



Graduation Requirements of FBA PhD Students
Faculty of Business Administration
(Applicable to Students Admitted in/after Academic Year 2023/2024)

Approved by:	FBAAC
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1. Coursework

PhD students are required to complete the coursework requirements as specified by the Faculty of Business Administration (FBA). They must discuss their course selections with their supervisor and submit a Course Enrolment Form to enroll in courses or the doctoral thesis at the FBA Office. These coursework requirements are expected to be completed within the normal period of study and before the qualifying examination.

2. Advisory Committee

The FBA 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 according to the faculty's instructions and requirements. Unless a special extension is granted by the Dean of FBA / Vice Rector (Academic Affairs), a student failing to pass the qualifying examination will be discontinued from the PhD Programme.

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 involve the 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 retake the assessment. If the student fails the assessment a second time, they will be discontinued from the enrolled PhD Programme.

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

A student who wishes to extend their study period to achieve PhD candidacy or pass the thesis proposal assessment should submit an application form with the justified reason(s) endorsed by the supervisor, before the end of the study period to the FBA Office. The



application is subject to the consideration of FBAGSC, endorsement from the Dean of FBA, and 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 Associate Dean of FBA 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.

If a student has been graded “Excellent (Scale 5)” 5 times or more, they are required to submit their final version of thesis to the FBA Office by the end of the normative study period for oral defence.

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 and Seminar Attendance

Every PhD candidate is required to fulfil the following requirements before submitting his/her thesis for oral defence:

- To have at least two different papers accepted by conferences on the *FBA Conference List for PhD Students* for presentations, of which at least one paper has been presented by the candidate.
 - For conferences outside the list, students are required to seek approval from the related department before submitting their paper to the concerned conference.
- To achieve a minimum attendance of 40 faculty seminars in the discipline-related group. Faculty seminars include the FBA Faculty Seminar Series and the APAEM Seminar Series on Smart Tourism and International Finance, categorized into two groups: Group A and Group B. Group A includes seminars related to accounting, business economics, decision sciences, finance, and information systems. Group B includes seminars related to gaming and hospitality management, tourism, integrated resorts, management and marketing. Only participation in the discipline-related group of seminars will be counted towards attendance.

7. Thesis Format, Submission and Publication

Candidates are advised to thoroughly study and strictly follow the *Guidelines Governing the Format of Theses of PhD and Other Doctoral Degree Programmes* when writing their thesis.



For details, candidates may refer to the Graduate School's webpage.

Before submitting a thesis for examination, candidates must provide a copy to the supervisor(s) for assessment. If the supervisor(s) confirm that the thesis is ready for submission, they should contact the FBA Office for the requested documents and timeline for thesis oral defence application and graduation.

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

8. Formation of Oral Defence Examination Committee

After the candidate has submitted the thesis to the FBA Office, the FBA Academic Council (FBAAC) will 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 member holding the rank of Associate Professor or above at a non-Macau academic institution. The candidate will normally be informed of the 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 committee shall declare in writing whether they accept the thesis or recommend its revision to the candidate, providing supporting reasons.

9. Oral Defence Examination

The oral defence examination shall normally be held 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, where the candidate shall present and defend the thesis 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 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*.