

UNIVERSIDADE DE 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:

| 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

| 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 enrollment deadline is normally in January / August of each year. |
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| 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 project report examination committee shall be obtained from the Dean or his/her delegate before the report presentation. 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. |
| Students are required to complete all the required coursework with all the grades released and a cumulative GPA of 2.7 or above prior to the presentation. Unless special circulation of UM Senate is available (to be announced by the Graduate School), the revision, presentation and result submission of the Project Report should be completed one month before the announced UM Senate meeting date¹ for graduation approval if a student would like to graduate in the concerned academic year. |
| 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 according to the deadlines. Upon collection of the complete set of documents and confirmation of the assessment results, the result for the project report will be updated for the student for further review and confirmation on the graduation honours. |
| Students will be eligible for graduation upon fulfilment of the curriculum and the minimum cumulative GPA requirements. Graduation proposals will be submitted to the Programme Director/Programme Coordinator, the FBA Graduate Studies Committee and the FBA Academic Council for endorsement before submission to the UM Senate via the Graduate School for approval. The Graduate School will send notifications to students for graduation certificate collection (usually in 3 to 4 weeks' time counting from the date of graduation approval). For more details, please contact the Graduate School. |
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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: <u>https://grs.um.edu.mo/index.php/current-students/graduation/workflow-for-issuing-graduation-certificates/</u>

Timeline for Graduation

| | AC | | | | |
|---|--|--|--|---|---|
| SEQUENCE OF UNIVERSITY SENATE MEETING | DEADLINE FOR COMPLETION OF PROJECT REPORT WRITING | DEADLINE FOR FORMATION OF EXAMINATION COMMITTEE FOR PRESENTATION | DEADLINE FOR <u>PROJECT REPORT</u> <u>PRESENTATION</u> | DEADLINE FOR <u>SUBMISSION OF</u> <u>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.**