

Graduation Requirements of FBA PhD Students
Faculty of Business Administration
(Applicable to Students Admitted in/before Academic Year 2022/2023)

Approval Date:	22 March 2024
Effective Date:	22 March 2024

1. Coursework

PhD students are required to complete the requirements on coursework as requested by the Faculty of Business Administration (FBA). Students are required to discuss with their supervisor and submit a Course Enrolment Form to enrol in courses / doctoral thesis at FBA Office. Such students are expected to complete their coursework requirements within their normal period of study and before the qualifying examination.

2. Advisory Committee

The Faculty Graduate Studies Committee (FBAGSC) will administer the appointment of supervisor(s), mentor(s) and the membership of the Advisory Committee of every PhD student. The supervisor may nominate members of advisory committee to FBAGSC for approval. The membership of the Advisory Committee should include the thesis supervisor(s) plus at least one member.

The Advisory Committee is intended to provide additional academic advice to the student during the coursework period, for preparation of the qualifying examination and the thesis proposal. The Committee will also provide advice about the qualifying examination and the thesis proposal, the acceptability of the proposed thesis topic, the appropriateness of the proposed methodology, and the adequacy of the literature search. Upon approval of the student's thesis proposal, the Committee will advise the candidate about the preparation of the thesis and assist the supervisor in monitoring the candidate's progress.

3. Qualifying Examination

The qualifying examination will assess the ability and background of the student for the



enrolled PhD Programme. FBA will define the form and operation procedures of the qualifying examination according to modern needs.

A PhD student must pass the qualifying examination within 2 years after his/her initial registration. Unless special approval of an extension of this period from Vice Rector (Academic Affairs) is granted, a student failing to pass the qualifying examination will be discontinued from the enrolled PhD Programme. An application related to extension beyond the stipulated period to pass the qualifying examination is subject to the consideration of FBAGSC, the endorsement from the Dean of FBA and the approval from the Vice Rector (Academic Affairs).

4. Thesis Proposal Assessment

The thesis proposal assessment will examine the quality of the planned research, ensuring that it meets the standards of the University of Macau.

The thesis proposal assessment may be carried out simultaneously with the qualifying examination or afterwards.

The thesis proposal assessment will include submission of a written proposal from the student and its presentation to an assessment panel. The assessment panel will include a chairperson appointed by the FBAGSC along with the Advisory Committee members. The chairperson should not be a member of the Advisory Committee. A student who fails the thesis proposal assessment the first time may take the assessment again. If the student fails the assessment a second time, his/her study will be discontinued from the enrolled PhD Programme.

A PhD student must achieve PhD candidacy within 3 years after his/her initial registration at the University of Macau by passing the qualifying examination and the thesis proposal assessment.

A student who would like to extend his/her study period to achieve PhD candidacy or pass the thesis proposal assessment should submit the application form with the justified reason(s) endorsed by the supervisor before the end of the study period to the academic unit concerned. The application is subject to the consideration of Faculty/Institute Graduate Studies Committee, the endorsement from the Dean/Director of the academic



unit concerned and the approval from the Vice Rector (Academic Affairs).

5. Progress Report

A semester report from each student is required. The submission periods are May and December of each year. If a student passes the thesis oral defence examination by November in the 1st semester, the report for the 1st semester is not required. If a student passes the thesis oral defence examination by April in the 2nd semester, the report for the 2nd semester is not required.

If a student is graded “Unsatisfactory (Scale 1)” or “Marginally Satisfactory (Scale 2)”, the supervisor / mentor should specify the areas for improvement in the report and discuss with the student the actions to be taken for improvement. In addition, the Graduate School will issue a warning letter to the student and inform the relevant Associate Dean / Deputy Director of the academic unit concerned of the list of students with Scale 1 or Scale 2 for remedial actions.

If a student fails to submit the report without justification within two months after the submission deadline, the student will be graded Scale 1.

If a student has been graded Scale 1 in any two reports, the Graduate School will discontinue the student’s study.

If a student has been graded Scale 1 or Scale 2 in any two reports, the supervisor / mentor may decide to discontinue the student’s study.

Progress report ratings may affect the students’ funding under the UM Talent Programme. For details, please refer to “*Guidelines for the UM Macao PhD Scholarship and the UM PhD Assistantship*” and “*Guidelines for the UM PhD Scholarship and the UM PhD Teaching Research Assistant*”.

If all the ratings graded by the supervisor / mentor trigger the following circumstances, the student can apply for appeal against the rating:

- Discontinuation of study;
- Demotion, termination or suspension of funding support for the recipients under the UM Talent Programme.



For more details, please refer to “*Rules on the Progress Report of the Postgraduate Programmes*”.

6. International Conference Paper Presentation

Before submitting his/her thesis for oral defence, every PhD candidate is required to have at least two different papers accepted by international conferences for presentations, of which at least one paper has been presented by the candidate.

7. Thesis Format, Submission and Publication

Candidates are advised to study thoroughly and follow strictly the Guidelines Governing the Format of Theses of PhD and Other Doctoral Degree Programmes when writing their thesis. Candidates may refer to the Graduate School’s webpage for details of the said Guidelines.

Before a candidate submits a thesis for examination, he/she shall pass one copy of the thesis to the supervisor(s) for assessment. If the supervisor(s) confirm(s) that the thesis is ready for submission, he/she should contact the FBA Office for the requested documents and timeline for thesis oral defence application and graduation.

All theses will be published with the ProQuest UMI Dissertation Publishing. Exceptions would be allowed for special cases with sound justification and proper approval. The University Library will process the thesis publication procedures with the UMI.

8. Formation of Oral Defence Examination Committee

After the candidate has submitted the thesis to the FBA Office, the FBA Academic Council (FBAAC) shall decide whether to submit a proposal for the examination committee to the Rector for approval.

The examination committee shall be composed of the supervisor and at least three examiners, one of whom must be a faculty holding the rank of Associate Professor or above at a non-Macau academic institution. The candidate shall normally be informed of the official composition of the examination committee after the official appointment.



The oral defence examination should take place in accordance with the “*Procedures for Formation of the Oral Defence Examination Committees of PhD and Other Doctoral Degree Programmes*”.

Within 60 days after the announcement of the composition of the examination committee, the examination committee shall declare in writing to accept the thesis or recommend its revision to the candidate with supporting reasons.

9. Oral Defence Examination

The oral defence examination shall be held normally within 60 days after the day on which the thesis is officially accepted by the examination committee for oral defence examination, or the day on which the thesis revision or the declaration waiving the revisions is submitted. The oral defence examination is an open examination. The candidate shall present the thesis and defend it in front of an examination committee.

10. Graduation

Upon successful completion of studies, thesis writing and oral defence and with the approval from the Senate, academic awards are conferred on students at a congregation.

Students eligible for academic awards for that particular year will be notified in writing of the details regarding the congregation, the collection of academic dress, and the award certificate.

The graduation certificate will be issued once only, as there will be no second printing. **Students are therefore strongly advised to ensure the safe-keeping of this important document.**

The University reserves the right to withhold conferment of an award on a student who has outstanding fees owed to the University, or who has otherwise failed to discharge all obligations towards the University

For the latest requirements and rules, please visit the Graduate School for the “*General Rules Governing General Regulations Governing PhD Programmes*”.