

## **REGULATIONS FOR AECSRP**

These Regulations establish the framework within which the Institute of European Studies of Macau/ Asia-Europe Comparative Studies Research Project, hereinafter referred to as “IEEM”, operates its academic research grants.

### **CHAPTER I General**

#### **Article 1 Aims**

The academic research grants referred to in the preceding Article are aimed at promoting original advanced interdisciplinary research focusing on Asia and Europe relations, regional studies and area studies, contributing to enhance Macau’s role as a center for higher learning and research.

#### **Article 2 Eligibility**

The following persons are eligible to apply for a research grant:

1. Local or overseas holders of Ph.D degrees with proven research experience;
2. Local or overseas holders of Masters degrees who seek to pursue academic research projects and whose professional experience is deemed adequate.
3. A minimum of 3 and a maximum of 5 persons with the aforementioned qualifications, can present group research projects, which must be coordinated by a group member holding a PhD degree.

#### **Article 3 Duration**

Grants are awarded for a period of six or twelve months, commencing in March of each year.

#### **Article 4 Award of Grants**

The number of grants awarded depends on IEEM’s budget, and IEEM reserves the rights to make no award.

## **CHAPTER II**

### **Applications and selection**

#### **Article 5**

##### **Publicity**

1. Information on the grants is posted on IEEM's website [www.ieem.org.mo](http://www.ieem.org.mo) and publicized in academic institutions, advertisements in the media, and by other means deemed appropriate.
2. Publicity must be provided in both the official languages of the Macao Special Administrative Region, hereinafter referred to as the MSAR, and may also be provided in other languages.

#### **Article 6**

##### **Submission of Applications**

1. Applications may be submitted at any time throughout the year, either in person to IEEM's head office or by registered post.
2. Applications submitted in person shall be deemed received on the same day, and those submitted by post shall be deemed received on the day for which receipt is signed in IEEM's head office.
3. Applications received on or before 30<sup>th</sup> November of the previous year shall be evaluated and applicants informed of the Evaluation Panel's decision in the following February.
4. The Academic Council, the only body with the rights to select and evaluate the applications will meet once a year, for the purpose of selecting the applications

#### **Article 7**

##### **Submission of documents**

1. Applications must include the following documents:
  - i. Authenticated proof of academic qualifications;
  - ii. Curriculum vitae with detailed description of academic achievements and professional experience - 2 A4 pages maximum;
  - iii. Ph.D. / Master's degree abstract - 1 A4 page maximum;
  - iv. List of published articles and theses - 1 A4 page maximum;
  - v. Detailed project outline, including the final structure of the original monograph - 3 A4 pages maximum;
  - vi. Statement of project's significance, including comparison with existing publications and research in the field - 1 A4 page maximum;
  - vii. Certified proof of foreign language skills, if research topic involves studying materials in foreign languages;
  - viii. Declaration from an academic supervisor, for applicants who have not completed Ph.D.
2. Failure to submit any of the documents required in the preceding paragraph may result in the application being excluded.

3. IEEM may require applicants to provide additional information or proof if deems relevant, and reserves the right to confirm such information with the relevant bodies, according to the law.

### **Article 8 Evaluation of Applications**

1. Applications received are evaluated by an Academic Council, hereinafter referred to as the Council, consisting of the following members: a) President and Board members of the IEEM; b) Two outside referees.
2. The Council may request an opinion from one or more experts in the field for which an applicant is making a submission.

### **Article 9 Evaluation Criteria**

Applications are evaluated according to the following criteria:

1. The academic value and significance of the research project;
2. The applicant's academic background, research experience and ability to complete the project, as indicated in the curriculum vitae.

### **Article 10 Results**

Applicants will be informed in writing of the results of the Academic Council in February every year, following approval by the Board of Directors of IEEM.

### **Article 11 Confirmation of Acceptance**

Applicants must confirm that they accept the research grant in writing, within ten days of being informed that their application has been successful, and indicate the date on which they will commence.

### CHAPTER III Conditions of Grant

#### Article 12 Acceptance letter

1. Grants are awarded subject to the conditions contained in the acceptance letter, issued in writing and signed by the grantee.
2. The acceptance letter shall include the following conditions:
  - i. Identification of the grantee;
  - ii. Detailed outline of the project;
  - iii. Schedule set by IEEM;
  - iv. Commencement and completion dates of grant;
  - v. Grantee's pledge to accept the terms and conditions of the grant and these Regulations.

#### Article 13 Suspension of research

1. In the event of force majeure leading to an interruption of research activity, IEEM may authorize the temporary suspension of the grant up to a maximum period of six months, based on a duly justified written request submitted at least one month prior to the relevant deadline.
2. During the suspension period the grantee is not entitled to any payment.
3. The grant shall be cancelled if the suspension period exceeds the limit authorized by IEEM, and the grantee shall return all monies already received.

### CHAPTER IV Financial Terms

#### Article 14 Amount of Grant

The amount awarded is as follows:

Level	Value of Grant if 6 months duration (MOP)	Value of Grant if 12 months duration (MOP)
Research completed by PhD with substantial research output	\$ 60,000.00	\$ 120,000.00
Research completed by Master with substantial research output	\$50,000.00	\$100,000.00
Research completed by group with substantial research output	\$ 75,000.00	\$ 150,000.00

**Upon the Article 4, the final amount and format of grant awarded vary subject to the number of successful candidates and available financial budgets. IEEM reserves the rights on the final decisions**

### **Article 15 Payments**

1. IEEM shall pay the grant directly to the grantee in two instalments, according to the following schedule and terms:
  - i. 35% of the grant as the first payment shall be paid after the acceptance letter is signed and submission and approval of the first research report by the IEEM set deadline;
  - ii. 65% of the grant as the final payment shall be paid after the monograph submitted on the set deadline and upon IEEM's approval of the final copy of monograph;
  - iii. Grantee requires providing the bank account information by completing the bank information form that IEEM will process the payment by bank transfers accordingly and bear no liability for any lost occurred during the bank transfers.
  
2. An additional payment of MOP15,000 (for successful publication on recognized academic or international journals) or MOP25,000 (for successful publication as a book by well-known publisher or foundation) shall be awarded to the grantee upon successful publication of the monograph.

## **CHAPTER V Obligations and Prohibitions**

### **Article 16 Obligations**

1. Grantees must submit the final research results in the form of an original monograph in English, written by the grantee.
2. Grantees must introduce any amendments suggested by the Council, at each stage of the schedule.
3. Grantees who do not have a Ph.D degree must invite an experienced professional researcher to provide academic supervision of the research project and to comment on the work completed at each stage of the schedule.

## **Article 17 Prohibitions**

Grantees may not:

1. Alter the detailed project outline or the structure of the monograph, without prior written authorization from IEEM;
2. Make any use whatsoever of the results of the work produced during the period of the award, and that specified in Article 22, paragraph 1, without prior authorisation from IEEM;
3. Combine the research grant awarded under these Regulations with any other research grant for the same research topic;
4. Use the research grant for any purpose other than that for which it was awarded.

## **CHAPTER VI Cancellation and Termination of the Grant**

### **Article 18 Return of the Grant**

IEEM has the right to demand the return of payments already made to grantees who fail, for whatever reason, to comply with the objectives stipulated in the schedule, following a substantiated decision taken by IEEM and conveyed in writing to the grantee or his legal representative.

### **Article 19 Cancellation of the Grant**

1. The grant may be cancelled on the basis of a decision taken by IEEM if a grantee violates any provision contained in Articles 16 and 17 of these Regulations.
2. If a grantee is found to have submitted any false information relating to the application procedure or once the grant has been awarded, the grant may be cancelled.
3. Cancellation of the grant does not exclude the application of other sanctions allowed by law.

## **CHAPTER VII**

### **Monograph**

#### **Article 20**

#### **Requirements**

Submission of the monograph must conform to the following requirements:

1. Main text of 60,000 words (for 6 months' grant) or 120,000 words (for 12 months' grant) minimum, excluding notes, appendices, attachments, illustrations, captions, maps or tables which form part of the work;
2. Content and format suitable for publication, on hard and soft copies submitted simultaneously;
3. Notes numbered in Arabic numerals in ascending order;
4. Full bibliography.
5. The number of words of main text will be adjusted upon the amount of grant base on the IEEM decision of Article 11

### **Article 21 Publication Right**

1. IEEM reserves the exclusive right to publish all or part of the grantee's original monograph, for a period of two years, counted from the date of formal acceptance of the original monograph, of which the grantee will be informed by registered letter.
2. Following expiry of the period referred to in paragraph 1 herein, the grantee may publish the monograph elsewhere, but is required to acknowledge in a clear position that the research was carried out with a research grant awarded by IEEM.
3. Such publication right refers to:
  - i. The right to publish a single edition of the monograph in the original language;
  - ii. The right to translate and to publish the translation of the monograph into Chinese, Portuguese and/or English;
  - iii. The right to publish a chapter or extract from the monograph not exceeding 15,000 words in any respectable academic journal.
4. Notwithstanding the provisions of the preceding numbers, IEEM reserves the right to post the published monograph on its own website, in a copy-protected digital format.
5. IEEM reserves the right to co-publish any language edition of the monograph (Chinese, Portuguese and/or English), or to transfer its exclusive right of publication.
6. Any extension to the two-year period referred to in clause 1 herein shall be based on mutual written agreement between the grantee and IEEM and shall not incur any additional payment.
7. IEEM reserves the right not to publish or publicize the outcome of the research in any format.

## **CHAPTER VIII Supplementary Provisions**

### **Article 22 Amendments to the Regulations**

These Regulations may be amended or modified at any time provided that all the previously acquired rights of the relevant parties are safeguarded.

### **Article 23 Doubts and Omissions**

Doubts or omissions arising from the application of these Regulations shall be resolved by IEEM.