



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

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Terms of Reference Senate

Article 1 Definition

In accordance with Article 34 of the Charter of the University of Macau (hereinafter referred to as UM), the Senate shall be the highest organ for academic affairs of UM and shall direct teaching and research activities ensuring high and rigorous academic standards.

Article 2 Composition

- 2.1 In accordance with Item 1 of Article 35 of the Charter of UM, and Item 1 of Article 4 of the Regulations of the Organizational Structure of UM, the Senate shall consist of:
 - 2.1.1 The Rector, who shall be the Chair;
 - 2.1.2 The Vice Rectors, and the Vice Rector assisting in academic affairs shall be the Vice-Chair;
 - 2.1.3 The deans of faculties;
 - 2.1.4 The heads of principal independent academic units, namely:
 - 2.1.4.1 The Dean of Graduate School;
 - 2.1.4.2 The Dean of Honours College;
 - 2.1.4.3 The Director of Institute of Collaborative Innovation;
 - 2.1.4.4 The Director of Institute of Chinese Medical Sciences;
 - 2.1.4.5 The Director of Centre for Continuing Education;
 - 2.1.4.6 The Director of Institute of Applied Physics and Materials Engineering;
 - 2.1.4.7 The Director of Institute of Microelectronics;
 - 2.1.4.8 The Director of Institute of Advanced Studies in Humanities and Social Sciences.
 - 2.1.5 The Registrar and heads of other principal academic support units, namely:
 - 2.1.5.1 The University Librarian;
 - 2.1.5.2 The Director of Rector's Office;
 - 2.1.5.3 The Director of Centre for Teaching and Learning Enhancement;
 - 2.1.5.4 The Dean of Students.
 - 2.1.6 The representatives of teaching staff of the faculties;
 - 2.1.6.1 Representatives of each faculty shall be elected from full-time academic staff, except the heads of principal independent academic units. The election normally takes place in Academic Council meetings:
 - 2.1.6.1.1 The total number of representatives at professorial ranks, namely Chair Professor, Distinguished Professor and Full Professor,



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

Associate Professor, and Assistant Professor, of each faculty shall be determined by the total number of professorial academic staff of a faculty divided by the total number of professorial academic staff in all faculties and multiplied by 40. If the resulting number is not a whole number, it shall be rounded up to the next nearest whole number. The allocation of Senate seats shall follow the ratio of 2:1:1 for the ranks of Chair Professor, Distinguished Professor and Full Professor, Associate Professor and Assistant Professor of each faculty. If the total number of qualifying members at a particular rank is less than one, the resulting number shall be concluded to one. Faculty shall take the responsibility of arriving at an appropriate combination of qualifying members at various professorial ranks to match the total number of Senate seats allocated to academic staff at those ranks. Senate members from each professorial rank shall be elected by all academic staff at that rank;

2.1.6.1.2 One representative from each faculty, to be elected by and from all academic staff at the ranks of Lecturer, Senior Instructor and Instructor.

2.1.7 The student representatives, who shall be:

2.1.7.1 One full-time undergraduate student to be elected by University of Macau Students' Union;

2.1.7.2 One full-time postgraduate student to be elected by University of Macau Postgraduate Association.

2.2 In accordance with Item 2 of Article 4 of the Regulations of the Organizational Structure of UM, a member elected under 2.1.6.1 above shall be appointed by the Chair. This member shall serve a term of two years or less, which is renewable subject to re-election.

2.3 In accordance with Item 3 of Article 4 of the Regulations of the Organizational Structure of UM, a member elected under 2.1.7.1 and 2.1.7.2 above shall be appointed by the Chair. This member shall serve a term of one year or less, which depends on the individual's student status with UM and is renewable subject to re-election.

2.4 In accordance with Item 4 of Article 4 of the Regulations of the Organizational Structure of UM, if any student member resigns or ceases to be a member of the Senate, the students' organization concerned shall elect a qualifying member according to its own election procedure to serve out the term of office of the predecessor.

2.5 In accordance with Item 2 of Article 35 of the Charter of UM, the Registrar shall serve as secretary to Senate.



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

Article 3

Powers and Functions

- 3.1 In accordance with Item 1 of Article 36 of the Charter of UM, the powers and functions of the Senate shall be:
- 3.1.1 To propose to the University Council the general academic directions and mission of UM;
 - 3.1.2 To prepare the annual and multi-year teaching plans and submit them for the approval of the University Council;
 - 3.1.3 To approve the combination, modification or closure of fundamental academic units and independent academic units;
 - 3.1.4 To approve the creation, combination, modification or closure of teaching or research units within the academic units;
 - 3.1.5 To approve the organization, revision and cancellation of programmes and courses offered by UM;
 - 3.1.6 To propose to the University Council the creation of new programmes and courses, new fundamental academic units and new independent academic units;
 - 3.1.7 To propose to the University Council the conferment of honorary degrees and other honorary titles;
 - 3.1.8 To formulate and review the specific admission requirements to programmes and courses offered by UM, ensuring that academic units have appropriate and comparable admission standards;
 - 3.1.9 To approve the membership of external examination committees proposed by academic units;
 - 3.1.10 To approve the criteria for the assessment and graduation for undergraduate studies, and ensure that proposals from the academic units conform to the general academic standard of UM, and submit the proposals for the record of the University Council;
 - 3.1.11 To approve the criteria of constitution and compositions of examination committees of Master and Doctor Degrees and other academic qualifications proposed by academic units, ensuring the consistency and rigor of the standard of higher degrees conferred by UM;
 - 3.1.12 To establish the conditions necessary for offering doctoral study in various academic areas;
 - 3.1.13 To promote the development of teaching, learning and research;
 - 3.1.14 To propose to the Chancellor measures contributing to the effective operation of the University Council;
 - 3.1.15 To give advice on proposals for revision of the Charter and the internal regulations of UM;
 - 3.1.16 To elect representatives to the University Council in accordance with Sub-item 7) of Item 2 of Article 17 of the Charter of UM;
 - 3.1.17 To exercise disciplinary power on students of UM in accordance with the provisions of internal regulations;



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

- 3.1.18 To decide on appeals against the suspension of studies of students;
 - 3.1.19 To examine and approve the lists of potential graduates and the conferment of academic degrees proposed by academic units;
 - 3.1.20 To exercise other powers and functions conferred by law or delegated by the University Council.
- 3.2 In accordance with Item 2 of Article 36 of the Charter of UM, the creation, alteration, closure, and the requirements for admission and graduation of external non-degree programmes referred to in Item 3.1 above may be approved by units having relevant powers and functions, according to stipulated conditions.
- 3.3 In accordance with Item 3 of Article 36 of the Charter of UM, the Senate may delegate part of its powers and functions to its subordinate committees.
- 3.4 In accordance with Item 4 of Article 36 of the Charter of UM, the composition, powers and functions, and operation of the subordinate committees of the Senate shall be defined by internal regulations.

Article 4
Modes of Operation

- 4.1 In accordance with Item 5 of Article 4 of the Regulations of the Organizational Structure of UM, the modes of operation of the Senate shall be:
- 4.1.1 The Senate shall meet at least four times in full session in each academic year. The Chair shall convene a meeting by a notice with the date and time of the meeting;
 - 4.1.2 Not less than one half of its members with the right to vote shall form a quorum at a meeting of the Senate. A resolution shall be made by relative majority of votes;
 - 4.1.3 The Senate shall operate through its subordinate committees, namely its standing committees, or non-standing committees, if there are any;
 - 4.1.4 Student members to the Senate or committees of the Senate shall not take part in discussing the reserved items on the agenda and shall not read the relevant documents;
 - 4.1.5 The reserved agenda shall include:
 - 4.1.5.1 Issues related to individual student's admission or assessment, or personal matters related to individual members of the UM;
 - 4.1.5.2 Issues that, at the Chair's discretion, may not be disclosed to students. The Chair shall give prior explanation to the student members about the reasons of the confidentiality;
 - 4.1.6 If there are questions over whether some specific issues are reserved items, the Chair or whoever chairs the meeting of the Senate or meetings of its subordinate committees shall decide and his/her decision shall be final;



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

- 4.1.7 If a new proposal is made to the Senate for consideration and the person making the proposal is not a member of the Senate, the Chair shall invite the proposing person to attend the Senate meeting to explain the proposal;
- 4.1.8 The Registrar shall be secretary to the Senate, and the Academic Affairs Office shall provide the Secretariat with the necessary support.

Article 5
Others

5.1 The following are detailed arrangements decided by the Senate:

5.1.1 In the absence of the Chair, the Vice-Chair chairs the Senate;

5.1.2 Senate Officers

5.1.2.1 Two Senate Officers shall be elected at the first Senate meeting of each academic year;

5.1.2.2 The voting results for the election of Senate Officers shall be confirmed by the Chair;

5.1.2.3 The duties of the Senate Officers shall include but not be limited to the following:

5.1.2.3.1 Verifying the credentials of those attending;

5.1.2.3.2 Making decisions if there are doubts about the validity of apologies for absence;

5.1.2.3.3 Verifying the existence of a quorum and registering the votes;

5.1.2.3.4 Acting as Book Bearer for Honorary Degree Ceremony and Congregation;

5.1.3 The Senate meetings for each academic year shall be scheduled in advance and announced to members. The invitation, agenda and related documents must be distributed at least one week before the time of the meeting;

5.1.4 Extraordinary meetings shall take place by the Rector's initiative or by a petition signed by at least one-third of the Senate members;

5.1.5 Voting and deliberations

5.1.5.1 Senate deliberations are valid only when the requirement of quorum is met;

5.1.5.2 Voting in Senate meetings shall be open, by general approval or by show of hands, for usual matters. A secret ballot is compulsory when the decision involves matters related to an individual member of the University;

5.1.5.3 Decisions of meetings have to be communicated to the relevant units within seven days;

5.1.5.4 Decisions of subordinate committees of the Senate are open to appeal to the regular meeting of the Senate. An appeal shall be proposed by the Rector, or by the person directly concerned, or by agreement of one-third of the Senate members;

5.1.5.5 Appeals must be presented within twenty days after the decision



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

concerned and shall be considered in the following regular meeting of the Senate; the Rector may consider convening an extraordinary meeting of the Senate, if necessary, to avoid prejudicing the interests of the appellant;

- 5.1.6 Presence at meetings is compulsory and takes precedence over all other duties, with the exception of examinations; apologies are due three working days before the time of the meeting and must be justified;
- 5.1.7 Meetings may be attended by non-members invited by the Chair. Such guests shall have no vote;
- 5.1.8 Loss, resignation and suspension of membership
 - 5.1.8.1 The members of the Senate shall lose their membership:
 - 5.1.8.1.1 When they expressly resign their membership, provided such resignation is accepted by the Rector;
 - 5.1.8.1.2 When during the period of service, they are unable to perform the duties because of personal incapacity;
 - 5.1.8.1.3 When they are absent without justification for three sessions within one year or for two sequential regular meetings of the Senate or the subordinate committees of the Senate.
 - 5.1.8.1.4 Senate members may request for temporary release from duties in the following circumstances:
 - 5.1.8.1.4.1 Sabbatical, scholarship or other circumstances provided by law for a period not exceeding 90 days;
 - 5.1.8.1.4.2 In case of illness, validated by the appropriate means, which lasts longer than 90 days;
 - 5.1.8.1.5 Senate members may be suspended if proven to have violated disciplinary regulations.
- 5.1.9 The Senate may approve the following by circulation:
 - 5.1.9.1 Minutes of the Senate;
 - 5.1.9.2 Papers submitted to the Senate for the members to note, such as the minutes of the Standing Committees under the Senate and the Academic Councils;
 - 5.1.9.3 Proposals which have been discussed during Senate meetings and approved by the Senate in principle. When the final approval of a proposal is subject to amendments to the proposal, the revised proposal may be approved by circulation provided that the members have agreed in the meeting to approve the revised proposal by circulation;
 - 5.1.9.4 Composition of examination committees of master's and doctoral degree students;
 - 5.1.9.5 Lists of potential graduates and award of degree and certificates under the following circumstances:
 - 5.1.9.5.1 Lists of potential graduates and award of degrees and certificates are normally approved at the Senate meeting held at the end of each academic year. These papers, however, may be approved by circulation if they cannot be submitted for approval at the said Senate meeting.