聖若瑟大學
UNIVERSITY OF SAINT JOSEPH

PROGRAMME HANDBOOK

Doctoral Programme

Academic Year
2024 | 2025

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PART 1 | INTRODUCTION

1. Purpose of the Programme Handbook

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

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

The information included in this handbook is supplemented by additional information available on our website (https://www.usj.edu.mo/), particularly in the following sections:
Programme: https://www.usj.edu.mo/en/programmes/doctorate/
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 can provide answers and any assistance you need. If you wish to offer comments and suggestions on its contents and pursue further queries regarding the information included in this handbook, please contact Professor Adérito Fernandes Marcos, Coordinator of the Doctoral Programme: doctoral@usj.edu.mo.

2. Academic Unit

The Doctoral School offers the doctoral programme, and its scope extends to 7 academic units at the University of Saint Joseph. The different specialisation areas are affiliated with the appropriate academic units.

Depending on the candidates' proposals, they will be assigned to one of the specialisation areas of the doctoral programme. Their research will be developed under one of nine specialisation areas, clustered in five Academic Fields, i.e., **Humanities**, **Social Sciences**, **Administration**, **Science**, and **Information Systems**. The nine specialisation areas are hosted by a University of Saint Joseph Faculty, School or Institute 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 research work developed by the candidate will be an integral part of the academic unit's research. It will be supported by a community of scholars researching complementary fields.

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

3. Welcome Message

Dear Student,

You are about to start a unique journey, joining a vibrant community of international researchers, students, and scholars. **USJ is a hub of multicultural innovation,** inheriting centuries of Macau's history between Asia, Europe and the Lusophone world, **embracing more than 40 nationalities** among professors, students and university staff. Our doctoral programme fosters a multi-disciplinary, inter-disciplinary (and aims to trans-disciplinary) research environment, supported by an academic team with solid backgrounds in their specialist fields.

Transdisciplinarity aims at integrating the natural, social and health sciences disciplines in a humanities context and **transcending their traditional boundaries** to resolve real-world and complex problems by providing different perspectives on problems to reach **holistic descriptive answers to comprehensive research questions**.

Doctoral students, being an indispensable part of this inspiring environment, are thus invited to come on board and take part in the **extraordinary voyage of discovering the world** through scientific questioning and systematic research while being fully aware that our success as a Doctoral Program and Research Community can only be accomplished with **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 started its journey in 2007, and since then, a focus on research excellence has been part of the University's academic Life.

The USJ doctoral programme has graduated more than 60 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,

Adérito Fernandes-Marcos
Dean of the Doctoral School

4. Being a student at USJ

When applicants enrol in the doctoral programme, they become members of the learning community at the University of Saint Joseph (USJ).

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

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

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

Students and future graduates of USJ are expected to uphold the highest academic and personal standards in their academic and professional careers, which are further specified in USJ's Graduate Attributes available at:
https://www.usj.edu.mo/wp-content/uploads/2020/01/QA-BOOKLET-Graduate-Attributes-v.01.pdf

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

Applicants may also propose their own original thesis topic. In this case, the applicant must submit a short proposal that the doctoral programme coordination team will assess during admission.

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 of China that stands by the principles of academic integrity follows international standards in higher education, fosters innovation and upholds humanising values in all cultures.

MISSION

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

6. 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 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 background in the specific area of each doctoral specialisation is preferable:

1. For admission to the Specialization in Science, a background in Environmental Science, Biological Sciences, or related disciplines is preferable.
2. For admission to the Specialization in Information Systems, a background in Information Systems, Computer Science, Computer Engineering, Data Science, or related disciplines is preferable.
3. For admission to the Specialization in Global Studies, a background in Design, Architecture, Communication, Anthropology, Media Studies, Cultural Studies, Arts, Music, and Sociology, or related disciplines is preferable.
4. For admission to the Specialization in History, a background in social and cultural history, heritage and urban history, the Chinese Diaspora, or related disciplines is preferable.
5. For admission to the Specialization in Religious Studies, a background in Ancient Languages, Biblical Studies, Patristics, Philosophy, Sociology, Psychology, History, Cultural Studies, Music, and Theology, or related disciplines is preferable.
6. For admission to the Specialization in Business Administration, a background in Entrepreneurship, Marketing, Consumer Behaviour, Data Analytics, Economics, Tourism and Hospitality Management, or related disciplines is preferable.
7. For admission to the Specialization in Government Studies, a background in International Aid, Poverty Reduction, International Trade Policies, E-Government, Public Administration, and Legal Studies, or related disciplines is preferable.
8. For admission to the Specialization in Education, a background in Education, Pedagogical Studies, Early Childhood Education, Educational Psychology, or related disciplines is preferable.
9. For admission to the Specialization in Psychology Studies, a background in Clinical Psychology, Educational Psychology, Developmental Psychology, Counselling and Health Psychology, Social Psychology, and Organisational Psychology, or related disciplines is preferable.

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 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 (subject to slight changes every year). The admission period for Mainland students is separated from the General Admission process, usually between January and April.

The application is made online by filling in the application form, sending the required documents, and completing the application fee. The language of the application is 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 choose primarily their research topics and intended supervisor from the list of open doctoral thesis proposals, provided and updated annually online (https://www.usj.edu.mo/en/open-doctoral-topics).

After checked by the Academic Affairs Office the applications are evaluated by the Dean of the Faculty where the Specialization belongs, or his/her appointee for that effect. During the review period, the candidate will be contacted via email to sit in a virtual or onsite admission interview. The interview lasts about 20 min. to assess the candidate's academic background and competence to enrol in the respective doctoral programme. The interviewer(s) include Intended Supervisor and eventually the Dean and/or the Research Coordinator (and even the Doctoral Programme Coordinator).

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

8. Applicants for a doctoral degree program shall be the holders of a master's degree or equivalent academic qualifications recognised to pursue studies by the academic-pedagogical body of the higher education institution that offers the programme or shall be the holders of a bachelor's degree with an "Excellent" grade.

The original text of law No10/2017, in Chinese and Portuguese, can be found at:
https://images.io.gov.mo/bo/i/2017/32/lei-10-2017.pdf
The English translation by the Higher Education Bureau content can be found at:
https://es.dsedj.gov.mo/law/no102017.pdf

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

Attribute 1: Intellectual Rigour
Excellence in all scholars, clarity in thinking when faced with new knowledge and arguments, and higher-order thinking.

Attribute 2: Personal Development
Broad knowledge, understanding, respect, commitment and practice about moral, religious, ethical, and social values at the personal, social and professional levels.

Attribute 3: Disciplinary Expertise
In-depth knowledge and skills in the chosen discipline and 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
Uses ICT skills effectively to obtain resources relevant to an information need and create new knowledge and understanding through research and enquiry. Enhances human capabilities in using technologies, literacies and humanities to research and explain ideas from digital devices. Reads, interprets and questions texts using higher-order thinking.

The official content can be found at:
(https://www.usj.edu.mo/wp-content/uploads/2020/01/QA-BOOKLET-Graduate-Attributes-v.01.pdf)

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 knowledge to think critically, strategically, and creatively, including identifying and articulating complex legal issues, applying reasoning and research to generate appropriate theoretical and practical responses, and demonstrating sophisticated cognitive and creative skills in approaching and developing complex legal issues responses. Generates original and significant ideas and thinking.

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

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

Learning Outcomes for Graduate Attribute 4: Lifelong Learning
To reflect a high level of autonomy, accountability and professionalism, the ability to implement appropriate self-management and lifelong learning strategies, including initiating self-directed work and learning, judgment and responsibility, self-assessment of skills, personal well-being and proper use of feedback, and a capacity to adapt to and embrace change.

Learning Outcomes for Graduate Attribute 5: Principles of Ethics and Service to Others
To demonstrate knowledge and critical awareness of the local and global context, diverse perspectives, cultures and values, and exercise expertise and skills to improve diverse communities through active engagement and leading 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, necessary to identify, research, evaluate and synthesise relevant factual issues; demonstrate 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 studies the interconnectedness of global cultures from a historical and contemporary perspective. During the research phase, doctoral candidates are part of the **Faculty of Artes and Humanities (FAH)** and are encouraged to present papers at international conferences or publish in academic journals. Predominant subjects are related 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 Artes 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 contribute significantly to their area of study through participation in international forums and original peer-reviewed research publications.

c. Doctoral Specialisation in Religious Studies

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

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, using a range 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 take leadership roles in planning, conducting, and analysing a range of data types and reporting and critiquing research in education. Students are expected to publish research papers in education and to have an in-depth, highly developed understanding of topical issues in education and educational research on an international scale, as well as trends and innovations in education.

e. Doctoral Specialisation in Psychology

The Doctoral programme specialisation in Psychology offers advanced study and research training in psychology for students seeking to pursue careers in teaching, professional practice, and research in psychology. During the research phase, doctoral candidates are part of the **Faculty of Health Sciences (FHS)** and are encouraged to present papers at international conferences or publish in academic journals. The programme is designed for students to acquire theoretical and empirical knowledge and skills across various psychological themes to enable students to conduct research. Students are expected to perform psychological research, contribute to the body of knowledge, and advance approaches in psychology. The main research concentrations are 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 for exploring advances in the study of public administration, public policies, political studies, and public organisations. 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 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 for exploring advances 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 interested in the research areas of Entrepreneurship, Marketing, Consumer Behaviour, Neuroeconomics, Data Analytics, Economics, and Tourism and Hospitality Management.

h. Doctoral Specialisation in Science

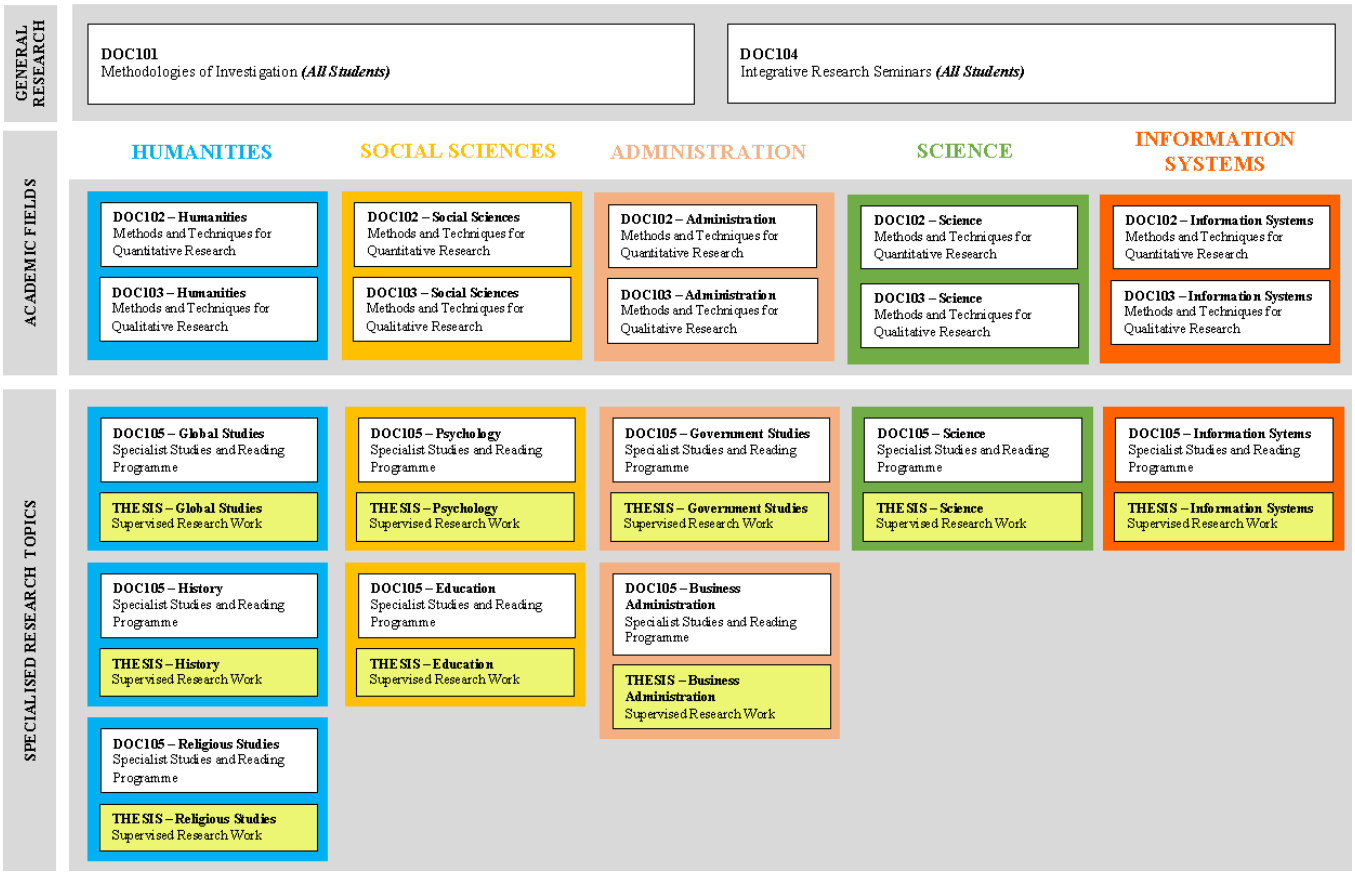
The Doctoral programme specialisation in science is closely linked to the Institute of Science and Environment research lines. It covers topics in Environmental, Biological, Marine, and Earth Sciences, both on applied and fundamental themes. Research questions may be focused on issues related to Macao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

i. Doctoral Specialisation in Information Systems

The Doctoral programme specialisation in Information Systems is an interdisciplinary research track that offers the opportunity to develop state-of-the-art technologies with a human-centred approach with particular emphasis on web science and information systems for a globally interconnected world. It enables students to innovate in key information systems, data engineering and web science research areas. During the research phase, doctoral candidates are part of the **Institute of Data Engineering and Science (IDEAS)** and are encouraged to present papers at international conferences or publish in academic journals.

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.



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 stages: 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.

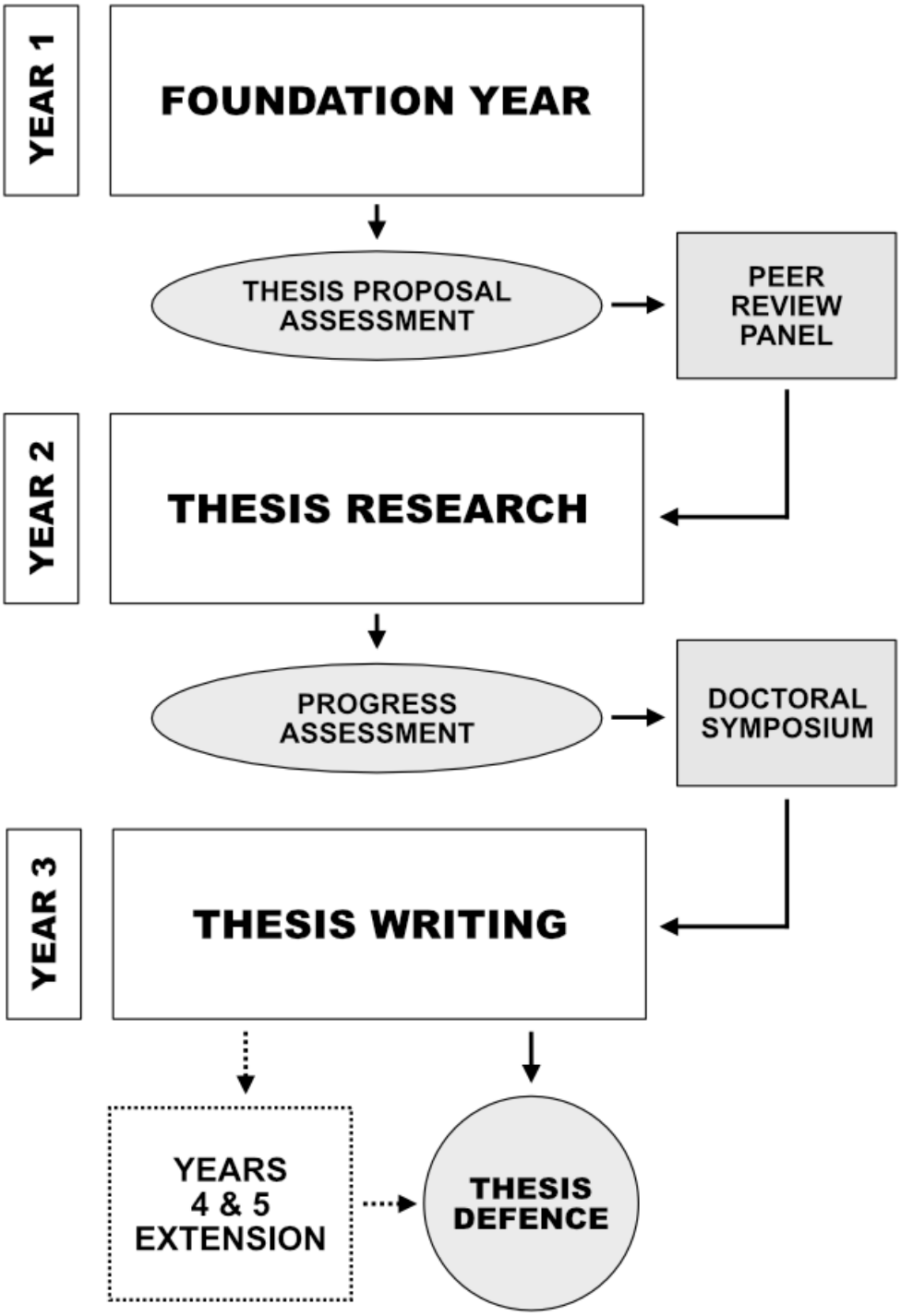
Upon completion of the foundation year, doctoral students have two months to submit a thesis proposal, which, once assessed and approved by a peer-review panel, will enable them to proceed to the stage of thesis research work.

After the thesis proposal is approved, doctoral candidates enter the **Thesis Research stage.** They will work with a supervisor to complete their doctoral thesis for 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, which may be selected to be publicly presented in a doctoral symposium or forum organised by USJ, to move to the thesis writing stage.

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

11. Structure of the Programme



12. Foundation Year

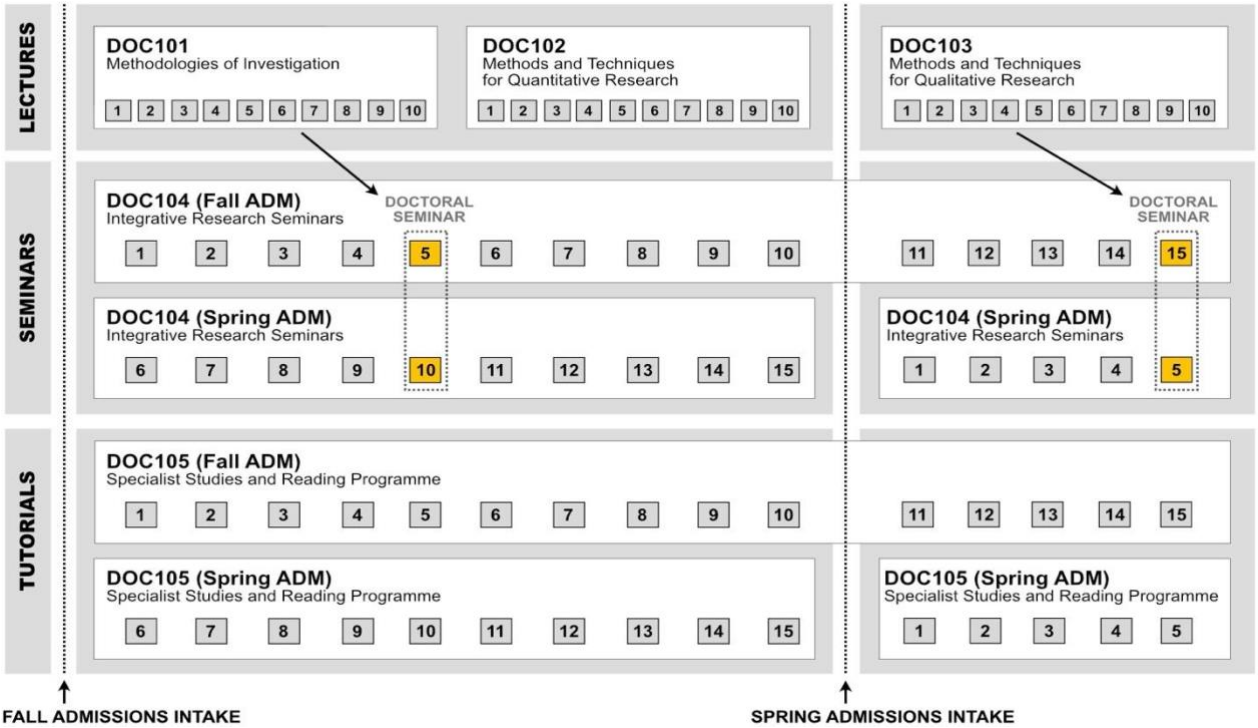
The doctoral foundation year has five modules divided between lectures, seminars, and tutorials, corresponding to 12 MOC (Macau Credits), 180 hours of teacher contact (teaching, tutoring, filed work) and equivalent student time effort.

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

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

The tutorial modules DOC105 are overseen by the intended supervisor on a tutorial basis. They aim to support the students in developing a preliminary structured research review and their final thesis proposal 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, a poster and a provisional research plan.
2. 10-minute presentation 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 the several types, characteristics and nature of scientific publications with particular emphasis on a doctoral thesis, 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/knowledge to write scientific texts in the form of a summarising essay, a poster and a provisional doctoral research plan.

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, 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, examples.
4. Fundamental key elements of a doctoral research plan: title, keywords, abstract, motivation, research questions, objectives and hypothesis, timeplan, 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 Carvalho Maneira – antonio.maneira@usj.edu.mo
Adérito Fernandes Marcos – aderito.marcos@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
Keith Morrison – keith.morrison@usj.edu.mo
Specific teachers for each academic field (humanities, social sciences, administration, science, and information systems)

DELIVERABLES

1. Article Analysis and Answering Direct Questions about the article.
2. Participating in Workshops on Methods and Techniques.
3. Additionally, a Short Academic Paper/Poster (including Research Design conceptual framework).
4. Additionally, a Project Presentation at the Doctoral Students Seminar (Session 05 or 15 @ DOC104.)

LEARNING OUTCOMES

1. To understand a wide range of qualitative research designs, such as case studies, phenomenology, ethnography, narrative research, discourse analysis, conversational analysis, grounded theory, etc.
2. To articulate and critically interrogate qualitative research's ontological, epistemological, and ethical issues.
3. To apply, justify, and articulate various methodologies and data collection instruments with qualitative or mixed methods research designs.
4. To evaluate published qualitative research papers.
5. To plan, conduct and 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. Planning and operationalising research.
5. Research design.
6. Ethics in qualitative research.
7. Reliability, validity, bias, and positionality in qualitative research.
8. Naturalistic and qualitative research.
9. Case study.
10. Grounded theory.
11. Observations, interviews, discourses, and narratives.
12. 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 realised for each academic field (humanities, social sciences, administration, science, and information systems) as well with invited experts.

DELIVERABLES
1. Peer Review of a Doctoral Poster (Session 5 or 10 of DOC104)
2. Doctoral Poster/Doctoral Project Presentation (Session 5 or 15 of DOC104)
3. Peer Review of a Doctoral Project (Session 5 or 15 of DOC104)
4. 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
3. ***Fall Doctoral Students Seminar (Poster Exhibition/Presentation)***
4. Research Seminar in Science
5. Research Seminar in Administration (Business Administration; Government Studies) and in Information Systems
6. Research Seminar in Psychology
7. Research Seminar in Education
8. Research Seminar in Systematic Review
9. Research Seminar in Global Studies and History
10. Research Seminar in Religious Studies
11. Research Seminar: Publishing in the Early Stages of Doctoral Research
12. Seminar by an invited speaker on some of today's pertinent topics in the global research stage
13. ***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 a systematic 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 be part of a group under the intended 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 **demonstrates** their ability to:

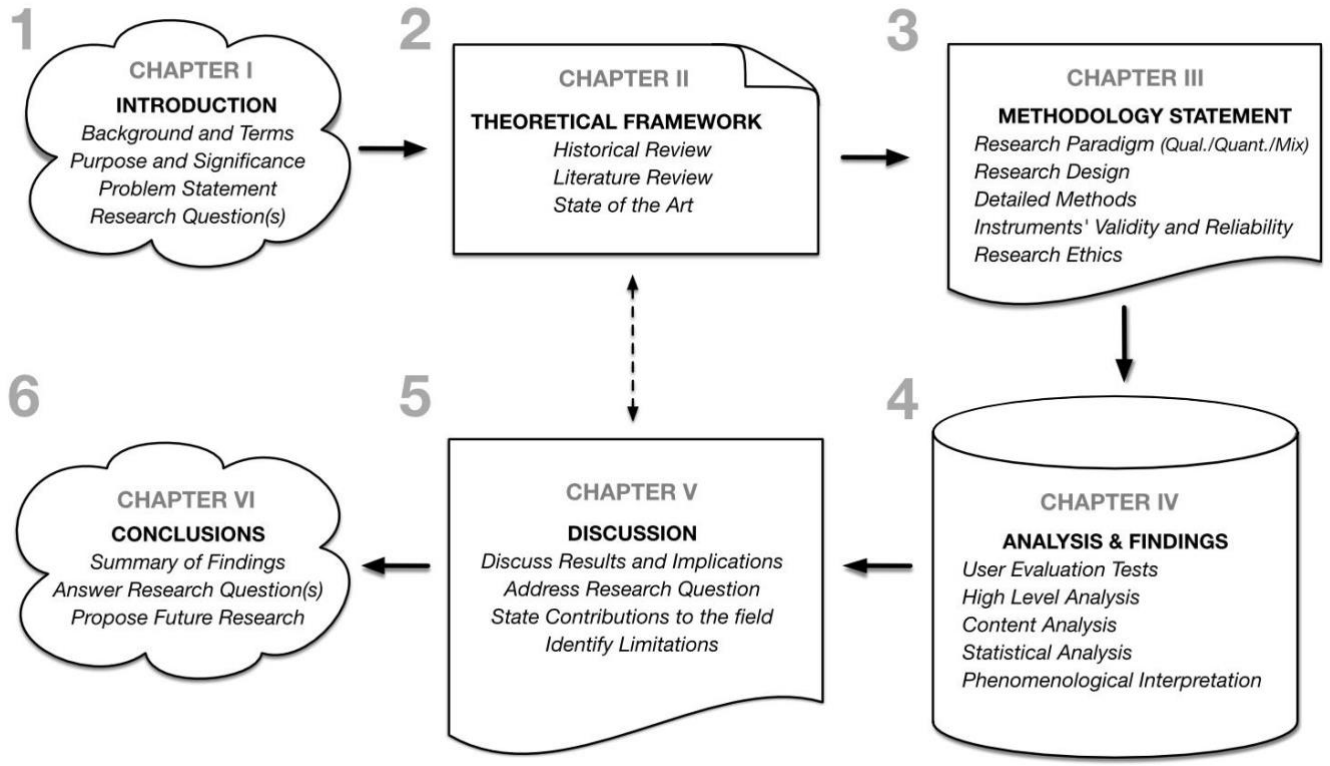
- ✓ Conduct an independent investigation.
- ✓ Analyse, test and criticise ideas, whether their own or those of others.
- ✓ Understand the relationship of the theme of their investigation to a broader field of knowledge.

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

- ✓ The research's purpose, significance and problem statement must be clearly described.
- ✓ The research questions must be adequately and clearly stated.
- ✓ 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 be reviewed using appropriate methodologies.
- ✓ The thesis must be clearly organised, without grammatical, spelling, language or typographical errors.
- ✓ The thesis uses accurate referencing according to the requested referencing systems and protocols.
- ✓ The front cover of the doctoral thesis and the content must 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.



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, suppose you wish to write the thesis in Chinese or Portuguese (official languages of Macao S.A.R., China). In that case, you must apply and have it approved by the appropriate Scientific Council of the Academic Unit.

15. Links with external parties

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

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

Cotutelle Partner Universities

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

Prospective Cotutelle Doctoral applicants from universities not listed in the above table need to make a special case by the principal supervisor and the Dean of the relevant Faculty. USJ's senior management will review and assess the case based on the merit of the proposed research relationship. The Academic Affairs Office can assist with 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 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 Coordinator for the Academic Year 2024/25:
Professor Adérito Fernandes-Marcos – aderito.marcos@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 Faculty of Arts and Humanities, serving as the doctoral programme Coordinator and Dean of the Doctoral School of the University of Saint Joseph, Macao. 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 Tech. and Digital Art (its coordinator from 2007-2009). In close collaboration with the UM, he has been the Exec. 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, Macau SAR, China (2017-). He is currently Vice-rector for Academic Research and Innovation at the University of Saint Joseph, in Macau. 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/

Douty Diakite holds a PhD in Government Studies from the University of Saint Joseph. 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.

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

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.

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

Thomas Cai obtained a doctorate in Philosophy and Religious Studies from the University of Macau (2017). His main research now is in Comparative Philosophy, focussing on Thomism and Confucianism. Other research interests include Philosophy of Religion and Epistemology. He is currently the Head of the Department of Philosophy of the Faculty of Religious Studies and Philosophy, Director of the Xavier Centre for Memory and Identity, Director of the Macau Ricci Institute as well as Research Coordinator of the same faculty. He publishes regularly in the interdisciplinary area of Economy and its links to Confucianism and Thomism, and the new paradigms of Education.

USJ web page:
https://www.usj.edu.mo/en/faculty-directory/thomas-cai/

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/

Fernando Pestana da Costa holds a PhD in Mathematics from Heriot-Watt University, Edinburgh, UK (1993). He taught at several institutions since 1985 including Instituto Superior Técnico (IST) of the University of Lisbon, Universidade Aberta (UAb), and since 2015, taught postgraduate courses at the African Institute of Mathematical Sciences (AIMS), South Africa; at the National University of Laos (NUOL), and gave short courses in Summer Schools for postgraduate students in Portugal, Thailand, Laos, and India. He has been the founder and first coordinator of the doctoral programme in Applied Mathematical and Modelling at UAb running in open distance learning. He is a researcher at the Centre for Mathematical Analysis, Geometry and Dynamical Systems (CAMGSD, IST), being the ((co-)author and editor) of about one hundred publications, research talks and seminars, including scientific translations in several peer-review journals and forums. He is currently editor-in-chief of the European Mathematical Society Magazine.
He is Full Professor at UAb since 2019, and was lecturer in the Volunteer Lecturer Program of the International Mathematical Union at NUOL (2018), a Volunteer Academic at the AIMS (several dates), was awarded the Sir David Anderson Visiting Fellowship at the Department of Mathematics and Statistics, University of Strathclyde, Glasgow (2018), and coordinated and participated in several research grants at CAMGSD. He was vice-president of the Portuguese Mathematical Society (2012–14, 2022–) and President of the same Society (2014–16) and was one of the delegates of Portugal to the General Assembly of the International Mathematical Union (2022).

Institutional web page:
https://www.math.tecnico.ulisboa.pt/~fcosta/

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 program's teaching and learning opportunities combine classroom-based, online (synchronous mode based on videoconferencing; asynchronous based on a Moodle platform) and practice-based learning. A strong focus is placed on developing the student's 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 on time and to remain for the whole session. Additionally, students should return to class on time after breaks, which should not exceed 20 minutes.

The student will regularly meet with their supervisor during the thesis writing and research years. Responsibility for arranging such meetings lies primarily with the student.

The Use of Cell Phones in Class

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

Plagiarism

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

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

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. At the conclusion of the foundation year, the proposal associated with the intended supervisor must be assessed by a panel appointed by the Academic Unit and approved by its Scientific Council.

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

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

26. Assessment

Students can only pass a module in the foundation year modules if all required assessments are completed. Suppose a student has sufficient, approved and documented reasons for missing a necessary piece of the evaluation or not completing a required module work on time. In that case, they are usually allowed to meet '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, i.e., the assessment tasks must assess the achievement of the 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 installed agreement trials and moderation meetings to ensure that marking is consistent, conforms correctly to the grade categories and the grading scheme at USJ, and is applied accurately and reliably, being equitable to all students. Feedback on assessment is part of the learning process. 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, is able to reflect on own learning, exercise critical evaluation and review of own work and the work of others.

Very good: Grade 16-17
Awarded to a student when all course objectives and learning outcomes have been met very well. Demonstrates high achievement of the knowledge, skills and understandings expected. Makes significant contributions to teamwork and ability to reflect on own learning and decision-making to a high level.

Good: Grade 14-15
Awarded when all objectives have been addressed satisfactorily or where the evidence is strong in some and weaker in others. Demonstrates sound achievement of the knowledge, skills and understandings expected. Students have made effective contributions to pair/teamwork and the development of some effective 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/teamwork and show the 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 per cent of the credit on every course component. Work not submitted.

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

If you have 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 Macao Special Administrative Region of China, namely the **Administrative Regulation No. 18/2018** and specifically by articles 40 to 45.

The official regulation in Chinese and Portuguese can be found at:
https://images.io.gov.mo/bo/i/2018/32/rega-18-2018.pdf
We provide here an English translation of the relevant articles.

Article 40
Registration of thesis theme and plan
1. Applicants must register the subject of the doctoral thesis and the respective plan in accordance with the doctoral regulation.
2. Registration shall lapse when the thesis is not delivered within five years of its completion.

Article 41
Report
The advisor regularly informs the scientific-pedagogical body, through a 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.
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 present and future students' experiences at USJ. Consequently, as your feedback is highly valued and encouraged, we ask you to take every opportunity to present your input directly or through your representatives within all available mechanisms and structures where students are represented.

a. USJ Student Association

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

Structure Executive Committee
The elected group that creates activities, services, etc. Supervisory Committee: The ones that supervise the Executive Committee. General Assembly: They 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, which 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

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

Besides regular interaction between students, lecturers and the Programme Coordinator, inside and outside class settings, the **Pedagogical Council** constitutes the major formal setting to provide student feedback.

As members of the Pedagogical Council elected by their fellow students in the Programme, the student representatives receive feedback on how the Programme Coordination addressed the issues and matters they have brought to the Pedagogical Council.

Simultaneously, students formally provide feedback on the programme and its modules through the **Student Response to Instruction** (SRTI) **Survey**. Students are asked to complete a survey to evaluate their experience at the end of each module. 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 for the continuous process of improvement of our programmes and contributes to generating feedback to students on the issues they have highlighted.

29. Supporting Students on the Programme

a. Office for Student and Alumni Affairs (OSAA)

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

✓ Adaptation Support: OSAA organises different orientation programmes to help students adapt to the new environment. Students are 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 the e-mail careers@usj.edu.mo.

✓ Student Organisation Services: OSAA supports every student organisation (e.g., clubs) by providing activity management advising, fund seeking, venue booking, etc., 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 an essential and exciting part of student life at USJ. Students grow as individuals by being part of a team and experiencing appropriate competitive opportunities.

✓ Student Activities: OSAA organises events and activities for USJ students and alumni to build a closer relationship between parties.

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

✓ Support for Students with Special Needs: At USJ, we offer help and support for students with disabilities. USJ supports the Macao SAR's initiative for the "Conventions on the Rights of Persons with Disabilities". Please visit the Students with Special Needs page for more information.

✓ Alumni Service support: USJ alumni are welcome to join the Alumni Association (AAUSJ) and receive continual support and services from the University. The AAUSJ committee members meet regularly to plan annual events and gatherings to strengthen the bonding between the graduates and their Alma Mater.

OSAA office:
Room 202, Residential Hall building, Ilha Verde Campus
Opening hours: Monday to Friday, 9:00 am – 1:00 pm / 2:00 pm – 6:30 pm
Email: osaa@usj.edu.mo
Tel.: (+853) 8592 5655
Facebook: https://www.facebook.com/USJOSAA/

b. Residential Services

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

It aims to create a safe, supportive and stimulating residential community that embraces diversity, participation, and learning of professionalism.

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

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

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

c. International Affair Office (IAO)

The International Affairs Office (IAO) has been developing and expanding partnerships with premier institutions worldwide to develop international cooperation, which benefits our students with an excellent opportunity to experience academic life abroad through exchange and summer programmes.

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

The services provided by the office to the students include:

For degree students

✓ Outgoing Exchange Student Programme

✓ Overseas Summer Programmes

For non-degree students (students from Partner Institutions)

✓ International Exchange Programme

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

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

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

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 academic staff member assists students in being successful in their academic life. All faculty members are responsible for supporting students whenever possible in all their studies.

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

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

Academic Affairs Office:
Email: aao@usj.edu.mo

Academic Records:
Email: acadrecords@usj.edu.mo
Tel: +853 85925744

Admissions:
Email: admissions@usj.edu.mo
Tel: +853 85925678

Finance Office:
Email: finance@usj.edu.mo
Tel: +853 85925733

e. IT Support

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 the personal email account for each student at USJ and helping you with any issue regarding your usage of the MyUSJ and Hub platforms.

30. Seeking Help on the Programme

a. Financial Aid

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

For more information, visit:
https://www.usj.edu.mo/en/scholarships-and-fellowships.

b. The Counselling Service

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

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

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

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

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

For more information and 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 committed to actively promoting an inclusive campus culture encompassing respect and diversity, recognising that staff and students from different backgrounds and experiences enhance whole-person education and bring innovative cultural and academic insights to teaching, learning and research. This aligns with the University's institutional mission to develop as an international academy of varied ethnic, social or religious affiliations, welcoming the physically

challenged and committed to fostering a caring, ethically responsible, economically, socially and environmentally sustainable society.

The University of Saint Joseph is also committed to implementing 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 maintaining a positive learning and working environment. Discrimination and harassment are strictly prohibited.

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

For further information, access the policies on:

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

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

PART 6 | LEARNING RESOURCES, FACILITIES AND EQUIPMENT

32. Learning Resources

Students 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 you can visit at https://library.usj.edu.mo/. However, if you need to visit the library personally, we advise you to always confirm the updated information on working hours on the library web page.

b. MyUSJ/Hub

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

PART 7 | USEFUL LINKS

33. Other Important Documents

USJ Guidelines and Regulations – click here
USJ Frameworks for QAE - click here
USJ Useful Documents for Students - click here
USJ Student Handbook Master - click here
USJ Various Resources - click here

34. Other Useful Links

General Enquiries: info@usj.edu.mo
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