

## Programme Overview

The Research Experiences for Students of Honours College (RESHC) Programme is a yearly programme which jointly organized by the Honours College (HC) and the Research Services and Knowledge Transfer Office (RSKTO) of the University of Macau. Faculty members holding research projects at the university are invited as mentors for the RESHC Programme. Based on the selection from mentors, the HC will recommend suitable HC student internship placement to the RSKTO as the intern of the research project.

## 1. Purpose and Scope

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

## 2. Internship Offer and Application

### 2.1 Faculty Mentor

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

## 2.2 Intern

- 2.2.1 Only Honours College students are eligible to apply for the RESHC internship positions.
- 2.2.2 Interested HC students should fill in the ***RESHC Internship Application Form*** and submit to the HC General Office for processing.
- 2.2.3 Accepted students are able to participate in different kinds of research activities supervised by professional researchers.
- 2.2.4 Upon acceptance, interns should take the initiative to work with their mentors in order to deepen their research learning experience.
- 2.2.5 Interns are responsible in submitting their work regularly for their mentors' review.
- 2.2.6 Interns need to fill in their monthly ***Student Participation Record*** and submit to UMMoodle on or before the working day of 10<sup>th</sup> of next month for record. Late submission will not be taken into consideration.
- 2.2.7 Upon completion of his/her internship programme, interns must submit an ***Internship Report*** to UMMoodle within two weeks.
- 2.2.8 Interns will be offered CS points in the area of “Global competitiveness” upon completion of the required research internship hours.
- 2.2.9 All interns should follow the RESHC Programme guidelines, any misconduct attitude or failure in comply with the Programme guidelines may lead to termination of internship placement.

## 3. Coordination and Report Submission

- 3.1 Coordination and monitoring of the internship programme should be done by the corresponding Faculty Coordinator in the Honours College.
- 3.2 Upon completion of the internship programme, the intern must submit an ***Internship Report*** to UMMoodle within two weeks. The report should include a summary of the internship, contributions to the Honours College as an intern, along with an evaluation of the RESHC programme. After completing the part of “Intern’s Summary Report”, intern should submit to mentor for the completion of the part of “Mentor’s comments on internship and programme”. Mentor shall pass the report to intern for their submission to UMMoodle within two weeks upon completion of the internship.

## 4. Internship Duration and Monthly Internship Hours

- 4.1 Duration of the internship is three to six months. Extension of the internship duration up to six months could be considered if both mentor and intern agree to extend the internship. No additional CS points will be offered to the intern if the extension is more than six months. Mentor should contact the HC Office for extension application.
- 4.2 All approved internship should start on the **1<sup>st</sup> or the first working day of the month**.
- 4.3 The average internship hours per month is within 40 to 50 hours at the discretion of the mentors. According to the University's guideline, **the upper limit of 15 hours per calendar week must not be exceeded in any case**.
- 4.4 Interns need to fill in the monthly ***Student Participation Record*** and ask for mentor's endorsement on the record. The Participation Record should be submitted to UMMoodle on or before the working day of 10<sup>th</sup> of next month for record. Late submission will not be taken in to consideration.

## 5. CS points and Participation Certificate

5.1 Interns will be given CS points in the area of “Global competitiveness” upon completion of the internship. CS points for different internship duration are shown as below table:

<i>Internship period</i>	<i>Duration (months)</i>	<i>Average Internship hours per month</i>	<i>CS points</i>
Jun – Aug / Sep - Nov	3	40 - 50	400
Jun - Sep	4		480
Jun - Oct	5		550
Jun - Nov	6		600

5.2 A participation certificate will be issued to students who have completed at least 80% of the required internship hours and submitted the ***Internship Report*** to UMMoodle within two weeks after the completion of internship.