澳 門 大 學
UNIVERSIDADE DE MACAU
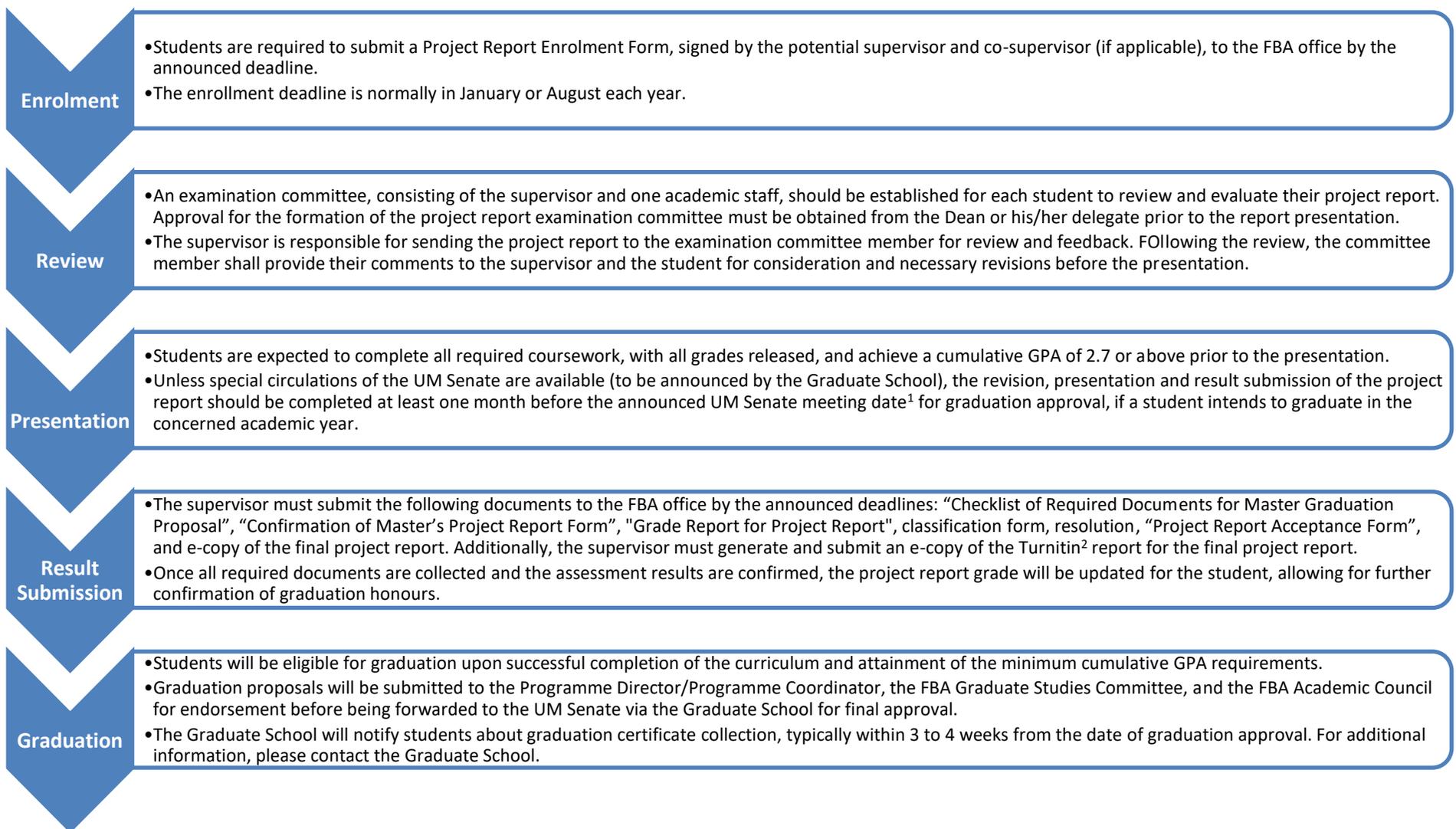### UNIVERSITY OF MACAU

FACULTY OF BUSINESS ADMINISTRATION
NOTES AND WORKFLOW FOR PROJECT REPORT & GRADUATION

Important Notes

1. To enroll in the Project Report, students must submit a Project Report Enrolment Form to the FBA office according to the announced deadline (normally in January or August each year). The form must be signed by the potential supervisor and co-supervisor (if applicable).

2. The Project Report spans two semesters and carries six credits. Tuition fees will be charged at three credits per semester. Students who complete the Project Report in less than two semesters are still required to pay the full six-credit tuition fees. For details on the tuition fee scheme, please visit the following website:
https://grs.um.edu.mo/index.php/current-students/tuition-fee/

3. According to Article 31.1 of Degree No. 11/91/M of 4 February 1991, the maximum study period is 150% of the normative study period of the programme. For working students, the maximum study period is twice the normative study period. Students who fail to complete the programme within the prescribed timeframe will be discontinued.

4. Graduation GPA refers to the final GPA displayed on the academic transcript. For graduation honours, all letter grades obtained in enrolled courses, including the Project Report, will be considered for classification. The award of honours upon graduation is determined based on the cumulative GPA, which encompasses both coursework and Project Report grades, in alignment with the specified honours levels outlined below.

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, signed by the potential supervisor and co-supervisor (if applicable), to the FBA office by the announced deadline.
- The enrollment deadline is normally in January or August each year.

Review
- An examination committee, consisting of the supervisor and one academic staff, should be established for each student to review and evaluate their project report. Approval for the formation of the project report examination committee must be obtained from the Dean or his/her delegate prior to the report presentation.
- The supervisor is responsible for sending the project report to the examination committee member for review and feedback. FOllowing the review, the committee member shall provide their comments to the supervisor and the student for consideration and necessary revisions before the presentation.

Presentation
- Students are expected to complete all required coursework, with all grades released, and achieve a cumulative GPA of 2.7 or above prior to the presentation.
- Unless special circulations of the UM Senate are available (to be announced by the Graduate School), the revision, presentation and result submission of the project report should be completed at least one month before the announced UM Senate meeting date[1] for graduation approval, if a student intends to graduate in the concerned academic year.

Result Submission
- The supervisor must submit the following documents to the FBA office by the announced deadlines: "Checklist of Required Documents for Master Graduation Proposal", "Confirmation of Master's Project Report Form", "Grade Report for Project Report", classification form, resolution, "Project Report Acceptance Form", and e-copy of the final project report. Additionally, the supervisor must generate and submit an e-copy of the Turnitin[2] report for the final project report.
- Once all required documents are collected and the assessment results are confirmed, the project report grade will be updated for the student, allowing for further confirmation of graduation honours.

Graduation
- Students will be eligible for graduation upon successful completion of the curriculum and attainment of 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 being forwarded to the UM Senate via the Graduate School for final approval.
- The Graduate School will notify students about graduation certificate collection, typically within 3 to 4 weeks from the date of graduation approval. For additional information, please contact the Graduate School.

All information listed above is subject to change in accordance with the University's rules, regulations and procedures. Students and the examination committee are advised to consult the FBA office in advance to ensure they are informed of the latest procedures and deadlines.

[1] Please refer to the following link for the UM Senate meeting schedules: https://grs.um.edu.mo/index.php/current-students/graduation/workflow-for-issuing-graduation-certificates/
[2] Supervisors can also generate the Turnitin report through the UM Moodle in addition to using Turnitin directly. The work can be completed using the Turnitin function within the familiar UM Moodle environment. For further details, please visit: https://faq.icto.um.edu.mo/how-to-create-turnitin-assignment-in-ummoodle/

Timeline for Graduation

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

Remark:

The above timeline is a suggested guideline, and the actual deadlines may vary depending on the announced Senate meeting dates and submission deadlines for each academic year. ***Students are strongly advised to consult the FBA Office in advance to confirm the latest timeline and procedures.***