



GUIDELINES FOR STUDENT TRAINEE SCHEME (REVISED)

1. Purpose and Scope

- 1.1 The aim of the scheme is to provide incentives for UM students to gain on-job training, and valuable working experience in order to enhance their employability and competitiveness in the real world;
- 1.2 Student trainee scheme is available to all UM students both from local and non-local residents;
- 1.3 The Guidelines for Student Trainee Scheme (Revised) shall supersede the Guidelines for Student Trainee Scheme (Revised) approved by Finance Management Committee on 4 December 2013.

2. Stipend

- 2.1 For the purpose of enhancing flexibility, monthly stipends received by student trainees will be based on the number of training hours and type of training involved. The maximum training hours are limited to **72 hours per month**. The suggested hourly rate for stipend to student trainees shall be as follow:

TYPE OF TRAINING	RATE
General training	MOP40/hour
Technical training	MOP55/hour

- 2.2 Training rendered equal to or over 30 minutes shall be rounded up to an hour whereas training time less than 30 minutes shall not be considered.
- 2.3 No payment will be made for excessive time over the maximum allowable **72 hours per month**.
- 2.4 Only local student trainees, who will graduate within the academic year, may continue to participate in the student trainee scheme until the following semester commences.



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3. Approval Procedures

- 3.1 Prior approval of the budget should be obtained from the related authority according to the delegated competence and subject to the budget availability of the units.
- 3.2 Any exceptional cases such as different hourly rate, more training hours per month, etc. shall be approved by the Rector / respective supervising Vice-Rector / Director of Finance Office on the conditions that strong justifications are duly provided.
- 3.3 Upon the end of the training, supervisors and interns shall fill in the evaluation form and file the document for future audit purpose.

4. Payment Procedures

- 4.1 Upon the completion of training hours each month by the student trainee, the concerned unit shall submit the Payment/Reimbursement Application Form together with the relevant approved proposal to the Finance Office - Accounts Section, **on or before the working day of 15th** of each month.
- 4.2 The stipend will be deposited to the recipient's bank account **on the 30th or the last working day** of each month through auto-pay. Bank of China account holders will receive the money on the same date. Other banks account holders will receive the money 2 working days later.
- 4.3 Units shall ensure their student trainees have provided the correct banking information in the Student Information Web System (SIWeb) to avoid any delay in the payment process.

For any queries, please contact the following personnel of the Finance Office - Accounts Section:

Non-Teaching Units	Tammy Ng	Ext: 8511
Teaching Units	Kenny Sou	Ext: 4856
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Approved by:	Finance Management Committee
Approved on:	17 June 2015
Effective date:	17 June 2015