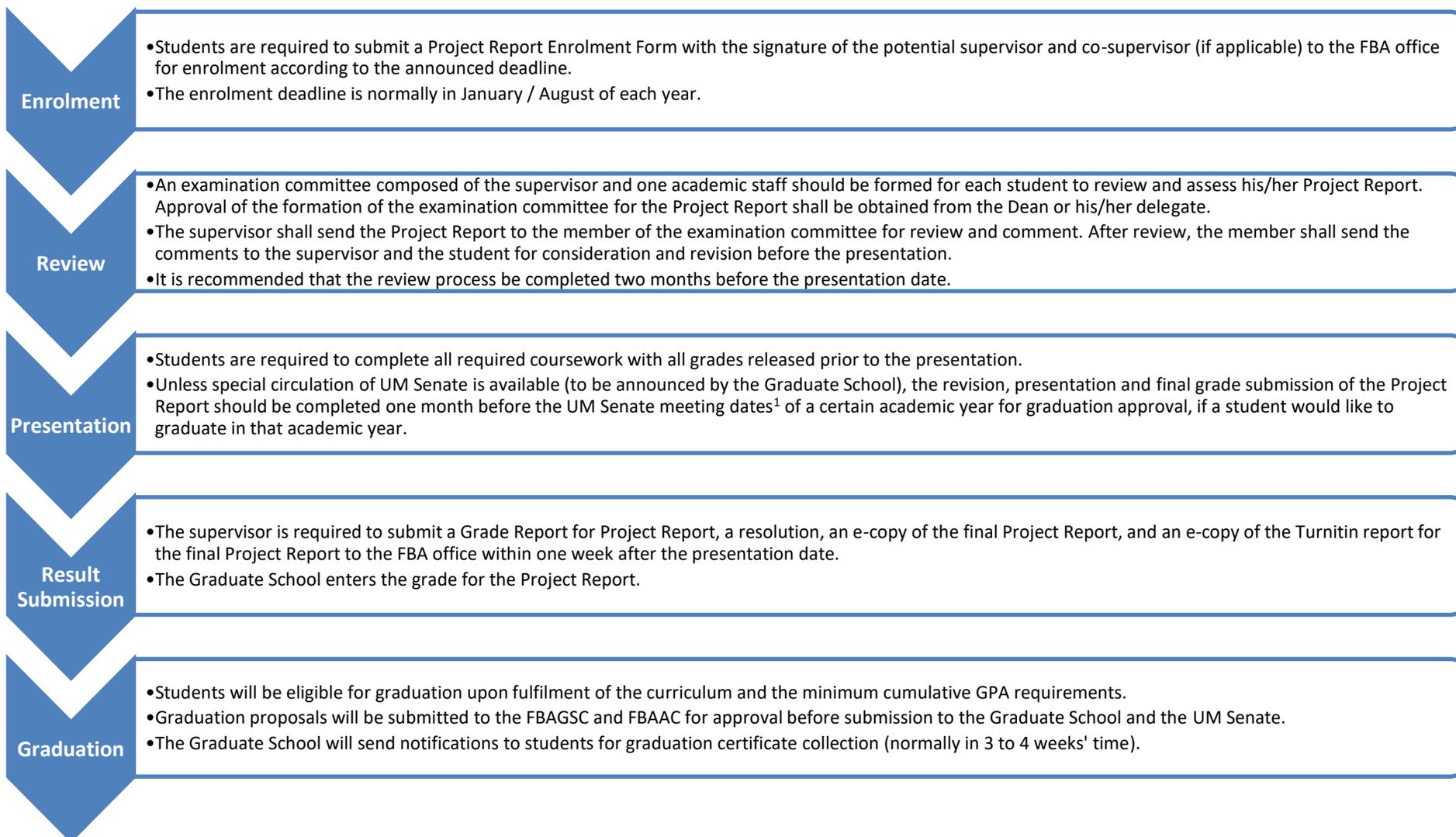# FACULTY OF BUSINESS ADMINISTRATION
NOTES AND WORKFLOW FOR PROJECT REPORT

Important Notes

1. Students admitted in academic year 2019/2020 or thereafter are required to enroll in the Project Report for graduation. Students admitted in previous academic years should check with the FBA office regarding eligibility to enroll in the Project Report.

2. To enroll in the Project Report, students are required to submit a Project Report Enrolment Form to the FBA office according to the announced deadline (normally in January or August of each year). The potential supervisor and co-supervisor (if applicable) are required to sign on the Project Report Enrolment Form.

3. The Project Report spans 2 semesters and carries 6 credits, and tuition fees will be charged at 3 credits per semester. Students who complete the Project Report in less than 2 semesters will still have to settle the 6-credit tuition fees in full. Please refer to the following website for the tuition fee scheme:
    https://grs.um.edu.mo/index.php/current-sstudents/tuition-fee/

4. According to Article 31.1 of Degree no. 11/91/M of 4 February 1991, the maximum period of study will be 150% of the normal period of the programme. For working students, it will be two times the normal period of studies. Students who cannot complete the programme within the prescribed periods will be discontinued.

5. Similar to the Thesis, the Project Report is counted as one course within the programme, student honours upon graduation are awarded according to the final GPA. The current honours mapping scheme is as follows:

Cumulative GPA	Equivalent to	Graduation Honours
3.51 – 4.00		Excellent
3.01 – 3.50		Very Good
2.70 – 3.00		Good

Workflow for Project Report

Enrolment
- Students are required to submit a Project Report Enrolment Form with the signature of the potential supervisor and co-supervisor (if applicable) to the FBA office for enrolment according to the announced deadline.
- The enrolment deadline is normally in January / August of each year.

Review
- An examination committee composed of the supervisor and one academic staff should be formed for each student to review and assess his/her Project Report. Approval of the formation of the examination committee for the Project Report shall be obtained from the Dean or his/her delegate.
- The supervisor shall send the Project Report to the member of the examination committee for review and comment. After review, the member shall send the comments to the supervisor and the student for consideration and revision before the presentation.
- It is recommended that the review process be completed two months before the presentation date.

Presentation
- Students are required to complete all required coursework with all grades released prior to the presentation.
- Unless special circulation of UM Senate is available (to be announced by the Graduate School), the revision, presentation and final grade submission of the Project Report should be completed one month before the UM Senate meeting dates[1] of a certain academic year for graduation approval, if a student would like to graduate in that academic year.

Result Submission
- The supervisor is required to submit a Grade Report for Project Report, a resolution, an e-copy of the final Project Report, and an e-copy of the Turnitin report for the final Project Report to the FBA office within one week after the presentation date.
- The Graduate School enters the grade for the Project Report.

Graduation
- Students will be eligible for graduation upon fulfilment of the curriculum and the minimum cumulative GPA requirements.
- Graduation proposals will be submitted to the FBAGSC and FBAAC for approval before submission to the Graduate School and the UM Senate.
- The Graduate School will send notifications to students for graduation certificate collection (normally in 3 to 4 weeks' time).

All information listed above is subject to changes according to the University rules, regulations and procedures. Students and the examination committee are recommended to always check with the FBA office for the latest procedures and deadlines in advance.

[1] Please refer to the following link for the meeting schedules of the UM Senate: https://grs.um.edu.mo/index.php/current-students/graduation/workflow-for-issuing-graduation-certificates/