



聖若瑟大學^{大學}
UNIVERSITY OF
SAINT JOSEPH

Charter of the University of Saint Joseph

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English Translation

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PREFACE

In 2017 and 2018, new legislation came into force in Macao, requiring all higher education institutions to update their internal structure and submit for approval their revised charters.

The Portuguese and Chinese versions of USJ's new Charter were approved and published in the *Official Gazette of the Macao SAR*, on the 30th of July 2019, bringing to an end a fruitful discussion that stretched back to 2013.

A *Historical Introduction* and the occasional footnote have been added to provide readers with relevant information but are not part of the document submitted to, approved and published by the government.

The English version of the Charter presented here has been drawn up to facilitate access to this important text by all members of USJ's multicultural community.

Please note that If differences are detected between versions, Article 56.3. states that the Portuguese version prevails.

A final comment – at first glance, the new Charter makes life at USJ more complicated; a General Council is introduced, a Senate replaces our previous Academic Council and new checks and balances in decision making have been added, as required by local legislation and by our own guiding principles of “responsibility”, “participation” and “subsidiarity”. To avoid weighing down a small institution, such as USJ, we must now work on counterbalancing that complexity with a clear understanding of the scope of decision-making bodies, and with streamlined procedures and workflows to ensure that efficiency and creativity are not stifled. We must all share in this challenge; so, feedback is welcome at all levels.

Macao, 19 September 2019

Fr Peter Stilwell

Rector

HISTORICAL INTRODUCTION

On 12 August 1996, at the request of the Catholic Foundation for Higher Education, the Governor of Macao authorized the setting up of the Inter-University Institute of Macao (IIUM) as a private higher education institution and approved and published its charter (Ordinances No. 206/96/M and 207/96/M). "The decisive role which the Catholic missionary orders and the Diocese of Macao have had for many centuries and continue to have today in the development of primary and secondary education in the Territory leads us to welcome with appreciation the idea sponsored by the Catholic University of Portugal and the Diocese of Macao of creating an Inter-University Institute whose objectives would be aligned with the strategic development plan for higher education in Macao and, in this context, would set itself up as an auspicious instrument for the enlargement and institutional convergence of diverse local, regional and international entities linked to university teaching and research" (Ordinance No. 206/96 / M).

On 11 February 1999, Domingos Lam, Bishop of the Diocese of Macao, following legal advice and under the Concordat between the Holy See and the Portuguese Republic, decreed the "creation and recognition" of the Inter-University Institute of Macao (IIUM) "as a private canonical association", with effects dating back to 12 August 1996 (Decree 1/99 of the Diocese of Macao). The members of the Association were the Bishop of Macau, the Chancellor of the Catholic University of Portugal and the President of the Catholic Foundation for Higher Education, and all persons whom the original members and their successors unanimously agreed to accept. The Bishop of Macao would have the power to supervise, visit and declare the closure of the association. Unless provision was made to the contrary, the competence to verify the budgets and accounts of IIUM was delegated to the Foundation for Catholic Education. In October 1999, IIUM was registered with the Direcção dos *Serviços de Identificação* as an association and "*Pessoa colectiva de utilidade pública administrativa*", with the number 1426.

In 2009, with the approval of Chief Executive Ho Hau Wah, the name of the Inter-University Institute of Macau was changed to "'Universidade de São José' in Portuguese, '聖若瑟大學'

in Chinese and 'University of Saint Joseph' in English" and "references made to the Inter-University Institute of Macao in the Charter, approved by Ordinance n.º 207/96 / M of August 12, and in any other law or regulation are considered as made to the University of Saint Joseph" (Executive Order No. 64/2009).

In 2017, Chief Executive Chui Sai On approved changes to USJ's Charter, whereby the Chancellor of the University was now the Bishop of the Diocese of Macao and the University was allowed to have more than one vice-rector (Executive Order No. 63/2017).

In 2019, with the coming into force of Law No. 10/2017 of the Macao Special Administrative Region on the Regime of Higher Education, USJ's Charter was fully revised and submitted to DSES in Portuguese and Chinese. On the 30th of July, the Secretary for Social and Cultural Affairs, Dr Alexis, Tam Chon Weng ratified the new version of the Charter (Dispatch No. 110/2019).

CHAPTER I

General provisions

Article 1

Name, nature and headquarters

1. The Universidade de São José, in Chinese "聖若瑟大學" and in English "University of Saint Joseph", hereafter designated as USJ or University, is a private institution of higher education created by the Catholic Foundation for Higher Education, hereafter designated as the titleholder or Foundation, both with headquarters in the Special Administrative Region of Macao, hereafter designated as Macao SAR or Macao.
2. USJ, previously called the Macao Inter-University Institute, is a not for profit institution of higher education, authorized by Ordinance No 207/96/M of 12 August, recognized by Decree No. 1/99 of the Diocese of Macao as a private canonical association, and registered with the Direcção dos Serviços de Identificação [Identification Services Division] under No. 1426, which is governed by this charter and other applicable legislation.
3. USJ may establish delegations, centres and other forms of representation in Macao SAR or beyond, required for the pursuit of its purposes.
4. USJ adopts its own symbols, insignia, academic dress and ceremonies.

Article 2

Duration

The duration of USJ is undefined.

Article 3

Titleholder

1. Whilst fully respecting the University's academic autonomy, the titleholder exercises, through the President of its General Council, its General Council and its Executive Council the supervisory roles attributed to it by the legislation for higher education.
2. The Bishop of Macau, President of the General Council of the Foundation, is in virtue of his office the Chancellor of the University.
3. The responsibilities of the General Council of the Foundation are to:
 - 1) establish and maintain the legal, physical and financial conditions needed for the development and normal operation of the University;
 - 2) approve USJ's charter and any proposed revisions, after consulting the University's governing bodies, and submit them to the public authorities;
 - 3) choose and replace the Rector, Vice-Rector(s) and Administrator of the University, who shall be installed by the Chancellor.

- 4) authorize the acquisition, sale, mortgage or rental of University properties, as well as the construction of new buildings for University facilities;
4. The responsibilities of the Executive Council of the Foundation are:
- 1) take ultimate responsibility for the economic and financial governance of the University, by supervising its annual budget and statement of accounts as well as proposals for extraordinary expenses or investments;
 - 2) ratify the annual table of tuition and fees to be charged by the University, set by the General Council of the University;
 - 3) confirm the labour contracts of the academic and administrative staff approved by the Rector, so that the contract includes the signatures of the employee, the Rector and the person who legally represents the Executive Council of the Foundation or whoever it has delegated to carry out that act.

Article 4

Identity, mission and strategic objectives

1. USJ is called to be a leading multicultural Catholic University of the People's Republic of China, rooted in the traditions of Macao, that stands by the principles of academic integrity, follows international standards for higher education, fosters innovation and values the humanizing elements in all cultures.
2. USJ shall develop and update regularly a cultural, scientific and pedagogic strategic development plan that includes the following structural elements of its institutional mission:
 - 1) provide the surrounding region with a university imbued with a Christian ethos;
 - 2) foster the cultural and spiritual heritage of Macao;
 - 3) adopt the best international practices in university teaching, learning and research, and in the quality of the supporting services provided;
 - 4) develop an international academy that understands itself enriched by cultural interchange and diversity;
 - 5) welcome those who seek academic excellence, irrespective of their ethnic, social or religious affiliation;
 - 5) nurture a university community committed to whole-person development;
 - 6) promote a caring, ethically responsible, economically, socially and environmentally sustainable society.
3. Actionable measures of this plan shall include:
 - 1) ensuring that all active programmes, ongoing research, services provided, internal organization and institutional culture are subjected to regular quality assessment and enhancement;
 - 2) networking with the Region's other institutions of education, both tertiary and non-tertiary, especially with those of a Christian background;
 - 3) creating joint programmes and research projects, and promoting staff and student exchange with institutions of higher education outside Macao;
 - 4) fostering the study of the history and of the cultural and spiritual heritage of Macao and East Asia;

- 5) contributing to the development of Macao as a centre for learning the Portuguese language and culture and as a hub between the People's Republic of China and Portuguese speaking countries;
- 6) deepening the University's Catholic identity and its privileged relation with other Catholic universities, especially with the Catholic University of Portugal;
- 7) being an active member of prestigious international associations of higher education;
- 8) facilitating the international character of its academy by using English as the official medium of internal communication;
- 9) promoting educational, social, cultural, recreational and sports activities for the benefit of the surrounding community.

Article 5

Collaboration

To fulfil its mission and objectives, USJ fosters collaboration with other higher education institutions, particularly in the People's Republic of China, in its special administrative regions, and in Portuguese-speaking and European countries.

CHAPTER II

Governing authorities

Artigo 6.º

Principles

1. The titleholder oversees the University's activity in terms of Article 3 of the present Charter.
2. The individual governing and management authorities of USJ are the Chancellor, the Rector, the Administrator and the Registrar.
3. The collegial governing and management bodies of the University are the General Council, the Senate and the Executive Council.

SECTION I

Individual governing Authorities

Article 7

Chancellor

The Chancellor is the Bishop of the Diocese of Macao.

Article 8

Duties of the chancellor

The Chancellor has the right to:

- 1) install the Rector, the Vice-Rector(s) and the Administrator appointed by the titleholder;
- 2) approve the USJ's brand symbols, after hearing the General Council;
- 3) preside at all acts and ceremonies of the University in which he is present;
- 4) supervise, watch over and visit the University.

Article 9

Rector

1. The Rector is appointed by the titleholder after consulting the members of the General Council, in accordance with Articles 3.3.3) and 16.3.1) of the present Charter.
2. The Rector is chosen from among full professors or other academics with a doctoral degree or equivalent qualification.
3. The Rector is hired as a member of USJ's academic staff, according to his/her academic rank and USJ's payment scales, and receives a single job-allowance approved by the titleholder.
4. The Rector's term of office is four years, renewable.
5. The Rector is replaced in cases of temporary absence by the Vice-Rector of his/her choice and, in the case of grave impediment or vacancy of office, by the Vice-Rector chosen by the Chancellor.

Article 10

Duties of the rector

1. The Rector is the authority invested with the highest responsibility for the academic and administrative management.
2. The Rector's duties are to:
 - 1) represent USJ in and out of the court of law;
 - 2) chair academic functions when the Chancellor is absent;
 - 3) chair the meetings of the Senate and the Executive Council;
 - 4) ensure that USJ complies with the rules and guidelines of the Catholic Church, the legislation, the present Charter and the University's regulations;
 - 5) approve changes to the present Charter, manage and supervise the operation of USJ, ensure the coordination of the Library, the academic units and the administrative offices, and promote USJ's collaboration with other institutions;
 - 6) appoint, install and dismiss the dean of each academic unit, the coordinator of each research centre, department or programme, and the head of each administrative unit, chosen respectively from among the academic and administrative staff who hold a contract with the University;

- 7) propose to the Foundation the hiring of University's teaching, research, administrative and auxiliary staff, in accordance with Article 3.4.3) of the present Charter, after hearing the Executive Council,;
 - 8) admit and expel students;
 - 9) exercise disciplinary power in accordance with the respective regulation.
3. The Rector may delegate part of his/her powers to the Vice-Rector(s).
 4. The Rector can also delegate some of his/her powers to the Administrator, to the Registrar, and to the deans of the academic units or research centres in matters relating to their positions.

Article 11

Vice-Rector(s)

1. A Vice-Rector is appointed by the title holder, at the request of the Rector, in accordance with Article 3.3.3), for a term of two academic years, normally from among full professors or other academics with a doctoral degree or equivalent qualification.
2. The request made to the titleholder to appoint a second or more Vice-Rectors shall be supported by the description, previously approved by the title holder, of the duties to be attributed to each.
3. The term of office of the Vice-Rector(s) ceases automatically when the new Rector is installed.
4. Vice-Rector(s) take on the duties delegated to them by the Rector.
5. When absent or temporarily impaired, a Vice-Rector may have him/herself replaced by the dean of an academic unit, if authorized to do so by the Rector.

Article 12

Administrator

1. The Administrator is appointed, at the request of the Rector, in accordance with Article 3.3.3), for a renewable term of two years.
2. The Administrator should be a professional with appropriate qualifications to administer a university.
3. The Administrator manages the property, and the administrative and financial affairs of the University, in accordance with the responsibilities delegated by the Executive Council.
4. The Administrator is replaced, when temporarily absent or otherwise impaired, by the head of the University's Finance Office.
5. The position of Administrator may be attributed to a Vice-Rector of the University, appointed in terms of articles 11 and 12 of the present Charter, for as long as he/she holds the appointment of Vice-Rector.

Article 13

Registrar

1. The Registrar is appointed by the Rector, normally from among the academic staff who hold a doctoral degree, for a term of two years renewable.

2. The Registrar:

- 1) assists the Rector and Vice-Rector(s) in managing and registering the University's academic activities;
- 2) maintains, in close connection with the Rector, the University's institutional relations with the public offices overseeing higher education in Macao;
- 3) assesses and prepares for decision the petitions related to the University's Charter and regulations;
- 4) performs other duties as assigned by the Rector.

3. The position of Registrar can be attributed to a Vice-Rector of the University, appointed in terms of articles 11 and 13 of the present Charter, for as long as he/she holds the appointment of Vice-Rector.

SECTION II

Collegial governing authorities

Article 14

General Council

1. The General Council is the highest governing body of USJ and has the collective responsibility to define and accompany the execution of the lines of development of the University, and to promote its institutional wellbeing and financial sustainability, for which reason it includes members of the Foundation.
2. The membership of the General Council is such as to ensure the representation and participation of the various authorities and sectors of the University, of the titleholder, of people of merit and prestige from the surrounding society, and of entities from outside the University but linked to higher education.
3. The members of the General Council are:
 - 1) the Chancellor, or in exceptional circumstances his delegate, who chairs, convenes and sets the agenda;
 - 2) on behalf of the titleholder, the President and Vice-President of the General Council of the Foundation, and the Rector of the Catholic University of Portugal, as permanent member of the Foundation, who may delegate this function to a member of his/her Rectoral team, and who shall be the honorary president of the General Council of the University;
 - 3) on behalf of the senior management of the University, the Rector and up to three vice-rectors (including acting vice-rectors and pro-rectors);
 - 4) on behalf of the Executive Council of the University, the Administrator and the Registrar;
 - 5) on behalf of the Senate, two representatives elected annually from among the academic staff who are its members;
 - 6) on behalf of the teachers and researchers of the University, two representatives elected annually by their peers;
 - 7) two heads of the University's administrative offices, elected annually by their peers;

- 8) eleven persons representing professionals, individuals of renowned merit and persons of prestige, chosen by the titleholder;
 - 9) representing entities linked to higher education and external to the University, one member of the UCP's Alumni Association in Macao and one member of USJ's Alumni Association, chosen by their respective organizations.
4. Loss of mandate or representation is declared by the Chair of the General Council in the terms laid out in its internal rules of procedure.
 5. The Chair may invite other people to take part in General Council meetings, who will have no voting rights.
 6. The standing committee of the General Council is the Executive Council of the University.
 7. The Financial and Supervisory Committee of the General Council is the Executive Council of the titleholder.
 8. The General Council will have a secretary without voting rights appointed by the Chair from among the staff of the University.

Article 15

Proceedings

1. The General Council holds four general meetings a year or whenever convened by the Chair on his initiative or as requested by one-third of its members.
2. The General Council deliberates in the presence of its Chair or his delegate, in the terms defined in its internal rules of procedure.
3. The meetings are minuted by the secretary of the General Council.
4. The General Council is governed by the present Charter and its internal rules of procedure.

Article 16

Rights and duties of the General Council

1. The General Council oversees the governance and management of USJ, defines and approves the lines of development of USJ and their implementation, strategic objectives not mentioned in the present Charter, the action plans, the annual budget, and the major financial and administrative decisions of the University, and monitors the performance of the Executive Council, while respecting the legitimate powers and responsibilities of the other statutory bodies and authorities according to the principle of subsidiarity.
2. In relation to the governance of the University, the duties of the General Council, within the limits of the present Charter, are to:
 - 1) approve by a two-thirds majority of the totality of its members its internal rules of procedure;
 - 2) defend the identity and mission of the University;
 - 3) approve strategic objectives for the University not included in the present Charter and the required alterations to the academic and administrative organization of the University, taking into consideration their financial impact and the recommendations of the Financial and Supervisory Committee and the Administrator;

- 4) approve and submit to the titleholder proposed changes to the present Charter;
 - 5) approve the Regulations for Academic Staff Promotion;
 - 6) approve the structure and guidelines of the Quality Assurance Office which operates directly under the Rector;
 - 7) ratify the University's regulations and policies approved by the Executive Council;
 - 8) approve the creation, modification or extinction of the academic units, research centres, and institutes of the University;
 - 9) at the proposal of the Senate, authorize the creation, extinction of and major amendments to degree- or diploma-granting programmes and propose for approval by the competent authority the branches of knowledge in which the University grants a Doctoral degree;
 - 10) ensure that the legal requirements, the present Charter and regulations governing the academic and administrative life of the University are being duly respected;
 - 11) approve the protocol for academic ceremonies proposed by the Senate;
 - 12) consider any other issue raised by the titleholder or the Rector concerning the academic or institutional life of the University.
3. With respect to the management of USJ, the duties of the General Council are to:
- 1) provide an opinion on the choice of the Rector in the manner considered most appropriate by the titleholder;
 - 2) approve the key performance indicators (KPIs) of the University proposed by the Executive Council;
 - 3) monitor and assess the performance of the Executive Council and the senior management of the University;
 - 4) consider the Rector's annual report;
 - 5) consider the budget and accounts of the University, as well as proposals for extraordinary expenses and investment, approved by the Financial and Advisory Committee, and establish the annual table of tuition and other fees to be charged by the University, and submit them to the titleholder for ratification;
 - 6) decide on appeals made against decisions of other authorities of the University;
 - 7) provide the titleholder with its opinion on the upkeep, development or improvement of the University's premises and equipment;
 - 8) call for studies and surveys to clarify the strategic options of the University and assess the quality of the services it provides;
 - 9) award the degree of "*Doctor Honoris Causa*", when proposed by the Senate, and the title of "Patron of the University of Saint Joseph";
 - 10) determine the composition and mandate of commissions, and of formal or informal groups set up to facilitate the execution of its responsibilities.
4. The General Council may require from any authority or office in the University the data that is necessary to comply with its duties.

Article 17

Senate

1. The Senate is the senior scientific and pedagogic governing body of the University, and as such:
 - 1) is composed in such a manner as to ensure a representative cross-section of the teaching staff and of the variety of scientific areas and pedagogical methods in use in the University;
 - 2) oversees the quality of the University's scientific and academic provision, and pedagogical activity assessed in accordance with international standards;
 - 3) can call for regularly updated academic and pedagogical data to ground its deliberations and decisions;
 - 4) advises the Rector and the deans of the academic units in the daily management of the University;
 - 5) elects, annually, two full-time professors as members of the General Council.
2. The members of the Senate are:
 - 1) the Rector, who chairs, convenes and sets the agenda;
 - 2) the Vice-Rector(s);
 - 3) teaching staff representing the various scientific areas and pedagogical methods in use at the University, who hold a doctoral degree or equivalent:
 - (1) the Professor Librarian, when one has been appointed;
 - (2) the deans of the academic units;
 - (3) the chairs of the scientific councils;
 - (4) the chairs of the pedagogical councils;
 - (5) three full-time academics who teach in the area of their academic formation, elected annually by their peers;
 - 4) members who represent other pedagogical or administrative cadres of the University:
 - (1) two full-time researchers, elected annually by their peers;
 - (2) two lecturers, elected annually by their peers;
 - (3) two language instructors, elected annually by their peers;
 - (4) the Head Librarian;
 - (5) the Administrator;
 - (6) the Registrar;
 - (7) two students, chosen annually by USJ's Students Association.
3. The Chair can invite other people to take part in meetings of the Senate, who will not have voting rights.
4. The Senate normally meets every two months, excluding holiday seasons, or whenever convened by the Chair, and its resolutions are duly minuted.
5. The standing committee of the Senate comprises the Rector and the deans of the academic units.
6. The writing, the archiving of the minutes and the secretarial work of the Senate are ensured by the Rector's Office.

Article 18

Rights and duties of the Senate

1. The duties of the Senate are to:

- 1) require of the Executive Council a yearly analysis of the strategic objectives of the University, of the general academic guidelines, and of the implementation of their related action plans;
- 2) require of the Executive Council, and of the academic units, including the Library, research centres and institutes, a strategic plan of academic development, the related action plans, and an annual report on their implementation;
- 3) require periodic reports on other academic and scientific activities of the University, such as research and publications, lifelong learning, and services provided to the community;
- 4) approve and periodically review the University's Teaching, Learning and Assessment Policy (TLA), the general academic guidelines and related action plans;
- 5) advise on the creation, modification or extinction of academic units, including research centres and institutes;
- 6) express its opinion on whether new degree or diploma-granting programmes are opportune, on the revision of existing ones, and approve their respective study plans;
- 7) recognize degrees obtained in other institutions of higher education and grant equivalence of studies, in accordance with the applicable legislation in Macao and the opinion of the scientific council of the competent academic unit;
- 8) decide on the conditions of enrolment in the programmes provided by USJ, after consulting the scientific councils of the competent academic units;
- 9) approve how names for jury panels are proposed to the Rector for doctoral exams and for academic progression;
- 10) comment on the plans for and reports on USJ's activities called for by the General Council;
- 11) propose to the General Council the formalities that should be observed in exams, dissertation and thesis defences, in other academic acts, and in the awarding of degrees and distinctions;
- 12) comment on the names to be put forward to the General Council as honorary and invited professors, or as recipients of honorary degrees and other distinctions;
- 13) assess the academic activity of the teaching staff;
- 14) comment on proposed academic regulations or their revisions which are to be submitted to the Executive Council for approval;
- 15) comment on the University calendar;
- 16) propose to the academic units and relevant offices the development of lifelong learning courses and other non-degree granting academic formation;
- 17) comment on all matters the Rector submits for its consideration;
- 18) approve proposed alterations to this Charter, and approve the alterations to its internal rules of procedure by a two-thirds majority of its members.

2. To undertake some of these duties, the Senate may establish committees, formal or informal groups, and define their terms of reference.

Article 19

Executive Council

1. The Executive Council manages the ongoing activity of the University and is the standing and executive committee of the General Council.
2. The Executive Council comprises:
 - 1) the Rector, who chairs,
 - 2) the Vice-Rector(s),
 - 3) the Administrator and
 - 4) the Registrar.

Article 20

Rights and duties of the Executive Council

1. It is the Executive Council's duty to undertake the daily management and administration of USJ, namely to:
 - 1) decide on all matters related to the management of the University that are not expressly attributed to another authority;
 - 2) approve USJ's policies, regulations and procedures, and submit the policies and regulations for ratification by the General Council after an experimental period of application;
 - 3) submit to the Senate and to the General Council a strategic academic development plan of the University, the related action plans, and an annual report on their implementation.
 - 4) ensure the preparation of reports on USJ's academic and administrative activities as required by the Senate and General Council;
 - 5) propose the budget and accounts of the University to the Financial and Advisory Committee for approval and later to the General Council for the assessment of their practical implications;
 - 6) propose to the Foundation, by the means, and in accordance with the criteria it has laid down:
 - (1) the acquisition, sale, mortgaging or rental of property, or the construction of new buildings for use by the University;
 - 2) works of conservation, expansion or improvement of the buildings used by the University;
 - (3) the reception of donations, inheritances and bequests made in favour of USJ that due diligence shows do not entail financial or legal liabilities opposed to the University's identity and mission;
 - (4) the acquisition of goods and services needed for the operation of USJ;
 - 7) authorize the use, free of charge or for a fee, of USJ's facilities and equipment, in accordance with the criteria laid down by the titleholder;
 - 8) administer, and organize and update an inventory of all the movable and immovable assets of the University;
 - 9) decide on opening positions for staff and the procedures to be followed for the selection of candidates, bearing in mind the budget and the strategic plan of the University;
 - 10) propose to the General Council after hearing the Senate:

- (1) the creation or integration of academic units, departments, research centres and institutes, and their respective names, the extinction or modification of existing ones, and the reassessment of the administrative support they require;
 - (2) the creation, modification or extinction of degree- or diploma-granting programmes;
 - (3) amendments to the present Charter;
- 11) advise the Rector on the appointment and dismissal of the Head Librarian, the Professor Librarian, the deans of the academic units and the coordinators of the research centres;
 - 12) decide on agreements to be signed with outside entities;
 - 13) approve proposals of alteration to this Charter and approve, by two-thirds of its members, alterations to its own internal rules of procedure.
2. The Executive Council can delegate powers to the Administrator and to the Registrar.

Article 21

Proceedings

1. The resolutions of the Executive Council are adopted by an absolute majority of its members, or of those who in accordance with the provisions of the present Charter replace them, with the chair having the casting vote.
2. The resolutions of the Executive Council are registered in minutes signed by all participants.
3. The secretary of the Executive Council, appointed by the Rector, is responsible for drafting the minutes.

CHAPTER III

Academic structure

Article 22

Principles

The academic structure of the university comprises:

- 1) the Library;
- 2) the academic units.

SECTION I

The Library

Article 23

Principles and organization

1. Often referred to as the heart of a university, the Library is: a repository and source of academic literature in physical, electronic and digital form; an active partner of those undertaking research and

teaching; a place of study that promotes awareness of ongoing developments in publications and learning and in the use of scientific methodologies.

2. The specific objectives of the Library are to:

- 1) ensure efficient access of the academic community to the physical and digital documentation relevant to the areas of knowledge covered by the University's activities;
- 2) collect, organize and allow access to all the documentation produced by USJ's academic community, such as doctoral theses and master's dissertations, academic papers and publications;
- 3) archive the key documentation of and about the University for future reference;
- 4) network with other libraries and relevant academic institutions, in Macao and beyond;
- 5) support the projects of scientific publication of the professors and the academic units;
- 6) promote public events to reinforce its mission in the academic field and the wider community.

3. The Library is under the direct authority of the Rector, who can appoint a Professor Librarian to represent him for a one-year term renewable.

4. The Library is managed by a qualified Head Librarian.

5. The relation of the Library to the University's academic community is aided by a Library Council coordinated by the Head Librarian, the composition of which is approved by the Senate.

6. The internal regulations and strategic plan of the Library are approved by the General Council, after hearing the Senate and the Executive Council.

7. The budget and accounts of the Library are included in those of the University and as such are ultimately managed by the Executive Council.

Section II

Academic units

Article 24

Principles

1. In accordance with applicable legislation and the provisions of the present Charter, the University can create, modify or terminate academic units.

2. The academic units in USJ are called faculties, schools and institutes:

- 1) a *Faculty* brings together two or more fields of knowledge, each in its department, and has as its primary mission to provide degree-granting programmes, and as its secondary mission to promote research and publication;
- 2) a *School* specialises in one field of knowledge, and has as its primary mission to provide degree-granting programmes, and as its secondary mission to promote research and publication;
- 3) an *Institute* is defined by its fields of research, to which it adds the teaching of degree and non-degree granting programmes;
- 4) a *Department* is a subdivision of a Faculty that aims to facilitate academic reflection and administration in a field of knowledge with two or more degree-granting programmes.

3. A *Research Centre*, headed by a coordinator, can be set up under a Faculty or a School to consolidate related lines of research and publication around which it promotes external networks of cooperation, advanced formation and public awareness.

Article 25

Management

1. The management of an academic unit is ensured by:
 - 1) a Dean;
 - 2) coordinators of departments and programmes;
 - 3) a scientific council; and
 - 4) a pedagogical council in units with regular teaching activities.
2. The Dean may propose to the Rector the appointment of an Advisory Board to provide input on the strategic objectives and action plans of the academic unit, as well as on its relation to the surrounding society.

Article 26

Dean

The deans of the academic units are appointed by the Rector for a renewable term of three years, from among the teaching staff of the University who hold a doctoral degree or similar qualification.

Article 27

Rights and Duties of the Dean

The rights and duties of the Dean are to:

- 1) represent the academic unit;
- 2) execute the decisions of the governing and managing authorities of the University;
- 3) promote and coordinate the activities of the academic unit, especially in relation to teaching and research;
- 4) propose the hiring of teaching and research staff for the academic unit;
- 5) ensure the normal running of the academic unit, including the selection and attribution of responsibilities to administrative staff when authorized by the Executive Council;
- 6) request the acquisition of goods and services for the academic unit;
- 7) propose the signing of agreements with other institutions;
- 8) authorize expenses by the unit within limits and in accordance with procedures established by the Executive Council.

Article 28

Coordinator

1. To each degree-granting programme, to each department and to each research centre is assigned a Coordinator.
2. The Coordinator is appointed by the Rector, at the proposal of the Dean, from among the full-time teaching staff, for a renewable term of one year.
3. A description of a Coordinator's responsibilities shall be published by the University after it has been discussed by the Senate and approved by the Executive Council.

Article 29

Scientific Council

1. Within an academic unit, the Scientific Council is responsible for monitoring:
 - 1) the criteria for student enrolment and academic staff recruitment;
 - 2) the quality of teaching, learning and assessment;
 - 3) the lines of research and publication;
 - 4) the outcomes and standards achieved by students;
 - 5) programmes as a whole, to ensure their continual enhancement.
2. The regulations of the scientific councils are approved by the Senate.

Article 30

Pedagogical Council

1. In academic units that provide teaching, the Pedagogical Council is a forum for academic staff and students from all programmes to discuss, through their representatives, issues related to the smooth running of those programmes, the quality of the teaching and the conditions provided for learning and assessment.
2. The regulations of an academic unit's Pedagogical Council are approved by the Executive Council.

CHAPTER IV

Administrative structure

Article 31

Description

1. USJ has administrative offices, subject to variation in time, to ensure the proper functioning of the University, and a complete updated list should always be available to the public.
2. The offices are under the authority of the Executive Council, which may delegate the line management of each office to one or more of its members.

3. The creation, duties and internal organization of the administrative offices are determined by the Executive Council.

CHAPTER V

Teaching, research and administrative personnel

Article 32

Personnel

1. USJ has its own highly qualified teaching, research and administrative staff to carry out its objectives in the fields of teaching, research and university extension.
2. USJ personnel are subject to the University's regulations, the Labour Relations Law and other applicable legislation.
3. Work contracts are always in written form.
4. In accordance with Macao law and internal disciplinary regulations, all at USJ have a duty of confidentiality to ensure respect for the rights of students, staff, faculty and the University itself, and for the institution's responsibility to protect data in its care.

Article 33

Teaching staff

1. The teaching staff at USJ is composed of teachers with a doctoral or master's degree, or equivalent academic qualification.
2. Without prejudice to the provisions in the following paragraph, teachers participating in a programme may not be holders of an academic degree inferior to that awarded by the programme.
3. Exceptionally, with the authorization of the appropriate supervising government department, those who do not have the academic qualifications referred to in the previous paragraphs may teach in degree-granting and postgraduate programmes if they meet one of the following conditions:
 - 1) have professional experience or other qualifications that recommend them for the exercise of that activity;
 - 2) are recognized by the Senate as qualified for the teaching they will take on.
4. Normally, the relationship of teaching staff to the University may be established by a full-time employment contract with a duty of exclusivity, by an agreement with another institution that includes teaching at USJ, or by an individual service agreement with visiting academics.
5. As a rule, the University provides for each active degree-granting programme a minimum of five teachers in that field who hold a doctoral degree or equivalent, three of whom full-time staff.

Article 34

Teaching career

1. The teaching career at USJ after obtaining a doctoral degree progresses through the categories of Assistant Professor, Associate Professor and Full Professor; titles such as Emeritus, Honorary and

Adjunct may be added to distinguish academics with a link to the University but without a full-time contract.

2. Progression through the categories of the teaching career is eminently academic, involving transparent procedures defined in a regulation approved by the Senate that includes, but are not limited to the positive assessment of the candidates in teaching, publication and service to the community by an academic progression panel comprised of their peers and by at least one recognized academic in the specialized field who is external to the University.
3. Following the assessment by the panel, the Rector decides on the appointment in light of the overall benefit for the University and the vacancies approved by the Executive Council.

Article 35

Fulltime and postdoctoral research staff

The qualification and career of USJ's research staff and the rules governing post-doctoral research fellows shall be set out in a specific regulation.

Article 36

Administrative staff

1. The administrative staff is recruited according to the needs of the service provided by the University and is entitled to be heard by the authorities of the University and to receive a continuous formation that enables them to perform their duties better.
2. The University shall set out in a separate document the rights, duties and benefits of the administrative personnel and the legitimate expectations they can entertain of mobility and career.

CHAPTER VI

Student body

Article 37

Student categories

1. The categories of students in USJ are those indicated in the legislation for higher education, namely students with a full-time regime and students with a part-time regime.
2. USJ further classifies full-time students as:
 - 1) *Regular students*, who enrol in the full curricular plan of a programme;
 - 2) *Special students*, who wish to assist and be assessed in only some selected modules of a programme;
 - 3) *Distance learning students*, who follow a programme and are assessed by means of digital technologies;
 - 4) *Exchange students*, who follow and are assessed in a small number of modules for a limited time, under an agreement with another institution of higher education.

5. Part-time students, when allowed, are governed by the rules approved together with the respective study plan.¹

Article 38

Students' rights

The following are students' rights in the University, to be exercised in accordance with the relevant regulation:

- 1) the rights, freedoms and guarantees provided for in the Basic Law of the Macao Special Administrative Region, when exercised in an attitude of respect for the identity and mission of the University;
- 2) attend classes and take part in seminars, colloquiums, and other educational activities of the academic units, unless restrictions apply;
- 3) receive a high-quality human, academic, scientific and technical formation;
- 4) receive from the academic staff quality teaching and a correct assessment of knowledge, skills and competencies;
- 5) exercise their right of representation under the present Charter;
- 6) submit petitions, appeals and complaints to the USJ's governing and management authorities, its academic, administrative and support services, and to receive help to do so effectively;
- 7) appeal decisions to higher authorities within the hierarchy of the University;
- 8) use the University Library and the online resources under its management;
- 9) have access to the social benefits granted by legislation, the present Charter and the University's regulations;
- 10) promote activities related to university life, individually or with others, and through the Students' Association;
- 11) have a lifelong electronic address at the University.

Article 39

Students' duties

1. The duties of the students are to:

- 1) respect the guiding principles of the University;
- 2) strive to benefit from the teaching provided;
- 3) provide feedback as requested for the enhancement of USJ's provision, whether directly to University's governing or managing authorities, or through their student representatives in the pedagogical councils and the Senate, or by replying to surveys authorised by the Executive Council;

¹ See Article 27.3. of Law n. 10/2017, and Article 20.3.2).(1). of Regulamento Administrativo n.º 18/2018.

- 4) respect the University's regulations regarding the organization of academic activities, especially regarding presence in class, the timely completion of schoolwork and the payment of tuition and other fees due to USJ;
 - 5) observe the established disciplinary regime, namely by refraining from acts that may lead to disturbances of order, to offences to moral customs, and to disrespect for university authorities and personnel, or to fellow university students;
 - 6) contribute to the prestige and good name of the University;
 - 7) participate in the solemn acts of the University;
 - 8) respect the material assets of the University;
 - 9) cooperate with the University's governing and academic authorities, and with the supporting and administrative services to fulfil USJ's strategic objectives;
 - 10) attend the meetings of the collegial bodies of which they are members;
 - 11) inform the University of their place of residence and fulfil the other obligations arising from the present Charter and USJ's regulations.
2. Teaching at USJ is face-to-face except in the cases provided for in Article 37.2.3) and 37.3, in special regimes established in a programme's own regulations, and in the cases of tutorials authorized by the Rector.

Article 40

Suspension, limitation of enrolment and expulsion of students

1. Students may be authorized to suspend their studies, at their own request, or suffer compulsory suspension as a disciplinary measure.
2. The right to enrol ends after a maximum term of matriculation in the same programme.
3. Students may be expelled from the University for disciplinary reasons or for prolonged failure to comply with minimum academic requirements.
4. Suspension, the maximum term of enrolment, and expulsion of students are governed by the academic and disciplinary regulations.
5. In the cases of suspension and expulsion for disciplinary reasons, the right to appeal shall be regulated and respected.

Article 41

Disciplinary rules

1. The disciplinary power regarding students is exercised in accordance with the present Charter and the University's disciplinary regulations, always ensuring the right to defence and appeal.
2. Any voluntary action or omission that violates legal duties set out in the present Charter or the University's regulations, or that infringes the dignity and rights of others constitutes a disciplinary offence.
3. Students who commit disciplinary offenses shall be subject to penalties proportionate to the seriousness of the offenses.
4. Disciplinary sanctions applicable to students include, among others:
 - 1) a warning;

- 2) a registered reprimand;
 - 3) a fine equivalent to the damage caused or to the cost incurred by the University;
 - 4) suspension from classes for a set time, which cannot exceed one year;
 - 5) expulsion from the University.
5. Decisions and penalties provided for in the preceding paragraph are subject to appeal to the General Council, with suspensive effect.
6. Disciplinary procedures should be set out in their own regulations, approved by the Executive Council and ratified by the General Council.

Article 42

Students' freedom of association

1. So long as they respect the identity and the cultural, scientific and pedagogical mission of the University, students may associate to promote academic, religious, cultural, social, sporting or recreational activities.
2. Student clubs or groups, organized in accordance with the norms of the present Charter, have the right to submit requests or make their views known to the governing and managing authorities of the University, and they may be authorized to collect fees under the conditions established by the Executive Council.
3. The Students' Association, to which all regular students belong on enrolling at the University, is represented in the Senate by two of its members.
4. When possible, USJ will allocate spaces on campus for students to develop their associative activities.
5. The Executive Council may prevent the operation on USJ's campuses of any association that is incompatible with the identity, mission and objectives of the University.

CHAPTER VII

Academic affairs

Section I

Programmes

Article 43

Typology and approval

1. In order to serve the surrounding community and carry out its mission, the University teaches courses in various scientific fields and may do so by means of face-to-face or distance learning, as full multi-annual degree-granting programmes, or under other formats, such as congresses, seminars, colloquiums, study sessions or public lectures.
2. By entering into academic cooperation agreements and following the requirements of the applicable legislation, USJ may associate with other higher education institutions, based in Macao or beyond, to

provide programmes leading to the award of a degree or diploma, or to promote other programmes and courses organized according to a system of credits.

3. The degree and associate diploma-granting programmes offered by USJ are organized, submitted, registered and accredited in accordance with the criteria and procedures established in the higher education legislation and the University's internal regulations.
4. Non-degree granting programmes that are open only to candidates who have previously obtained an academic degree or equivalent qualification, are approved by the Executive Council, after consulting the Senate.
5. Other courses intended to deepen understanding and hone skills in a restricted area of knowledge are approved by the Executive Council after consulting the academic unit that supervises the respective scientific field.

Article 44

Names of degrees and of the associate diploma

3. The academic degrees awarded by USJ are:
 - 2) the degree of "Licenciado" in Portuguese, to which corresponds "學士學位" in Chinese and "Bachelor" in English;
 - 3) the degree of "Mestre" in Portuguese, to which corresponds "碩士學位" in Chinese and "Master" in English;
 - 4) the degree of "Doctor" in Portuguese, to which corresponds "博士學位" in Chinese and "PhD" or "Doctor" in English;
 - 4) the honorary degree "*Doctor Honoris Causa*" in Latin.
2. The University also awards the "Diploma de Associado" in Portuguese, "副學士文憑課程" in Chinese and "Associate Diploma" in English.

Article 45

Proof of entitlement

1. The completion of degree-granting programmes, associate diploma programmes, and post-graduate programmes is attested by a diploma.
2. Students who do not complete the master's or doctoral programme in which they were enrolled may be awarded a certificate when that is allowed by the regulations of the programme, and the students have fulfilled the minimum requirements.
3. The completion of other courses and training sessions can be attested by the granting of a certificate.
4. As proof of entitlement to degrees, diplomas, courses and their contents USJ may issue a supplement to the diploma, transcripts, certificates and supporting declarations.
5. The completion of programmes administered in association with other institutions is attested in the terms set out in the legislation for higher education and according to the rules established in the respective cooperation agreement.

Article 46

Signatures

1. All of USJ's diplomas and certificates are signed by the Rector and by the Registrar, or their legal representatives.
2. The diplomas of degree-granting programmes also require the following signatures:
 - 1) on the Doctoral and Master's diplomas, the signatures of the Chancellor and of the Rector of the Catholic University of Portugal, respectively chair and honorary chair of USJ's General Council;
 - 2) on Bachelors' diplomas, the signature of the Rector of the Catholic University of Portugal, honorary chair of USJ's the General Council.
3. The diplomas and certificates of programmes organised jointly with other institutions of higher education are signed as set out in the agreement between the institutions.

Article 47

Signing and recognition of diplomas and certificates

1. The Senate determines and approves, in terms of the applicable legislation for higher education and the internal regulations of the University, the procedures and criteria whereby USJ recognizes diplomas and certificates and grants equivalence of degrees, academic qualifications, modules and credits, for the purpose of pursuing further studies.
2. The diplomas and certificates awarded by the USJ are recognized by the Catholic University of Portugal in accordance with the legislation in force in Portugal and, to facilitate this recognition:
 - 1) USJ shall inform the Rector's Office of the Catholic University of Portugal of the registration, accreditation and external assessment of its degree-granting courses, and share in a timely manner the relevant documentation published in the *Official Gazette of Macao SAR*;
 - 2) USJ's office responsible for quality assurance shall regularly inform the Catholic University of Portugal of the assessments and enhancements of degree-granting programmes;
 - 3) USJ shall invite the Catholic University of Portugal to send every year some of its academic staff to analyse one or more of USJ's degree-granting programmes so as to verify, advise and provide reports on the work being carried out in them.

Section II

Enrolment

Article 48

Requirements

1. The general requirements for enrolment in degree or diploma-granting programmes at USJ are those set out in the legislation for higher education, to which USJ may add specific requirements.
2. The requirements to enrol in other courses taught at USJ are defined by the Senate and applied to each course by the scientific council of the respective academic unit.

Article 49

Conditions for enrolment

1. The requirements for enrolment in degree- or diploma-granting programmes are:
 - 1) the academic qualifications required by the law;
 - 3) the health conditions required by the law;
 - 4) adequate knowledge of the language in which the programme is taught;
 - 5) approval in the entrance assessment.
2. The assessment of competencies and professional experience for enrolment in degree- or diploma-granting courses is determined by the legislation for higher education and by the rules approved by the Senate.

Article 50

Fees

Effective enrolment in any course taught at the USJ depends on the timely payment of the respective dues and tuition fees.

Section III

Assessment

Article 51

Assessment and grading

1. The rules concerning assessment as learning and assessment of learning, whether it be of knowledge, skills, competencies or performance, shall be set out in the USJ's Policy for Teaching, Learning and Assessment, in its Academic Regulations, or in the additional regulations of the course.
2. The final grade of an assessment is expressed numerically or qualitatively, as specified in the USJ's Academic Regulations or in the specific regulations of the programme.
3. Students who are subject to face-to-face teaching must attend at least two-thirds of the classes.

Article 52

Academic records

The grades or results obtained by students are recorded in the University's official register, which is the only source that shall be deemed authentic.

CHAPTER VIII

Assets and financial structure

Article 53

Assets

1. USJ's assets are:

- 1) goods that have been or will be donated or left to the University;
- 2) goods that have been or may be donated or left to the Church or to any organizations or authorities with the express purpose of being applied to the mission and objectives of the University;
- 3) assets or rights that the Foundation and other public or private entities may set aside for the mission and objectives of the University.

2. Whatever is acquired by USJ is incorporated into its assets.

Article 54

Income

USJ's income is made up of:

- 1) dividends from its own assets and from those to which it has been granted usufruct;
- 2) tuition fees and other dues;
- 3) payment for services rendered;
- 4) subsidies and other financial support granted by the Government of Macao SAR, or by other public or private entities from Macao SAR or beyond;
- 5) legacies, inheritances, donations, gifts, and extraordinary subsidies;
- 6) contributions from the Diocese of Macau.

CHAPTER IX

Final dispositions

Article 55

Internal regulations

1. Unless otherwise stated in the legislation for higher education and in this Charter, policies, internal regulations, codes of good practice in pedagogical matters, in good governance and in management, and the regulations of organic units or sub-units, whose operation and autonomy are to be respected, are approved by the Executive Council and endorsed by the General Council, after consulting the Senate and the Rector, except for the internal rules of procedure of the General Council, the Senate and the Executive Council, which are approved by these collegial authorities themselves.
2. The approval of the documents referred to in the previous clause must have the prior opinion of the Senate whenever they are intended to regulate academic units, teaching or research.

Article 56

Interpretation and revision of the Charter

1. The right to interpret and revise the present Charter belongs to the titleholder, after consulting the General Council of the University.
2. The right to approve changes to the present Charter and to submit them for ratification by the Chief Executive belongs to the titleholder, after their approval in the University by the Rector, the General Council, the Senate and the Executive Council.
2. Changes must be inserted in the Charter in replacement of the previous text.
3. In case of divergence between the Portuguese and Chinese versions of this Charter, the Portuguese version shall prevail.

Article 57

Representation in court

USJ is represented in court by the Rector and, in case of manifest impossibility, by the member of the Executive Council designated by the Rector, or, if that has not occurred, by whomever the Chancellor shall designate.

Article 58

Responsibility of USJ's authorities

1. Without prejudice to the responsibility of the titleholder, members of USJ's governing and managing authorities are criminally, civilly and disciplinarily responsible for breaches of the law committed in the performance of their duties.
2. Excluded from the provisions of the preceding clause are the members of the collegial authorities who have their objections to the decision duly minuted and those who, having been absent, do so at the next session or within fifteen days of taking notice thereof.

Article 59

Termination of the University

In the event of the termination of USJ, the legislation for higher education applies, and the University's assets revert to the titleholder.