

**Institute of Advanced Studies in Humanities and Social Sciences (IAS)**

**University of Macau (UM)**

**Application Form – Fellowship Scheme (Regular Staff)**

**Declaration of Personal Data Collection of UM**

1. In accordance with the Law No. 8/2005 of the *Personal Data Protection Act*, UM will make every effort to ensure the confidentiality and integrity of the personal data of the applicants.
2. The personal data collected by this form will only be used for the application of the programme and the related purposes. The personal data may be transferred to internal or external reviewers if necessary.
3. In accordance with the *Personal Data Protection Act*, the applicants are entitled to access and rectify their personal data if necessary.

**Application Form – Fellowship Scheme (Regular Staff)**

**(Applicable to Fellow of Excellent Publication Scheme)**

|  |
| --- |
| **Section One – Basic Information** |
| **Name of the applicant in Chinese:** |  |
| **Name of the applicant in English:** |  |
| **Staff number:** |  |
| **Affiliated academic unit:** |  |
| **Job title:** |  |
| **Date of joining UM:** | **From \_\_\_\_\_\_\_\_\_(Month)\_\_\_\_\_\_\_\_\_\_\_\_(Year)** |
| **E-mail:** |  |
| **Other contact info. (Tel., WeChat, etc.):** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

|  |
| --- |
| **Section Two – Plan of Visit** |
| **Date of residency:** From \_\_\_\_ (Day) \_\_\_\_ (Month) \_\_\_\_(Year)  |
|  To \_\_\_\_ (Day) \_\_\_\_ (Month) \_\_\_\_(Year)  |
| **Type of publication:** 🞎 Book 🞎 Journal article 🞎 Book Chapter 🞎 Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **Platform of planned publication (journal, publisher, etc.) and evidence of its academic standing:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Stage of Publication:**🞎 Acquired signed contract or acceptance of publication pending submission of the final draft. No further review required. 🞎 Acquired conditional contract or acceptance of publication pending revision, further review and confirmation. 🞎 Reviewed, pending revision and further review. 🞎 In review with favorable initial comments.🞎 In review without results. 🞎 Pending submission.🞎 Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 🞎 Attaching copies of the **author’s contract or the correspondence letters with the editor**.🞎 Other statement or attachment about the stage of publication: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Percentage of completion of the draft when the fellowship starts:**🞎 80% 🞎 85% 🞎 90% 🞎 95% Other: \_\_\_% |
| **Percentage of completion of the draft when the fellowship ends:**🞎 100% 🞎 95% 🞎 90% Other: \_\_\_\_% |
| **Academic contributions of the expected publication:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Contributions to the Macau society of the expected publication (if applicable):****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Three representative publications: (Please attach the e-copy if any)**1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Please attach your detailed curriculum vitae** |

|  |
| --- |
| **Section Three – Funding support** |
| * To encourage regular UM faculty work as Fellows of Excellent Publication Scheme, IAS will provide the successful applicants with one-time funding of maximum MOP100,000 to relieve their teaching duties by recruiting substitute teachers, cover some expenses of publication, and/or recruit research or student assistants.
* The duration of the fellowship is normally no more than 6 months. Longer duration will be treated as exceptional cases.
* Fill out the form below for funding of the substitute teacher and publication in general. Please check the boxes below and state the proposed amount of funding if needed.
 |
| **Substitute teacher/general funding** | **Content** | **Proposed amount of funding in MOP** |
| **Substitute teacher** |  |  |
| [ ]  Need funding[ ]  No funding needed | Title and code of the course which requires substitute teacher:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Funding for publication** |  |  |
| 1. [ ]  Expenditures of publication
 | Editing, publishing subsidies, etc. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. [ ]  Expenditures of staffing
 | Expenditures of staffing, such as recruiting research assistants or student assistants | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. [ ]  Others: \_\_\_\_\_\_\_\_\_\_\_\_
 | Explanation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Total:  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| Section Four – Funding Regulation |
| * If the applicant does not receive the approval information within three months, it states that his/her project will not be funded.
* Once the applicant has received the funding, he/she should not change the publisher without the written consent of IAS, otherwise it will be regarded as violating the conditions of the funding support.
* IAS reserves all the rights for final explanation and decision.
 |

[ ]  I have read and fully understand the contents of this section. I agree to the regulations stated above.

Signature of the applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Section Five – Approval of the Department and the Faculty** |
| Applicants without sabbatical leave must acquire the consent of the affiliated Department and Faculty. This section must be completed by the Department Head and Faculty Dean. Applicants will sign a tripartite agreement with their affiliated faculty and IAS upon approval of their application. The research outcomes should be counted towards the outputs of their affiliated academic unit after the fulfillment of the agreement. |
| 1. **Review from the Head of the Department:**

The department decides to 🞎approve/🞎disapprove the application of the **Fellow of Excellent Publication** **Scheme** of IAS from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of the applicant) after reviewing.Conditions or limitations for the approval:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Signature of the Department Head: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. **Review from the Dean of the Faculty:**

The faculty decides to 🞎approve/🞎disapprove the application of the **Fellow of Excellent Publication** **Scheme** of IAS from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of the applicant) after reviewing.Conditions or limitations for the approval:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Signature of the Faculty Dean:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

|  |
| --- |
| **Attached copies (please check all the attached items if applicable)** |
| Copies of the author’s contract or the correspondence letters with the editor | Attachments about the other stage of contribution | E-copy of publications | Detailed curriculum vitae |
| 🞎 | 🞎 | 🞎 | 🞎 |