



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

FACULTY OF BUSINESS ADMINISTRATION

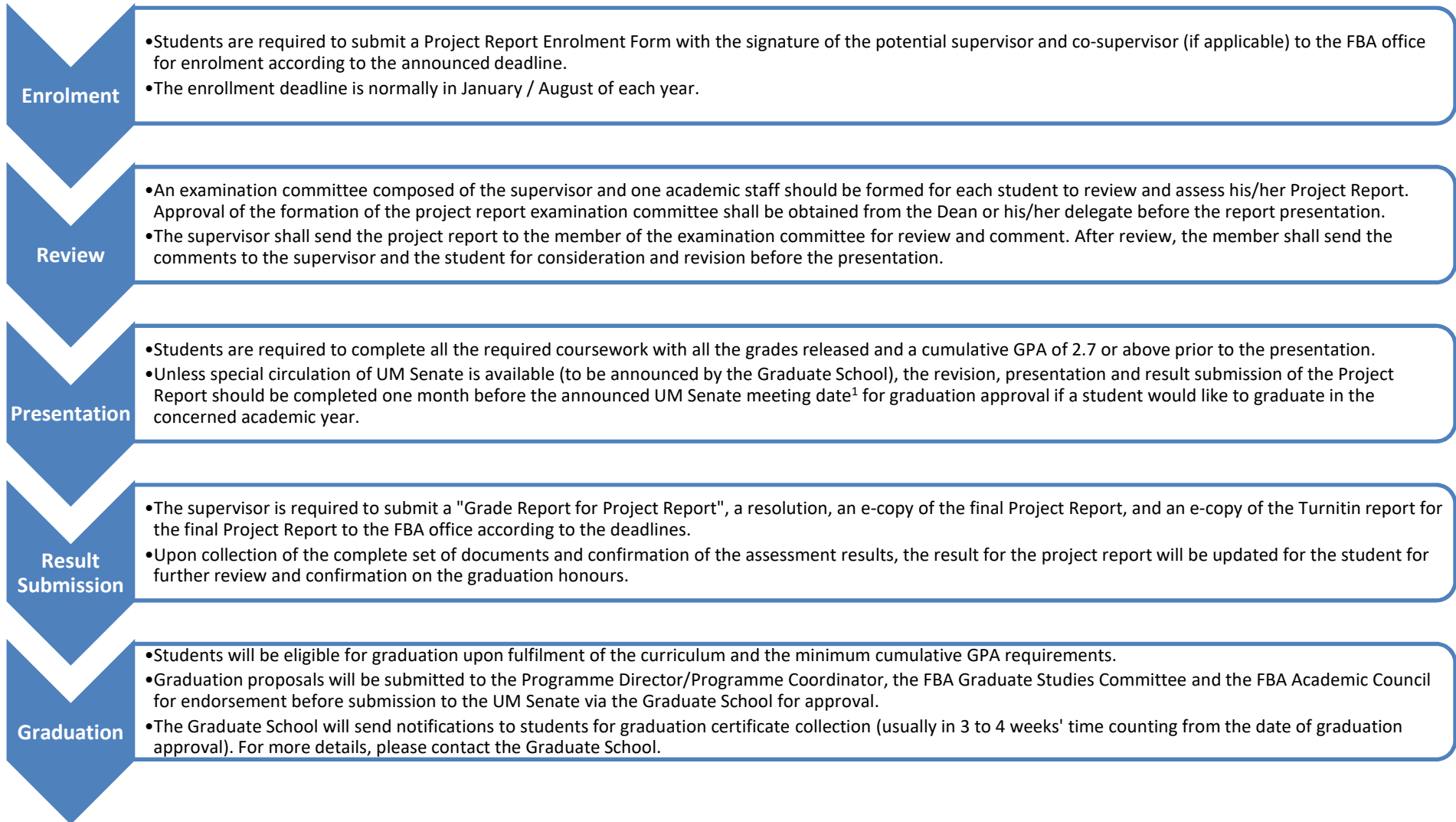
NOTES AND WORKFLOW FOR PROJECT REPORT & GRADUATION

Important Notes

1. Students admitted in the 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-students/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 study. Students who cannot complete the programme within the prescribed periods will be discontinued.
5. Similar to the Thesis, Project Report is counted as a course of the programme, and student honours upon graduation are awarded according to the final cumulative GPA with consideration of the result for the Project Report. The current honours mapping scheme is as follows:

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

Workflow for Project Report



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/>

Timeline for Graduation

	ACTION BY SUPERVISOR, EXAMINATION COMMITTEE & STUDENT				
SEQUENCE OF UNIVERSITY SENATE MEETING	<u>DEADLINE FOR COMPLETION OF PROJECT REPORT WRITING</u>	<u>DEADLINE FOR FORMATION OF EXAMINATION COMMITTEE FOR PRESENTATION</u>	<u>DEADLINE FOR PROJECT REPORT PRESENTATION</u>	<u>DEADLINE FOR SUBMISSION OF GRADUATION PROPOSALS</u>	MEETING SCHEDULE OF UNIVERSITY SENATE
1 st Meeting	By Mid-July	By 15 August	Late August to Mid-September	Mid-September	Early to Mid-October
2 nd Meeting	By Mid-August	By 15 September	Late September to Mid-October	Mid-October	Early to Mid-November
3 rd Meeting	By Early October	By 1 November	Mid-November to Early December	Early to Mid-December	Early to Mid-January
4 th Meeting	By Mid-January	By 15 February	Late February to Mid-March	By Mid-March	Early to Mid-April
5 th Meeting	By Early March	By 1 April	Mid-April to Early May	Early to Mid-May	Early June

Remark:

*Above is a suggested timeline and the actual deadlines vary according to the announced Senate meeting dates and submission deadlines in each academic year. **Students are highly recommended to check with the FBA Office in advance for the latest timeline and procedures.***