Academic Unit

The Doctoral School offers the Doctoral Programme, which encompasses 7 academic units at the University of Saint Joseph. The various specialisation areas are linked with the relevant academic units.

Depending on the proposals from candidates, they will be assigned to one of the specialisation areas of the Doctoral Programme. Their research will be conducted within one of the nine specialisation areas, grouped into five Academic Disciplines: **Humanities**, **Social Sciences**, **Administration**, **Science**, and **Information Systems**. The nine specialisation areas are hosted by a Faculty, School, or Institute of the University of Saint Joseph as follows:

DOCTORAL SCHOOL		
Academic Discipline	Specialization	Host Academic Unit
HUMANITIES	GLOBAL STUDIES	Faculty of Arts and Humanities
	HISTORY	Faculty of Arts and Humanities
	RELIGIOUS STUDIES	Faculty of Religious Studies and Philisophy
SOCIAL SCIENCES	PSYCHOLOGY	Faculty of Health Sciences
	EDUCATION	School of Education
ADMINISTRATION	GOVERNMENT STUDIES	Faculty of Business and Law
	BUSINESS ADMINISTRATTION	Faculty of Business and Law
SCIENCE	SCIENCE	Institute for Science and Environment
INFORMATION SYSTEMS	INFORMATION SYSTEMS	Institute for Data Engineering and Sciences

The candidate's research will be an integral part of the academic unit's research. It will be supported by a community of scholars exploring complementary fields.

All research published by USJ doctoral students resulting from their doctoral research must carry the affiliation of the University and the respective academic unit.

3. Welcome Message

Dear Student,

You are about to embark on a unique journey, joining a vibrant community of international researchers, students, and scholars. **USJ serves as a hub of multicultural innovation,** drawing on centuries of Macau's history between Asia, Europe, and the Lusophone world, **and embracing over 50 nationalities** among its professors, students, and university staff. Our Doctoral Programme nurtures a multi-inter-transdisciplinary research environment, supported by an academic team with strong backgrounds in their respective specialist fields.

Transdisciplinarity seeks to integrate the natural, social, and health sciences within a humanities context, **transcending their traditional boundaries** to address real-world and complex problems by offering diverse perspectives on these issues, thereby achieving **holistic and comprehensive answers to research questions**.

As Doctoral students, you are an indispensable part of this inspiring environment. Therefore, we invite you to join us and embark on the **extraordinary journey of discovering the world** through scientific questioning and systematic research, fully aware that our success as a Doctoral Programme and Research Community can only be achieved through **your active participation and enthusiasm**.

The Doctoral Programme at USJ is organised under five Academic Fields (**Humanities**, **Social Sciences, Administration, Science, and Information Systems**), offering specialisations in the following areas of academic research:

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

The first cohort of the USJ Doctoral Programme began its journey in 2007, and since then, a focus on research excellence has been integral to the University's academic Life.

The USJ Doctoral Programme has graduated more than 70 students, and all doctoral theses concluded since 2011 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,

<div align="right">

Adérito Fernandes-Marcos
Dean of the Doctoral School

</div>

4. Being a student at USJ

When applicants enrol in the Doctoral Programme, they join 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 upholds the principles of academic integrity, adheres to international standards in higher education, fosters innovation, and promotes humanising values across all cultures.

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

At USJ, students enrol in programmes characterised by 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, regardless of their ethnic, social, or religious affiliation.

Students and future graduates of USJ are expected to uphold the highest academic and personal standards throughout their academic and professional careers, as 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

Furthermore, the doctoral admissions process is distinctive. At USJ, new applicants can select their thesis topic and supervisor from a range of available doctoral thesis proposals during the admission stage. The Open Doctoral Thesis Proposals are available at:
https://www.usj.edu.mo/en/open-doctoral-topics/

Applicants may also propose their own original thesis topic. In this instance, the applicant must submit a brief proposal, which will be evaluated by the Doctoral Programme coordination team during the admission process.

Applicants may apply to the programme using the USJ fully online 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 to advance a specific area of knowledge.

b. Characteristics of the Programme

The Doctoral Programme at USJ is hosted in a uniquely stimulating environment for multidisciplinary, interdisciplinary (and transdisciplinary) 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 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 in China that upholds the principles of academic integrity, adheres to international standards in higher education, fosters innovation, and promotes humanising values across 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. Admission Requirements

a. The Admission Policy

The Doctoral Programme DOC-USJ follows the USJ's policy, procedures, and admission criteria. Following the principle of Inclusiveness, USJ welcomes all applicants regardless of age, gender, ethnicity, cultural background, socio-economic status, religious affiliation, physical ability, or political persuasion, provided that admission requirements are met, and places are available. This complies with the Macau Law (Article 4 of Law No. 10/2017 Higher Education Regime; *Decreto-Lei do Regime do Ensino Superior*).

b. Minimum Entry Requirements

Applicants must have a master's degree or equivalent (recognised by the University) or have concluded a bachelor's degree with the mark "Very good" ("*Muito Bom*"), complying with the Macau Law (Item 8, Article 21st Law 10/2017; *Decreto-Lei do Regime do Ensino Superior*).

c. Admission Criteria

A strong academic background in the specific areas of each doctoral specialisation is highly recommended.

1. **Global Studies:** Design, Architecture, Communication, Anthropology, Media Studies, Cultural Studies, Arts, Music, Sociology, or closely related disciplines.

2. **History:** Social and Cultural History, Heritage and Urban History, the Chinese Diaspora, or relevant historical disciplines.

3. **Religious Studies:** Ancient Languages, Biblical Studies, Patristics, Philosophy, Sociology, Psychology, History, Cultural Studies, Music, Theology, or closely related areas.

4. **Education:** Education, Pedagogical Studies, Early Childhood Education, Educational Psychology, or closely related educational fields.

5. **Psychology Studies:** Clinical Psychology, Educational Psychology, Developmental Psychology, Counselling and Health Psychology, Social Psychology, Organisational Psychology, or closely related psychological disciplines.

6. **Business Administration:** Entrepreneurship, Marketing, Consumer Behaviour, Data Analytics, Economics, Tourism and Hospitality Management, or a comparable business-related discipline.

7. **Government Studies:** International Aid, Poverty Reduction, International Trade Policies, E-Government, Public Administration, Legal Studies, or related policy and governance disciplines.

8. **Science:** Environmental Science, Biological Sciences, or closely related disciplines.

9. **Information Systems:** Information Systems, Computer Science, Computer Engineering, Data Science, or closely related fields.

However, applicants with other backgrounds may also be considered. For non-local applicants, external proof of English proficiency with a grade equivalent to the IELTS overall score of 6 or higher is required, or they must attend an English-level assessment interview at USJ. This does not apply to candidates from an English-speaking country or who have completed an English-taught Master's degree program.

d. The Admission Process

The admission requirements and application steps are on the webpage (https://www.usj.edu.mo/en/admissions/). The doctoral admission process is included in all three phases of General Admissions for Graduate Programs: Phase 1 (November to December), Phase 2 (May to June), and Phase 3 (July to August), with slight changes made annually. The admission period for Mainland students is separate from the General Admission process, typically occurring between January and April.

The application is submitted online by completing the application form, submitting the required documents, and paying the application fee. The application is written in English.

The list of required documents to be submitted includes a personal statement, CV, two letters of recommendation, and a preliminary research form indicating the area of knowledge and speciality of the proposed research project, the intended supervisor, and a research plan. Applicants primarily choose their research topics and intended supervisor from the list of open doctoral thesis proposals, which is provided and updated annually online (https://www.usj.edu.mo/en/open-doctoral-topics).

After being reviewed by the Academic Affairs Office, the applications are evaluated by the Dean of the Academic Unit where the Specialisation is hosted, or their appointee for that purpose. During the review period, the candidate may be contacted via email to sit in a virtual or onsite admission interview. The interview lasts approximately 20 minutes to assess the candidate's academic background and competence for enrolment in the respective doctoral programme. The interviewer(s) may include the Intended Supervisor, the Area Professor, the Research Coordinator, the Doctoral Programme Coordinator and/or the Dean of the Faculty where the Specialisation is hosted.

Once admissions decisions have been made, the Academic Affairs Office will notify the applicants with an official email of acceptance, rejection, or an offer for placement on a waitlist.

7. 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 Programme and passed the doctoral examinations.

2. The doctoral degree demonstrates the awardees' capacity to conduct substantial and original research, including its design, planning, and compilation, which satisfies the standards of academic quality and integrity. It also reflects the awardees' skills in critical analysis, evaluation, and synthesis of new and complex ideas, as well as their ability to communicate effectively with peers, academia, and society at large within their field of expertise.

3. The designation of the Doctoral Programme is included in the programme's study plan and aligns with the respective specialisation, academic area, and field of knowledge.

4. Generally, the Doctoral Programme has a duration of three academic years.

5. The examinations for obtaining the doctoral degree referred to in paragraph 1 shall consist of writing an original thesis in a relevant field of knowledge or specialisation for that purpose, as well as an oral defence.

6. In addition to the provisions of the preceding paragraph, obtaining a doctoral degree may still depend on fulfilling all assessment criteria outlined in the Doctoral Programme's study plan.

7. Doctoral students, with authorisation from their respective higher education institutions, may select supervisors for their research from instructors holding a doctoral degree in the relevant specialisation, full professors, associate professors, or instructors with equivalent titles.

8. Applicants for a Doctoral Programme must hold a master's degree or equivalent academic qualifications recognised by the academic-pedagogical body of the higher education institution that offers the programme, or they must possess a bachelor's degree with a "Very Good" ("*Muito Bom*") grade.

The original text of Law No. 10/2017, in Chinese and Portuguese, can be found at:
https://images.io.gov.mo/bo/i/2017/32/lei-10-2017.pdf

The English translation of the content by the Higher Education Bureau 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, 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 of 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 the ability 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 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
Employs ICT skills effectively to acquire resources pertinent to an information need and generates new knowledge and understanding through research and enquiry. Augments human capabilities in utilising technologies, literacies, and humanities to investigate and articulate ideas from digital devices. Analyses, interprets, and interrogates 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)

8. 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 future careers in Academia, Industry, or other walks of life.

The Learning Outcomes of the Doctoral Programme are derived from and defined by the USJ Graduate Attributes:

Learning Outcomes for Graduate Attribute 1: Intellectual Rigour
To exercise one's knowledge in critical, strategic, and creative thinking, which includes identifying and articulating complex legal issues, applying reasoning and research to produce suitable theoretical and practical responses, and demonstrating sophisticated cognitive and creative skills in the approach to and development of complex legal problems and responses. This generates original and significant ideas and insights.

Learning Outcomes for Graduate Attribute 2: Personal Development
To demonstrate a comprehensive and integrated ability to value and promote honesty, integrity, accountability, public service, and ethical standards, encompassing an understanding of ethical decision-making approaches, the rules of professional responsibility, the capacity to reflect on and respond to ethical challenges in practice, and a growing ability to engage in the profession and exercise professional judgement.

Learning Outcomes for Graduate Attribute 3: Disciplinary Expertise
To demonstrate an advanced and integrated understanding of the disciplinary, cultural, and international contexts, as well as the principles and values of ethical practice, and effective communication skills, including a highly effective use of the English language.

Learning Outcomes for Graduate Attribute 4: Lifelong Learning
To demonstrate a high level of autonomy, accountability, and professionalism, it is essential to implement suitable self-management and lifelong learning strategies. This includes initiating self-directed work and learning, exercising judgment and responsibility, performing self-assessment of skills, ensuring personal well-being, utilising feedback effectively, and possessing the 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 both local and global contexts, diverse perspectives, cultures, and values, as well as to exercise expertise and skills aimed at improving diverse communities through active engagement and leadership in equity, sustainability, and social justice issues.

Learning Outcomes for Graduate Attribute 6: Research & Human Literacy, and Understanding
To acquire well-developed cognitive and practical skills in ICT, which are necessary to identify, research, evaluate, and synthesise relevant factual issues; and to demonstrate the intellectual and practical skills required to justify and interpret theoretical propositions, methodologies, conclusions, and professional decisions.

9. Key Areas of the Programme

During the Doctoral Programme duration, students hold full-time student status within nine key areas of specialisation:

a. **Doctoral Specialisation in Global Studies**

The Doctoral Programme specialisation in Global Studies is an interdisciplinary research track that examines the interconnectedness of global cultures from both historical and contemporary perspectives. During the research phase, doctoral candidates are part of the **Faculty of Arts and Humanities (FAH)** and are encouraged to present papers at international conferences or publish in academic journals. Predominant subjects are related to Macao's geographical location and its long-standing tradition of acculturation between East and West. From this perspective, the Doctoral Programme features research topics primarily in Design, Architecture, Intercultural Communication, Anthropology, Media Studies, Cultural Studies, Arts and Music, and Sociology.

b. **Doctoral Specialisation in History**

The Doctoral Programme specialisation in History supports original research in various areas, including but not limited to Social and Cultural History, Heritage and Urban History, the Chinese Diaspora, and History and Education. During the research phase, doctoral candidates are part of the **Faculty of Arts and Humanities (FAH)** and are encouraged to present papers at international conferences or publish in academic journals. While we welcome research projects focusing 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 make significant contributions to their area of study through participation in international forums and publication of original peer-reviewed research.

c. **Doctoral Specialisation in Religious Studies**

The Doctoral Programme specialisation in Religious Studies encompasses an interdisciplinary field that includes research areas such as Ancient Languages, Philosophy, Religious Literature, Psychology, History and Culture, Sociology, Music, Biblical Studies, Patristics, Canon Law, and Theology. The methodologies appropriate to this diverse range of topics require research students to display flexibility of approach and a clear focus on the research questions posed by their chosen subject. During the research phase, doctoral candidates are affiliated with the **Faculty of Religious Studies and Philosophy (FRSP).** They are encouraged to present papers at international conferences and publish in academic journals.

d. **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—utilising a variety of research techniques in quantitative, qualitative, and mixed methods research. During the research phase, doctoral candidates are part of the **School of Education (SED)** and are encouraged to present papers at international conferences or publish in academic journals. They should be able to assume leadership roles in planning, conducting, and analysing diverse data types, as well as reporting and critiquing research in education. Students are expected to publish research papers in education and to possess a comprehensive, highly developed understanding of contemporary issues in education and educational research on an international scale, along with trends and innovations in education.

e. Doctoral Specialisation in Psychology

The Doctoral Programme specialisation in Psychology offers advanced study and research training for students aiming to pursue careers in teaching, professional practice, and research within the field of Psychology. During the research phase, doctoral candidates are affiliated with the **Faculty of Health Sciences (FHS)** and are encouraged to present papers at international conferences or publish in academic journals. The programme is designed to enable students to acquire theoretical and empirical knowledge and skills across various psychological themes, facilitating their ability to conduct research. Students are expected to engage in psychological research, contribute to the body of knowledge, and enhance methodologies in psychology. The principal research concentrations include Clinical Psychology, Educational Psychology, Developmental Psychology, Counselling and Health Psychology, Social Psychology, and Organisational Psychology.

f. Doctoral Specialisation in Government Studies

The Doctoral Programme specialisation in Government Studies is a research-based programme that explores advances in the study of Public Administration, Public Policies, Political Studies, and Public Organisations. During the research phase, doctoral candidates become 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.

g. Doctoral Specialisation in Business Administration

The Doctoral Programme specialisation in Business Administration is a research-based programme designed to explore advancements in the study and practice of Business Administration, Management, and Leadership. During the research phase, doctoral candidates 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 research areas such as Entrepreneurship, Marketing, Consumer Behaviour, Neuroeconomics, Data Analytics, Economics, and Tourism and Hospitality Management.

h. Doctoral Specialisation in Science

The Doctoral Programme specialisation in Science is closely linked to the Institute of Science and Environment's research lines. It encompasses topics in Environmental, Biological, Marine, and Earth Sciences, addressing both applied and fundamental themes. Research questions may focus on issues related to Macao and the Greater Bay Area or tackle subjects of a more global nature. Doctoral candidates are often integrated into broader, multidisciplinary, and international research teams, with opportunities to work abroad at partner universities for varying periods. During the research phase, doctoral candidates are affiliated with 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 provides the opportunity to develop state-of-the-art technologies with a human-centred approach, placing particular emphasis on Web Science and Information Systems for a globally interconnected world. It allows students to innovate in key areas of Information Systems, Data Engineering, and web science research. During the research phase, doctoral candidates are affiliated with the **Institute of Data Engineering and Science**

(IDEAS) and are encouraged to present papers at international conferences or publish in academic journals.

10. Organisation of the Programme

The Doctoral Programme is organised into five Academic Fields (**Humanities**, **Social Sciences**, **Administration**, **Science**, and **Information Systems**), under which the students will attend general research and specialisation-specific modules (**Global Studies**, **History**, **Religious Studies**, **Psychology**, **Education**, **Government Studies**, **Business Administration**, **Science**, and **Information Systems**) throughout the Programme.

GENERAL RESEARCH		
	DOC101 Methodologies of Investigation (*All Students*)	**DOC104** Integrative Research Seminars (*All Students*)

	HUMANITIES	SOCIAL SCIENCES	ADMINISTRATION	SCIENCE	INFORMATION SYSTEMS
ACADEMIC FIELDS	**DOC102 – Humanities** Methods and Techniques for Quantitative Research	**DOC102 – Social Sciences** Methods and Techniques for Quantitative Research	**DOC102 – Administration** Methods and Techniques for Quantitative Research	**DOC102 – Science** Methods and Techniques for Quantitative Research	**DOC102 – Information Systems** Methods and Techniques for Quantitative Research
	DOC103 – Humanities Methods and Techniques for Qualitative Research	**DOC103 – Social Sciences** Methods and Techniques for Qualitative Research	**DOC103 – Administration** Methods and Techniques for Qualitative Research	**DOC103 – Science** Methods and Techniques for Qualitative Research	**DOC103 – Information Systems** Methods and Techniques for Qualitative Research

SPECIALISED RESEARCH TOPICS	**DOC105 – Global Studies** Specialist Studies and Reading Programme	**DOC105 – Psychology** Specialist Studies and Reading Programme	**DOC105 – Government Studies** Specialist Studies and Reading Programme	**DOC105 – Science** Specialist Studies and Reading Programme	**DOC105 – Information Sytems** Specialist Studies and Reading Programme
	THESIS – Global Studies Supervised Research Work	**THESIS – Psychology** Supervised Research Work	**THESIS – Government Studies** Supervised Research Work	**THESIS – Science** Supervised Research Work	**THESIS – Information Systems** Supervised Research Work
	DOC105 – History Specialist Studies and Reading Programme	**DOC105 – Education** Specialist Studies and Reading Programme	**DOC105 – Business Administration** Specialist Studies and Reading Programme		
	THESIS – History Supervised Research Work	**THESIS – Education** Supervised Research Work	**THESIS – Business Administration** Supervised Research Work		
	DOC105 – Religious Studies Specialist Studies and Reading Programme				
	THESIS – Religious Studies Supervised Research Work				

The programme is structured to be concluded within three years, with the possibility of extension for two additional years. During this period, it is divided into two main phases: 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 by exposing them to various modes of enquiry. This ensures that decisions on research planning are informed, selective, and fit for purpose. During this foundation year, doctoral students must complete five modules to acquire the knowledge and experience to start their doctoral research in their proposed academic field.

Upon completion of the foundation year, doctoral students have two months to submit a thesis proposal. Once assessed by an expert committee and approved by the Scientific Council of the hosting faculty, this proposal will enable them to proceed to the stage of thesis research work.

After the thesis proposal is approved, doctoral candidates enter the **Thesis Research phase.** They will work with a supervisor to complete their doctoral thesis over a period of 2 to 4 years. They are expected to develop an original piece of academic research that will substantially advance their research field.

At the end of the second year, the doctoral candidate must present their research progress. If the research progress made is assessed as non-satisfactory, the Doctoral Programme Coordinator may appoint a panel to evaluate the progress and set a subsequent public assessment session of a mandatory nature, with a maximum duration of ninety minutes, where the doctoral candidate orally presents the status of their research and receives guidance for the next period. After completing the research phase, the doctoral candidate can proceed to the thesis writing phase.

At any time, the doctoral candidate may be selected for public presentation in the doctoral symposium or forum organised by USJ.

If doctoral candidates are unable to submit their thesis for defence by the end of the third year, they may apply for up to a two-year extension.

11. Structure of the Programme

Year 1 | **Foundational Year**

↓

Thesis Proposal → Review Panel and Scientific Council

Year 2 | **Thesis Research**

↓

Progress Assessment

Satisfatory / Not Satisfatory → Public Progress Assessment

Year 3 | **Thesis Writing**

DOCTORAL SYMPOSIUM

Year 4 | Extension request

Year 5 | Thesis Delivery → **Public Thesis Defense**
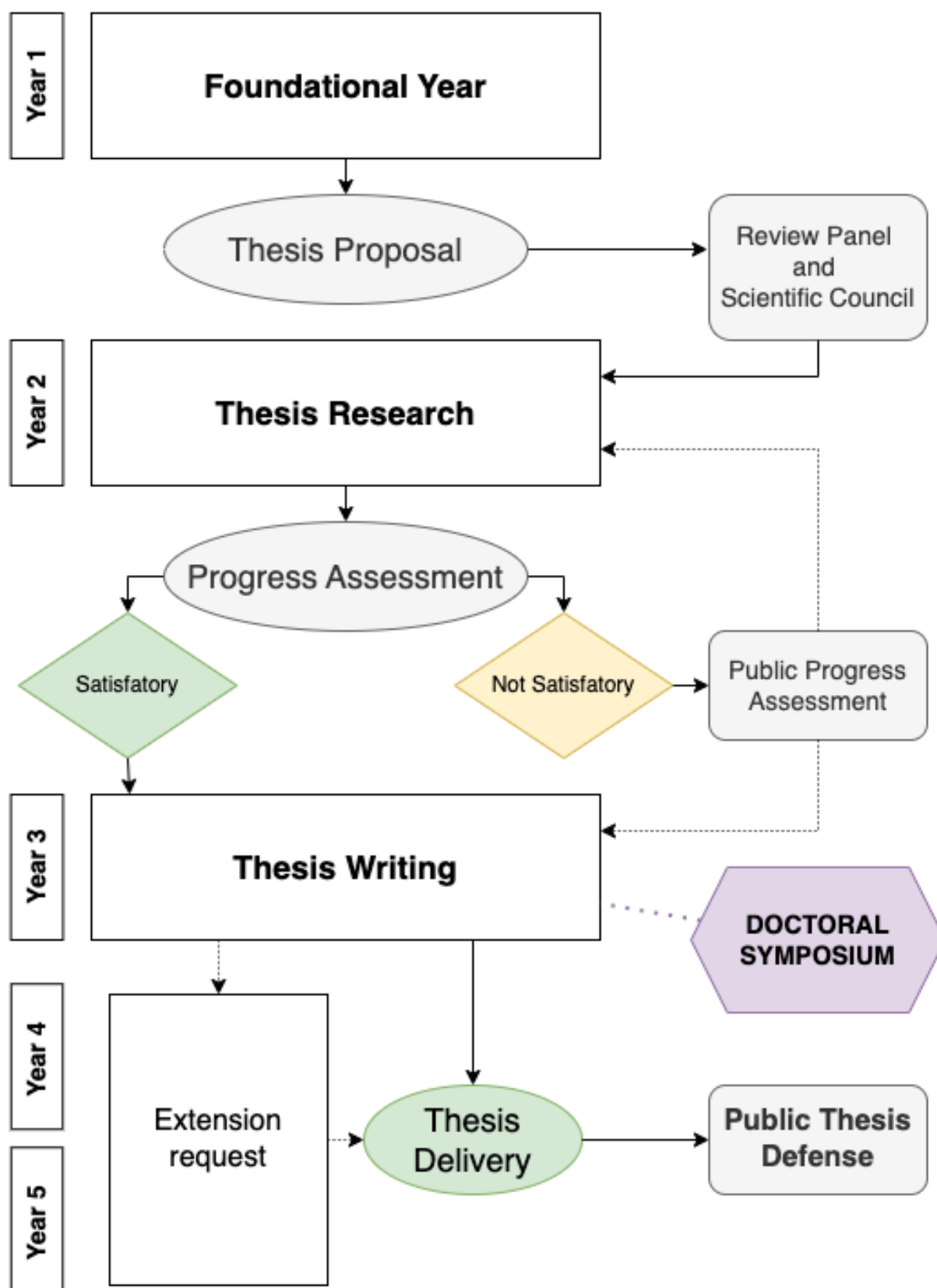
12. Foundation Year

The doctoral foundation year comprises five modules, divided between lectures, seminars, and tutorials, corresponding to 12 MOC (Macau Credits), 180 hours of teacher contact (teaching, tutoring, fieldwork), and equivalent student time effort.

In the lecture-based modules for the foundation year (DOC101, DOC102, DOC103), students develop their research knowledge, skills, and methods, applying them to produce practical research publications in the form of academic posters and short papers. Students will present the results of their work and/or simulate peer review during two doctoral seminars hosted as part of a series of integrative research seminars (DOC104).

In the module (DOC104), students participate in a series of seminars that provide an overview of the research fields available at USJ (Global Studies, History, Religious Studies, Psychology, Education, Government Studies, Business Administration, Science, and Information Systems). These seminars also include essential technical tutorials on specific aspects of academic writing and presentation, aimed at assisting students in completing the work developed in DOC101, DOC102, and DOC103. There are two annual sessions dedicated to a doctoral student seminar (posters exhibition, project presentations), where students can experience a simulation of an academic conference, presenting their work in the subsequent stages of their research.

The module DOC105 is supervised by the intended supervisor on a tutorial basis. It aims to assist students in developing a preliminary, structured research review and their provisional thesis proposal, which is to be submitted for assessment by an academic panel.

The following diagram presents the structure of the foundation year of the USJ Doctoral Programme:
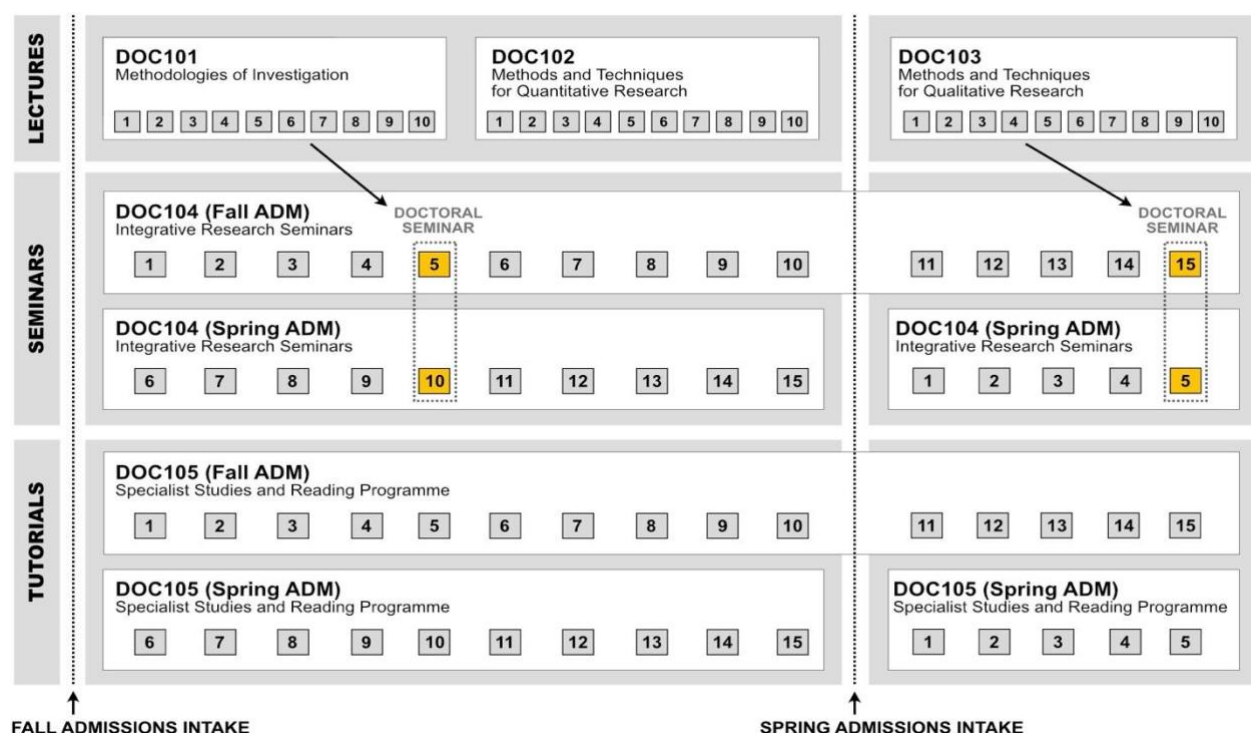
13. Key Contents of the Programme

a. DOC101 - Methodologies of Investigation

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

PROFESSOR
Adérito Fernandes-Marcos - aderito.marcos@usj.edu.mo

DELIVERABLES
1. Essay summarising a scientific paper and a poster.
2. 10-minute presentation and discussion of the summarised scientific paper before the teacher and peers.
3. Additionally, a 10-minute presentation at the Doctoral Students Poster Exhibition (Sessions 5 or 10 @ DOC104)

LEARNING OUTCOMES
1. To identify the significant philosophical currents that shaped modern scientific thinking and distinguish the characteristics and nature of scientific knowledge and method.
2. To discriminate the fundamental principles of scientific writing.
3. To differentiate among the various types, characteristics, and nature of scientific publications, with a particular emphasis on doctoral theses, research papers, and posters.
4. To describe the key elements of a doctoral research plan, their purpose, specific characteristics and nature.
5. To apply relevant concepts and knowledge in writing scientific texts, such as a summary essay and a poster.

SESSIONS OUTLINE
1. Introduction to the Scientific Method: Foundations of the Research Method, Falsificationism, Deduction and Induction, Practice-Based Research, Paradigm and the Science Wheel, Transdisciplinarity. Modern science issues: publications fora, indexing and ranking, communicating science, and fake science.
2. Academic scientific writing: the anatomy of a research paper, different types of publications, practice with essay writing.
3. The doctoral thesis: structure and content, key differences between scientific areas, and examples.
4. Fundamental key elements of a doctoral research plan: title, keywords, abstract, motivation, research questions, objectives, hypothesis, time plan, and state-of-the-art study/literature review.
5. Preparation of a scientific poster: structure and models, techniques for efficient oral presentation before peers. Practice with a poster depicting each student's provisional doctoral research project.

b. DOC102 - Methods and Techniques for Quantitative Research

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

PROFESSORS
António Araújo – antonio.araujo@usj.edu.mo

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

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

SESSIONS OUTLINE*
1. Exercises in 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; JASP 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) - JASP reports.
9. Inferential Statistics Part 2: Analysis of Variance (ANOVA).
10. Project 02 - Data Analysis and JASP review and Inferential Analysis.

* (All classes will be 50% theoretical + 50% computer lab with JASP (this software may be changed)

c. DOC103 - Methods and Techniques for Qualitative Research

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

PROFESSOR
António Maneira – antonio.maneira@usj.edu.mo

DELIVERABLES
1. Article Analysis and Answering Direct Questions about the article.
2. Short Academic Paper/Poster (with Research Design conceptual framework).
3. Project Presentation (for students of the Spring Cohort at the DOC104 last seminar of the academic year)

LEARNING OUTCOMES
1. To understand a wide range of qualitative research designs, including case studies, phenomenology, ethnography, narrative research, discourse analysis, conversational analysis, and grounded theory.
2. To articulate and critically examine the ontological, epistemological, and ethical issues in qualitative research.
3. To apply, justify, and articulate various methodologies and data collection instruments with qualitative or mixed methods research designs.
4. To analyse and evaluate published qualitative research papers.
5. To plan, conduct and critically evaluate qualitative research.

SESSIONS OUTLINE
1. Philosophical assumptions in research and research paradigms.
2. Understanding qualitative research paradigms, ontologies, epistemologies, methodologies, methods, and instrumentation.
3. Types of qualitative research.
4. Naturalistic and qualitative research.
5. Planning and operationalising research.
6. Research design.
7. Ethics in qualitative research.
8. Reliability, validity, bias, and positionality in qualitative research.
9. Case study, grounded theory, observations, interviews, discourses, and narratives.
10. Qualitative data analysis and reporting.

d. DOC104 - Integrative Research Seminars

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

PROFESSOR
Adérito Fernandes-Marcos - aderito.marcos@usj.edu.mo
António Carvalho Maneira – antonio.maneira@usj.edu.mo

Specific seminars will be held for each academic field (humanities, social sciences, administration, science, and information systems), with invited experts.

DELIVERABLES
1. Peer Review of a Doctoral Poster/Doctoral Project (Session 5 or 15)
2. Doctoral Poster/Doctoral Project Presentation (Session 5 or 15)
3. Or an Essay critically summarising a specific seminar

INTENDED LEARNING OUTCOMES
1. To understand the concept of academic research in its broad sense.
2. To identify the university's research lines and major doctoral research carried out at USJ.
3. To apply skills for publishing academic research and operating in the academic research domain.

SESSIONS OUTLINE
1. USJ Library: Orientation and introduction to the library research support; Introduction to research information systems; Applied techniques for research content search; Research development and career promotion
2. Seminar on Visual Communication in Science or Systematic Review
3. Research Seminar: Publishing in the Early Stages of Doctoral Research
4. Seminar by an invited speaker on some of today's pertinent topics in the global research stage
5. ***Fall Doctoral Students Seminar (Poster Exhibition/Presentation)***
6. Doctoral Symposium
7. Research Seminar in Science
8. Research Seminar in Information Systems
9. Research Seminar in Psychology
10. Research Seminar in Education
11. Research Seminar in Administration (Business Administration; Government Studies)
12. Research Seminar in History
13. Research Seminar in Global Studies
14. Research Seminar in Religious Studies
15. ***Spring Doctoral Students Seminar (Project Presentation)***

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-topics/

DELIVERABLES
1. Preliminary Systematic Research Review
2. Provisional Doctoral Thesis Proposal

LEARNING OUTCOMES
1. To understand the practice and expectations of doctoral supervision
2. To develop an initial research review
3. To 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 participate in a group under the supervision of the same academic staff member.

14. 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 4 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 international periodicals may accept with "peer review" routines.

Candidates for doctoral degrees are expected to present a thesis which **<u>demonstrates</u>** their ability to:
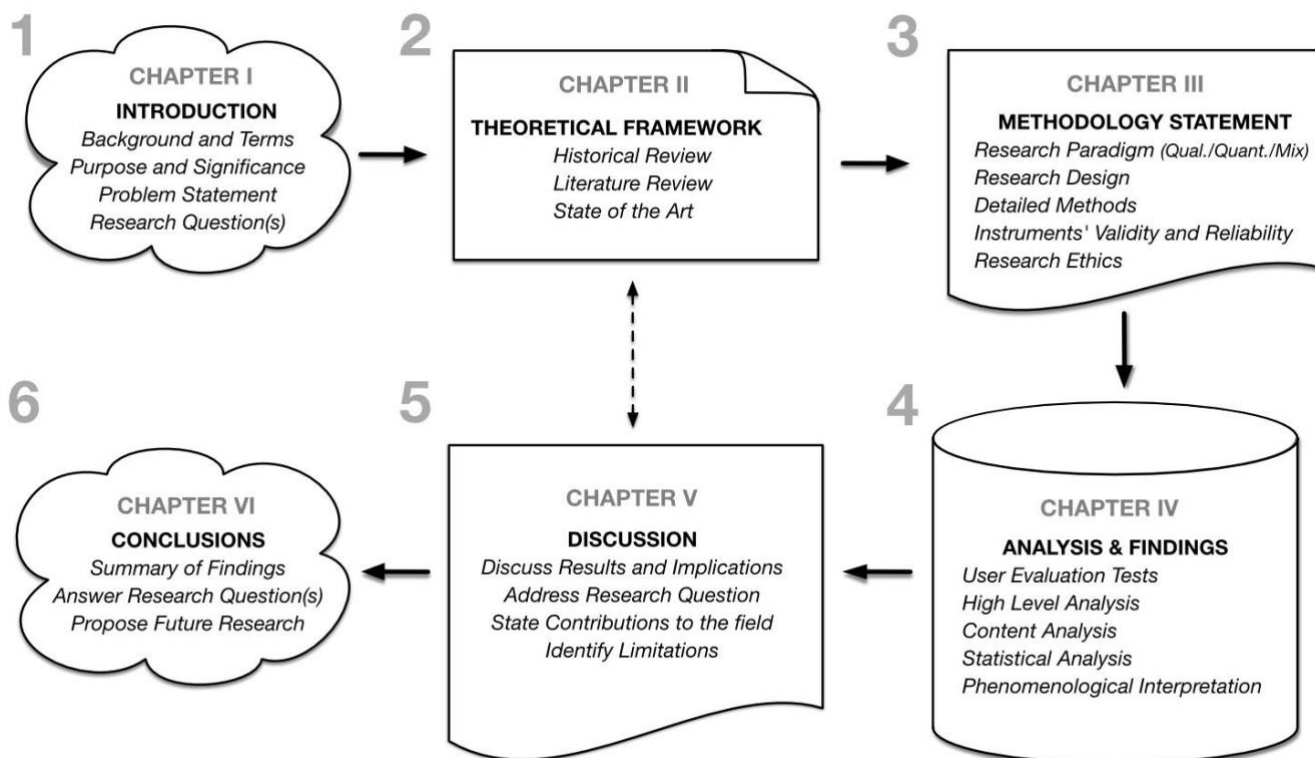
- ✓ Conduct an independent investigation.
- ✓ Analyse, test, and critique ideas, whether one's own or those of others.
- ✓ Understand the relationship of the theme of their investigation to a broader field of knowledge.

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

- ✓ The research's purpose, significance and problem statement must be clearly described.
- ✓ The research questions must be stated clearly and adequately.
- ✓ The thesis must be framed theoretically and conceptually.
- ✓ The analysis of data and findings must be objectively presented and derived from the data collected and/or the experimental work.
- ✓ The use of figures, tables, visual diagrams, and illustrations must add relevant information to the thesis and improve its readability.
- ✓ The results shall be verifiable and reviewed using appropriate methodologies.
- ✓ The thesis must be clearly organised, without grammatical, spelling, language or typographical errors.
- ✓ The thesis employs accurate referencing following the specified referencing systems and protocols.
- ✓ The front cover of the doctoral thesis and the content must correspond 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.

1 CHAPTER I
INTRODUCTION
Background and Terms
Purpose and Significance
Problem Statement
Research Question(s)

2 CHAPTER II
THEORETICAL FRAMEWORK
Historical Review
Literature Review
State of the Art

3 CHAPTER III
METHODOLOGY STATEMENT
Research Paradigm (Qual./Quant./Mix)
Research Design
Detailed Methods
Instruments' Validity and Reliability
Research Ethics

6 CHAPTER VI
CONCLUSIONS
Summary of Findings
Answer Research Question(s)
Propose Future Research

5 CHAPTER V
DISCUSSION
Discuss Results and Implications
Address Research Question
State Contributions to the field
Identify Limitations

4 CHAPTER IV
ANALYSIS & FINDINGS
User Evaluation Tests
High Level Analysis
Content Analysis
Statistical Analysis
Phenomenological Interpretation

The demands of a particular discipline or scientific area will determine the precise structure of a doctoral thesis. Doctoral theses at USJ should typically be written in English.

Alternatively, the thesis may be written and defended in Chinese or Portuguese (the official languages of Macao S.A.R., China). Such cases require specific approval from the relevant Scientific Council of the host academic unit.

15. Links with external parties

USJ collaborates with multiple universities on joint doctoral research projects under the **Cotutelle** model. In this joint doctoral agreement, students are enrolled at two universities and divide their time between them. They are jointly supervised by academic staff from both institutions and graduate with a doctoral degree from each university upon successfully completing the programme.

The University of Saint Joseph has engaged in Cotutelle degree programmes since 2015. Cotutelle programmes are a fundamental aspect of the university's research strategy, which encourages profound and sustained relationships with international research universities through the joint supervision of research candidates.

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/
- ✓ University of Western São Paulo - https://www.unoeste.br/en

Prospective Cotutelle Doctoral applicants from universities not listed in the table above need to present a special case to the principal supervisor and the Dean of the relevant Faculty. The senior management of USJ will review and assess the case according to the merit of the proposed research relationship. The Academic Affairs Office is available to assist with any inquiries.

PART 3 | THE PROGRAMME TEAM

16. The Doctoral Programme Coordinator

The Doctoral Programme Coordinator is also the Dean of the Doctoral School and works directly with the University Research and Development Office of the Rector; manages all aspects of the programme's daily academic and related administrative operations, 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 organisation
- ✓ Thesis plan approval and defence coordination

Doctoral Programme Coordination Team for the Academic Year 2025/26:

- Professor Adérito Fernandes-Marcos - aderito.marcos@usj.edu.mo (Programme Coordinator)

- Professor António Carvalho Maneira - antonio.maneira@usj.edu.mo

17. The Programme Team

Adérito Fernandes-Marcos holds a PhD *summa cum laude* in Computer Graphics from the Technical University of Darmstadt, Germany (1997); and Aggregation in Tech. and Information Systems from the University of Minho (UM), Portugal (2008). In 2019, he was awarded the honorific *professor honoris causa* from UNIVEM, São Paulo, Brazil. He is a Full Professor at the University of Saint Joseph, Macao, serving as the Doctoral Programme Coordinator and Dean of the Doctoral School. He started his university career in Germany as a guest assistant at the Technical University of Darmstadt (1992). He was Assist. Prof. in the University of Minho (2000-2009) was a mentor, co-founder and teacher in the Master of Computer Graphics and Virtual Environments and Master of Technology and Digital Art (its coordinator from 2007-2009). In close collaboration with the UM, he has been the Executive Director of the Computer Graphics Centre (CCG), an Interface Institute for Applied Research (1997–2005). In this position, he coordinated more than 30 Research & Development projects with more than 6 million euros in direct funding. He designed several graduation, master's, and doctoral programs in open distance learning mode, emphasising the Doctoral Programme in Digital Media-arts, a Portuguese Open University joint project with the University of Algarve. He is currently the President of the Artech-International, an assoc. for computer, digital and media arts, with activities worldwide. He is a regular scientific consultant for several international boards in Europe, Latin America and Russia. He is a member of ACM, IEEE, and SIGGRAPH, and he is a member of the editorial boards of several scientific journals in areas such as computer graphics, arts, and design.

USJ web page:
https://www.usj.edu.mo/en/faculty-directory/aderito-fernandes-marcos/

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 is presently the Vice-Rector for Internationalization and Academic Affairs 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 in 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).

USJ web page:
https://www.usj.edu.mo/en/faculty-directory/alvaro-barbosa/

Keith Morrison has worked in higher education for 40 years, in the UK and Southeast Asia, formerly at the University of Durham, UK and, since 2000, in Macau, where he has been Dean of a School of Education, Registrar, Director and Adviser for Institutional Development, and a university Vice-rector. He is the author of 19 academic books and, until 2021, was the Co-editor of the international peer-reviewed journal Educational Research and Evaluation. He has conducted consultancies for governments, companies, organisations and institutions in the UK, the Czech Republic, Malaysia, South Africa, Singapore, the USA, Hong Kong and Macau, and he has produced reports, papers and technical reports for government agencies and officers in several countries. He has been a reviewer for 25 international journals and several leading international book publishers. He is on the Editorial Board of the International Journal of Management in Education and Educational Sciences and regularly contributes to Macau Business. Before moving into higher education, he taught in the UK's kindergarten and primary and secondary schools. He has worked on research, consultancy and development projects in schools and teacher education. He has been a prize-winning music scholar and cathedral choral scholar/lay clerk; he is an organist, a member of the Royal College of Organists and a Fellow of the Royal Society of Arts. His recent work in higher education academic and administration has involved quality assurance, accreditation, educational development, and training for academic and administrative staff.

USJ web page:
https://www.usj.edu.mo/en/faculty-directory/keith-morrison/

Alexandre Lobo is an Associate Professor with Aggregation at the University of Saint Joseph (USJ), Macao. He is currently Vice-rector for Academic Research and Innovation at the USJ. 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.

USJ web page:
https://www.usj.edu.mo/en/faculty-directory/alexandre-lobo-2/

Hao Wu is an Assistant Research Professor and the Research Coordinator for the School of Education at the University of Saint Joseph (USJ) in Macau, China, a position he has held since January 2023. His research interests primarily focus on the intersection of ICT in Education, Computer-based Assessment, and Thinking Skills Development.
Prior to joining USJ, Professor Wu served as a Research Fellow at both the MTA-SZTE Digital Learning Technologies Research Group (2021-2022) and the Center for Learning and Instruction at the University of Szeged, Hungary (2019-2022). He earned his PhD in Education Sciences from the University of Szeged in November 2019. His academic qualifications also include a Master of Computing (Honours, 2014) and a Master of Computing (2013) from the

Australian National University, as well as a Bachelor of Science in Information and Computational Sciences from Anhui University, China, in 2012.

He is the Area Professor for the Doctoral Specialisation in Education.

USJ web page:
https://www.usj.edu.mo/en/faculty-directory/hao-wu/

Gerald Estadieu is currently an Assistant Professor in the Faculty of Arts and Humanities at the University of Saint Joseph (USJ), Macao. With a Master's Degree in Signal and Image Processing from the Université d'Orléans (France) and a PhD in Science and Technology of the Arts from the Catholic University of Portugal (School of Arts, Porto), his research and artistic activities focus on the fields of Interactivity, Soundscape, Spatial Audio and Ambisonics, as well as Hacking and Digital Fabrication.
He created the fab lab at the University of Saint Joseph and co-founded the first fablab in Macau. He is also a member of several international collaborative experiments, such as Museomix and Hackmychurch. He has developed artistic projects for local and international exhibitions, integrating soundscapes, interactive technology, and digital fabrication. His work has been exhibited in Macau, Vietnam, Thailand, Portugal and South Korea.
He is currently leading a research project in collaboration with the University of Arts of Linz (Austria) on an innovative Spatial Audio system.

He is the Area Professor for the Doctoral Specialisation in Global Studies.

USJ web page:
https://www.usj.edu.mo/en/faculty-directory/gerald-estadieu/

Priscilla Roberts is a British-born historian, holding BA and PhD degrees in History from King's College, Cambridge, where she was among the first women admitted as an undergraduate to complete a PhD degree.
Her research focuses on international power transitions and the role of elites in foreign policy across the United States, Great Britain, and Western-Asian relations, from the late 19th to early 21st centuries. Her current interests include transnational elites, think tanks, and philanthropic foundations, alongside Macau's global history and the Portuguese-speaking world.
After research fellowships in the U.S., Dr. Roberts spent many years in the History Department at the University of Hong Kong. She moved to Macau in 2017, working at City University of Macau (receiving an Outstanding Teaching Award) and then at the University of St. Joseph. She has secured numerous research grants and held prestigious visiting fellowships, including a Fulbright Fellowship at George Washington University and a visiting fellowship at the Institute for Advanced Study in Princeton.
Dr. Roberts has coordinated over a dozen international academic events, resulting in eleven edited volumes. She is a life member of major historical societies and serves on the Board of Management for the Transatlantic Studies Association, chairing its Book Prize Committee. She also contributes to the editorial boards of H-Diplo, the Journal of American-East Asian Relations, and Diplomatica. She actively supervises master's and doctoral students, especially in International History, Global History, Western-Asian Relations, and Macau Studies.

She is the Area Professor for the Doctoral Specialisation in History.

USJ web page:
https://www.usj.edu.mo/en/faculty-directory/priscilla-roberts/

Weng Chi (Florence) Lei (李穎芝博士) joined the University of Saint Joseph (USJ), Macau in 2013. She brings extensive experience in academic coordination, having served as Programme Coordinator for the Bachelor of Government Studies (2017-2019) and the Master of Government Studies (2019-2023). Dr. Lei teaches various economics topics to undergraduate and graduate students and supervises master and doctoral dissertations across diverse disciplines, including Business Administration, Community Development, Government Studies, and Environmental Sciences and Management.

Dr. Lei holds a Ph.D. in Economics (2018), an M.A. in Economics (2010), and a B.S. in Economics with honours and distinction, with a minor in Statistics (2006), all from the University of Washington, Seattle. Her professional affiliations include the Hong Kong Economic Association and the American Economic Association. She has been recognized with the Rector's Prize and Commendation for Teaching and Service from USJ (2021), the James K. Hall Fellowship (2007), and an Outstanding Paper Award (2006) from the University of Washington, Seattle. She was also a recipient of a research grant from the Macao SAR Government's Higher Education Fund for her project on the Economic Integration of the Guangdong-Hong Kong-Macao Greater Bay Area (2021-2023).

She is the Area Professor for the Doctoral Specialisation in Business Administration.

USJ web page:
https://www.usj.edu.mo/en/faculty-directory/florence-lei/

Douty Diakite holds a PhD in Government Studies from the University of Saint Joseph, Macau. In addition, he earned a Master's Degree in European, International, and Comparative Law from the University of Macau. The subject of his research was International Investment Dispute Settlement through Arbitration. He has been highly active in the area of business law in several countries in Africa and Asia. In April 2006, he became one of the founders of the Association for the promotion of African Business Law in Cairo. He served as President of the African Chamber of Commerce in Macau from 2015-2018. He has been the coordinator of the Centre for Social and Legal Studies (2018-2020); the coordinator of the Centre for African Research and Development (2009-2012). He is currently Associate Professor and the head of the Department for Law and Public Policy (USJ) and the Macau Academy of Comparative Alternative Dispute Resolution (USJ) coordinator.

He is the Area Professor for the Doctoral Specialisation in Government Studies.

USJ web page:
https://www.usj.edu.mo/en/faculty-directory/douty-diakite/

Angus Kuok received his PhD degree in Psychology from the University of Macau as well as the higher education program in the Universidade de Coimbra and the University of Cambridge. Besides teaching the University of Saint Joseph, He has had teaching and research experience in other international and local higher education institutes, namely, Edinburgh Napier University, University of Macau, Institute for Tourism Studies and Macao Polytechnic Institute. His major research interests are psychology, organizational behaviour and management, topics such as satisfaction, commitment and engagement at work, as well as studies related to the hospitality industry and education system at Macao. His current research is mainly related to resilience and work engagement, occupational health and well-being, public mental health, as well as AI acceptance, usage and learning in social welfare industry. He is also a full member of Division of Organisational Psychology at the Hong Kong Psychological Society.

For academic services, he serves as a journal editorial board member of Forum Psychologicum, and a reviewer of various international journals in the field of Psychology, Education and Management, such as Psychology Reports, Journal of Managerial Psychology, Asia Pacific Journal of Education, International Journal of Hospitality Management, International Journal of Contemporary Hospitality Management, Chinese Management Studies, Tourism Management, and Journal of Career Development.

He is the Area Professor for the Doctoral Specialisation in Psychology.

USJ web page:
https://www.usj.edu.mo/en/faculty-directory/angus-kuok-2/

Franz Gassner completed Professional School for Electrical Engineering in Austria, and studied Philosophy and Catholic Theology in Austria and was ordained in 1995. He was teaching Religious Education and served in the Youth Ministry in Austria and Louisiana, USA. From 2000 to 2002 he pursued graduate studies in Philosophy at Boston College. From 2002-2012 served as a formator in the Provinz Austria-Croatia and was Teaching Assistant at the Institute of Social Ethics, University of Vienna. He completed his PhD. in Theological Ethics in 2012 and commenced teaching at US philosophy, moral theology, and environmental ethics and management. From 2020-2023 he served as the Dean of the Faculty of Religious Studies and Philosophy at USJ.

He is the Area Professor for the Doctoral Specialisation in Religious Studies.

USJ web page:
https://www.usj.edu.mo/en/faculty-directory/franz-gassner/

André Antunes is the Acting Dean and an Associate Professor at the Institute of Science and Environment at the University of Saint Joseph (USJ). An expert in the microbiology of marine and extreme environments, his specialization lies in deep-sea and high salinity ecosystems.

Professor Antunes holds a PhD in Biochemistry (Microbiology) from the University of Coimbra, Portugal, with doctoral research conducted at the Lehrstuhl für Mikrobiologie und Archaeenzentrum, University of Regensburg, Germany. His research career spans across Europe, Africa, and the Middle East, including previous faculty appointments in Cabo Verde, the UK, and at the State Key Laboratory of Lunar and Planetary Sciences at Macau University of Science and Technology (MUST), where he led the Astrobiology Research Group and coordinated the of the Astrobiology and Cosmochemistry Experimental Platforms. He has extensive experience in international collaborations, serving as PI and team member on global research projects and leading scientific expeditions. His project management roles include involvement with the ESFRI EU-funded MIRRI and RItrain projects. Professor Antunes has also acted as a consultant and committee member for organizations such as NASA, ESA, and the European Science Foundation. He is an elected member of the Communications Committee of the Microbiology Society, Chair of the Ocean Sustainability Advisory Group and Global Ambassador for Applied Microbiology International and serves on the editorial boards of leading journals in his field.

He is the Area Professor for the Doctoral Specialisation in Science.

USJ web page:
https://www.usj.edu.mo/en/faculty-directory/andre-autunes/

António Carvalho Maneira holds a PhD in Digital Media from Nova University of Lisbon (2014). He is currently an Assistant Professor at the University of Saint Joseph - USJ, Macau SAR. He was an Assistant Professor at IADE – Faculty of Design, Technology and Communication of the European University, Lisbon where he taught information visualisation and coordinated the Master's Program in Communication and Multimedia and the Bachelor's Program in Visual Design both delivered in e-learning. He has worked as a professor since 2014, starting at Universidade da Beira Interior, teaching in several communication, design, and multimedia areas. He collaborated in several projects in digital media and design with special emphasis on the following projects: PICCLE within the *Plano Nacional de Leitura* (Reading National Plan) in Portugal; an educational project to support learning mathematics using Khan Academy in partnership with Altice, Educom and DGE (General Directorate for Education). He participated in several other projects related to digital technologies, multimedia, and audio-visuals in education with over 20 years of experience in this area. He is an editor of the EFT Journal—Education, Training, and Technologies (ISSN-1646-933X).

USJ web page:
https://www.usj.edu.mo/en/faculty-directory/antonio-maneira/

António B. Araújo holds a PhD in Mathematics and an BSc in physics from the University of Lisbon, Portugal. He authored more than 50 peer-reviewed publications, in the areas of pure and applied geometry, computational methods, and Digital Media Art. He published on the singularities of Lagrangian varieties and on the method of fundamental solutions. He currently focuses on applied geometry, namely in the applications of spherical perspectives to the visual arts, both classical and computational, in which he has lectured and published extensively. He lectures at U. Aberta, Portugal, and is the current coordinator of CIAC-UAb, Aberta's pole of the Center for Research in Arts and Communication. He participated in several software projects, being the lead developer of the software for the interactive film Cadavre Exquis and the author of the VR drawing application, Eq A Sketch 360. He contributed the Eq A Snap algorithm set to the Microsoft Garage VR drawing app, Sketch 360. He currently leads a small team of Ph.D. students, including professional 3D artists, teachers and engineers, doing multidisciplinary work between architecture, art and mathematics. He is a published illustrator and urban sketcher, and his artistic work informs his mathematical research in spherical perspective and Immersive drawing. He is currently both editor and illustrator for the magazine of the European Mathematical Society.

Institutional web page:

https://www.araujoab.com

Emily Chan has served at the library since 2015, and in 2022, she was appointed USJ's Head Librarian. She has served several years as a library assistant in the reference service. She offers countless hours of individual tutoring, in-class lectures, and program orientations to help 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.

Ms. **Chan** collaborates with the Doctoral Programme by giving training and guidance to PhD students on the best use of the USJ Library resources.

PART 4 | TEACHING, LEARNING AND ASSESSMENT

24. Key Features

The programme's teaching and learning opportunities integrate classroom-based instruction, online learning (synchronous via videoconferencing and asynchronous using a Moodle platform), and practical experience. A strong emphasis is placed on developing students' expectations regarding their personal study requirements and the corresponding planning of their learning trajectories.

Attendance Requirements

Students must attend two-thirds of the scheduled sessions during the foundation year to be eligible for a passing grade. Students are expected to arrive at class punctually and remain for the entire session. Additionally, students should return to class on time after breaks, which should not exceed 20 minutes.

The student will regularly meet with their supervisor during the thesis writing and research years. The responsibility for arranging these 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 act or practice of taking and using as one's own the thoughts, writings, or other works 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, and photographic models without attribution.

If plagiarism is found, that piece of work will be awarded a zero grade. If plagiarism reoccurs, a student will be notified and must appear before the Programme Coordinator.

Use of Artificial Intelligence

The University of Saint Joseph and its Doctoral School recognise the evolving landscape of Artificial Intelligence (AI) and its potential to enhance academic research. We are committed to educating students and supervisors on how to use AI in a responsible and ethical manner. In this context, we encourage informed, appropriate, transparent, and fair use of AI tools in doctoral studies, reminding students that all submitted work must ultimately reflect their own authorship and academic integrity. Doctoral students are expected to adhere to the following principles of responsible AI use in their research and writing:

a) **Academic Honesty and Authorship:** Students bear full responsibility for ensuring that all submitted work, including thesis chapters, proposals, and publications, is academically honest and primarily represents their own intellectual development. AI tools may be employed to assist with the student's original thought and contribution, rather than to replace it. Students must carefully evaluate the use of AI tools for drafting or aiding in language refinement and must make necessary developments and adjustments prior to submission as their own work. Any submitted texts should

be justifiable as part of the student's original authorship, maintaining a fair balance between AI-generated contributions and the student's input.

b) **Transparency and Disclosure:** Students must inform their supervisor and/or relevant faculty about any use of AI in their work. This disclosure should be thorough, detailing:
   - The specific AI software or tool used.
   - The extent and purpose of its usage (e.g., for brainstorming, drafting, data analysis, language refinement).
   - The nature of the student's subsequent development, adjustment, and critical oversight of the AI-generated content.
   - Tools are primarily used for language polishing, clarity, and readability, which do not alter the core intellectual content.

c) **Accountability for Content:** Students are ultimately responsible for the accuracy, validity, and integrity of all content submitted. No excuses for shortcomings (such as plagiarism, factual errors, false references, ambiguous wording, or superficial deviations from requirements) will be accepted if attributed to an AI tool. The submitting author bears full responsibility for all content.

The USJ's definition of plagiarism explicitly extends to content generated by AI tools. Submitting AI-generated text without proper acknowledgement and integration into a student's own intellectual work constitutes plagiarism, just as using another person's work without attribution does. AI detectors measure the confidence that a document was AI-generated, not the percentage of the document that was AI-generated. Supervisors will prioritise a student's ability to defend the text as their own original work over detector percentages.

Supervisors will maintain regular oversight of AI usage, emphasising student responsibility. If a supervisor identifies evidence of unfair use of AI or suspects that the submitted text does not primarily reflect the student's authorship, they will confront the doctoral student and may request revisions. The supervisor has the final authority on whether to accept the submitted text. Cases deemed special or severe by supervisors may be referred to the Doctoral School or the University Research Ethics Committee for further consideration.

25. Supervision

Students work with their intended supervisor during the Foundation Year to prepare a preliminary literature review and a thesis proposal under Module DOC105 - Specialist Studies and Reading Programme. After this year, the proposal associated with the intended supervisor must be evaluated by a panel appointed by the Programme Coordinator and approved by the Scientific Council of the host Academic Unit. At this stage, the student has an official supervisor (and, in some cases, also a co-supervisor) who will assist them during the thesis research and writing phases, guiding them through to the final submission of the thesis for public defence.

Supervision meetings are scheduled as needed, and the responsibility for arranging these meetings primarily lies with the student.

26. Assessment

Students can only pass a module in the foundation year if all required assessments are completed. Suppose a student has sufficient, approved, and documented reasons for missing a necessary piece of evaluation or for not completing the required module work on time. In that case, they are usually allowed to meet the 'make-up' requirements when and where the module lecturer agrees.

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

For transparency, fairness, and 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 requirements 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 implemented 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, ensuring equity for all students. Feedback on assessments is an integral part of the learning process. Teachers are expected to provide written and, as appropriate, oral feedback to students, from which they can learn and improve and 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 intellectual and effective initiative level. Demonstrates outstanding achievement of the knowledge, skills and understandings expected. Makes outstanding contributions to pair/teamwork, can 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 can reflect on their 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 and teamwork and have developed some valuable skills.

Sufficient: Grade 10-13
Awarded when the objectives have been addressed adequately or where the evidence is acceptable to 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 and teamwork, showing development of weak affective skills.

Fail: Grade 9.4 and below
Awarded when a student shows fundamental misunderstandings and a total lack of effort/involvement in the course. Students have not achieved at least 50% of the credit in every course component. Work not submitted.

Grading as "Incomplete"
Students graded as 'Incomplete' may attend a make-up examination to determine their final grade. Make-up examinations are set directly by the academic staff member in the form of a written exam or an assignment. Make-up examination(s) must be set and graded within one month of posting an 'Incomplete' grade. The Dean of the Faculty authorises examinations and may offer them to students who previously failed the module, provided that they have met the minimum attendance requirements.

If you have further questions about this system, please contact the Programme Coordinator.

28. Thesis Assessment

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

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

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 semi-annual report, on the progress of the candidate's work.

Article 42
Jury
1. The rector or president shall appoint the jury on the terms and deadlines in the doctoral regulation.
2. The jury shall consist of:
    1) The rector or president, who presides, and may delegate this competence to the vice-chancellor or vice-president, or 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 recognised competence in the scientific area of the thesis may also be a jury member.
4. The jury must be composed of at least three professors or researchers from the field of knowledge to 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 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 the 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 occur without the presence of the president and a majority of the other members of the jury.

38

2. All members of the jury may intervene in the discussion of the thesis.
3. In discussing the thesis, the candidate must be given the same time as the jury members.

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 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 a 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 are crucial in shaping the experiences of present and future students at USJ. Consequently, their feedback is highly valued and encouraged. Students are asked to take every opportunity to present their input directly or through their 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 comprised of students who organise activities and services for the benefit of their peers, acting as a bridge between the students and the administration. We aim to foster an active and progressive university experience. Employing rational and transparent methods alongside a healthy dose of creativity, USJSA seeks to enhance the lives of USJ's students and improve the university as a whole.

Structure Executive Committee
The elected group that creates activities, services, etc. Supervisory Committee: The ones that supervise the Executive Committee. General Assembly: They ensure the Students' Association follows the By-Laws.
Mission
1. To advance 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 representatives, who their fellow students in the Programme elect, are members of the Pedagogical Council (PC) of the Doctoral School of the University of Saint Joseph.

28. Giving Feedback to Students

Students receive feedback on their participation through **contact and interaction with** the **Faculty, Programme Coordination, and the teaching team**. This feedback informs students about the actions to be taken to address the concerns and issues they have raised.

In addition to regular interaction among students, lecturers, and the Programme Coordinator, both in and out of classroom settings, the **Pedagogical Council** serves as the primary formal platform for providing student feedback. As members of the Pedagogical Council, elected by their peers in the Programme, the

student representatives receive updates on how the Programme Coordination has addressed the issues and concerns they have raised with the Council.

Simultaneously, students formally provide feedback on the programme and its modules through the **Student Response to Instruction** (SRTI) **Survey**. They are asked to complete a survey at the end of each module to evaluate their experience. The **anonymous and confidential data** collected through the SRTIs helps the programme identify the strengths of a module and areas for development. This crucial data is subsequently used to improve our programmes continually 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) aims to engage students in a vibrant learning environment that enriches their experience on campus and in the community, facilitating their holistic development and nurturing them to become responsible global citizens and professionals.

✓ Adaptation Support: OSAA organises different orientation programmes to help students adapt to the new environment. Students are allowed to build up their social network and familiarise themselves with the study culture in USJ.

✓ Career Services: OSAA's Career Services help and support our students' career development through various personal advice sessions, workshops, and training courses. Our students will be well-equipped to face global workplace challenges through these initiatives. To learn more about the Career Services at OSAA, visit https://www.usj.edu.mo/en/careers-internships/ or contact us via email at careers@usj.edu.mo.

✓ Student Organisation Services: OSAA supports every student organisation (e.g., clubs) by providing activity management advice, fundraising support, venue booking, and other services to enrich students' university life.

✓ Sports: A well-rounded student requires mental and physical training to meet the rigorous challenges of tertiary education and prepare them for their future careers. Sports play a vital and exciting role in 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 between the parties.

✓ Scholarships and Fellowships: Scholarships and Fellowships are offered to students with strong academic records and/or financial need. For more details, visit https://www.usj.edu.mo/en/scholarships-and-fellowships/.

✓ Support for Students with Special Needs: At USJ, we provide assistance and support to students with disabilities. USJ supports the Macao SAR's initiative for the "Convention 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 that strengthen the bond between 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), situated on the 2nd floor of the Residential Hall Building (Ilha Verde Campus) and above, accommodates approximately 170 students and a limited number of staff. Its aim is to foster a safe, supportive, and stimulating residential community that embraces diversity, participation, and the 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 given to international and exchange students. Each room is furnished with essentials (bed, desk, and wardrobe) and equipped with air conditioning and wireless Internet. Regular cleaning services for common areas are provided. Rooms are limited, and requests are processed on a first-come, first-served basis. For further information on the facilities and services, please visit the Residential Hall web page or email residence@usj.edu.mo.

c. International Affairs Office (IAO)

The International Affairs Office (IAO) has been developing and expanding partnerships with premier institutions worldwide to foster international cooperation, which provides our students with excellent opportunities to experience academic life abroad through exchange and summer programmes. Both exchange and summer programmes offer students the chance to enhance their academic and language skills, as well as their interpersonal abilities, while complementing their current studies. They can enjoy academic and residential life with a diverse group of peers from around the world without sacrificing on-campus life at USJ or disrupting their regular study plans. These programmes are also great opportunities for students to immerse themselves in a different cultural environment, make lifelong friends, and broaden their horizons through 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 page:
https://www.usj.edu.mo/en/international/exchange-opportunities/

IAO 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 contributes to students' success in their academic pursuits. All faculty members are responsible for supporting students whenever possible in their studies. The Programme Coordinator is available to assist students with non-module-specific academic matters, such as programme planning, course selection, and career exploration. Students can reach out to academic staff via email, fax, telephone, or letter. Meetings can be arranged upon request.

Moreover, administrative offices are available to assist or facilitate other areas to support students. Below, we provide the contact information for these offices, which you may reach 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**

USJ students have free Wi-Fi across all campuses. Access credentials can be obtained by contacting IT support at the Technology, Operations, and Facilities Office.

The same office is responsible for creating personal email accounts for each student at USJ and assisting with any issues related to your usage of the MyUSJ and Hub platforms.

30. Seeking Help on the Programme

a. Financial Aid

Financial aid sources, including scholarships, are available to students in Macao. In addition to scholarships, students can also apply for student loans from local banks. The USJ Community Fellowship Programme aims to support the financial needs of promising students pursuing their studies at our university. Various prominent local institutions and individuals provide fellowships 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 includes a full-time counsellor, Ms Helen Lao, along with graduate student interns who have backgrounds in psychology and/or other disciplines relevant to their counselling responsibilities. The counsellor and their USJ professors oversee the intern counsellors' work.

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

Students are encouraged to express any concerns they have about confidentiality or about the counselling process with their counsellor before or during the counselling session.

For more information and updates on 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 dedicated to actively promoting an inclusive campus culture that embraces respect and diversity, recognising that staff and students from various backgrounds and experiences enhance whole-person education and contribute innovative cultural and academic insights to teaching, learning, and research. This aligns with the University's institutional mission to develop as an international academy inclusive of diverse ethnic, social, and religious affiliations, welcoming individuals with physical challenges while fostering a caring, ethically responsible, and economically, socially, and environmentally sustainable society.

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

Complaints of alleged discrimination or harassment shall undergo an effective investigation. Individuals who violate this Policy due to discriminatory or harassing conduct, or who file false complaints, shall face 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 can access extensive resources, including the school library, computer labs, archives, and facilities offering various tools to support their creative and academic growth.

a. Library

The Library at USJ provides students with a significant number of learning resources, from publications (in paper and electronic form) to specific software for learning and researching, such as databases and 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 library's resources are accessible through the USJ Library Portal, which can be visited at https://library.usj.edu.mo/. However, if you need to visit the library in person, we recommend that you always check the library's web page for updated information on opening hours.

b. MyUSJ/Hub

The MyUSJ and Hub platforms serve as your personal dashboards, providing essential information for students enrolled in their programmes. Students can access MyUSJ (https://my.usj.edu.mo/) and the HUB (https://hub.usj.edu.mo/) with the same credentials used for their USJ email. Google Classroom is another online learning platform utilised 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
Domestic Student Recruitment Office: sro@usj.edu.mo
Office for Student and Alumni Affairs: osaa@usj.edu.mo
Residential Hall: residence@usj.edu.mo
Fitness Room - click here