

## Programme Overview

The **Research Experiences for Students of Honours College (RESHC)** Programme is a yearly programme which jointly organized by the Honours College (HC) and the Research & Development Administration Office (R&DAO) of the University of Macau. The funding support for the Programme comes from the University Research Fund via the R&DAO. Faculty members holding research projects at the university are invited as mentors for the RESHC Programme. Based on the recommendations from mentors, the HC will endorse suitable HC student internship placement to the R&DAO for approval and stipend arrangement.

## 1. Purpose and Scope

- 1.1 Serves to provide an opportunity for HC students to participate in research projects as interns, gaining research experiences on top of their undergraduate studies.
- 1.2 Promotes technical and/or creative training for students, as well as interactions between students and the research community.

## 2. Internship Offer and Application

### 2.1 Faculty Mentor

- 2.1.1 Faculty members holding projects supported by the University Research Fund or the Science and Technology Development Fund of Macao SAR (FDCT), are invited to offer internship positions.
- 2.1.2 Faculty members should ensure that the offered Research Experience internship position has no interest contradiction on the terms and conditions with his/her ongoing funded research project(s).
- 2.1.3 Faculty members in general should only accept one intern per project. For mentors who have multiple projects and would like to offer multiple internships, separate forms are required for submission.
- 2.1.4 Invited Faculty members can simply fill up the **RESHC Internship Offering Form** and submit to the HC General Office for processing, thus becoming the mentor of the programme.
- 2.1.5 Mentors could then select the right intern through a simple selection and interview process.
- 2.1.6 Upon obtaining the approval of intern matching from R&DAO, the HC General Office will notify mentor to start the internship programme.
- 2.1.7 Responsibility of mentors:
  - 2.1.7.1 Mentors are responsible for guiding the interns, and reviewing their work on a regular basis.
  - 2.1.7.2 Mentors should endorse a **RESHC Monthly Stipend Form** of their interns to R&DAO for stipend handling.
  - 2.1.7.3 Upon the end of the internship programme, mentors and interns shall fill in the **Internship Report** for HC and R&DAO's record.

### 2.2 Intern

- 2.2.1 Only Honours College students are eligible to apply for the RESHC internship positions.
- 2.2.2 Interested HC students should fill in the **RESHC Internship Application Form** and submit to the HC General Office for processing.
- 2.2.2 Accepted students are able to participate in different kinds of research activities supervised by professional researchers.

- 2.2.3 Upon acceptance, interns should take the initiative to work with their mentors in order to deepen their research learning experience.
- 2.2.4 Interns are responsible in submitting their work regularly for their mentors' review.
- 2.2.5 Interns need to fill in their monthly *Student Participation Record* and submit to HC General Office on or before the working day of 10<sup>th</sup> of next month for stipend endorsement.
- 2.2.6 Upon completion of his/her internship programme, interns must submit a written *Internship Report* endorsed by his/her faculty mentor within one month.
- 2.2.7 All interns should follow the RESHC Programme guidelines, any misconduct attitude or failure in comply with the Programme guidelines may lead to termination of internship placement.

### 3. Coordination and Report Submission

- 3.1 Coordination and monitoring of the internship programme should be done by the corresponding Faculty Coordinator in the Honours College.
- 3.2 Upon completion of the internship programme, the intern must submit a written report endorsed by his/her faculty mentor within one month. The report should include a summary of the internship, contributions to the Honours College as an intern, along with an evaluation of the RESHC programme. The report is reviewed by the HC (Faculty Coordinator in the Honours College) and submitted to the R&DAO for record keeping.

### 4. Internship Duration

- 4.1 Duration of the internship is three to six months; a longer duration could be considered if the work of the internship is helpful for the student's honours project.
- 4.2 All approved internship should start on the **1<sup>st</sup> or the first working day of the month.**

### 5. Stipend Level and Amount

- 5.1 Faculty mentors do not have to provide stipends from their project funding for their interns. Stipends for interns are allocated directly via the R&DAO.
- 5.2 Each intern shall receive a monthly stipend based on the level of internship hours.

<i>Level</i>	<i>Number of Internship Hour Required per Month</i>	<i>Stipend Amount (MOP)</i>
1	40	2,000.00
2	50	2,500.00
3	60	3,000.00

- 5.3 Upon the completion of the set level of internship hours by the student intern, student should submit a Monthly RESHC Student Participation Record to the HC General Office **on or before the working day of 10<sup>th</sup>** of next month.
- 5.4 The stipend will be deposited to the recipient's bank account **on the 30<sup>th</sup> or the last working day** of each month through auto-pay. Bank of China account holders will receive the money on the same date. Other banks account holders will receive the money 2 days later.