

University of Macau

Faculty of Science and Technology

General workflow of Internship and Report preparation and oral report presentation for Master programmes
(Effective from Academic year 2023/2024)

Progress	Action by	Required document(s)	Remark
Call for course enrollment	Departmental Internship Committee, Student and internship company	<p>Department Office will call for enrollment in Internship and report in designed period</p> <p>Submit to <u>Department Office and seek for approval from Department</u>:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Internship and report application form <input type="checkbox"/> Information of site supervisor <input type="checkbox"/> Brief introduction of project (Self-initiated) <input type="checkbox"/> Information of organization <input type="checkbox"/> Seek consent from Internship company 	
		<p>Application will be reviewed by Department and Departmental Internship Committee</p> <p>If application is accepted, documents to be submitted to <u>FST General Office by student</u>:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The add/drop form with academic supervisor's signature, the request should be reviewed and approved by Department Office 	The General Office will send an email to inform of the designated period for submission
Report preparation	Student and Academic supervisor	<p>Confirm with the academic supervisor(s):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Report title <input type="checkbox"/> One-page research summary 	
		<p>Submit to your supervisor(s):</p> <ul style="list-style-type: none"> <input type="checkbox"/> The draft of Internship Report 	
Formation of the examination committee	Student, Academic supervisor and Site supervisor	<ul style="list-style-type: none"> <input type="checkbox"/> Confirm internship hours between 600-720 hours and all coursework are completed with GPA of 2.7 before the formation of the exam committee <p>Student submit to the academic supervisor(s):</p> <ul style="list-style-type: none"> <input type="checkbox"/> E-copy of the final report <input type="checkbox"/> E-copy of the Turnitin Report 	For oral defense arrange, please refer to notice from department for further instruction
		<p>If the submitted report is acceptable, the academic supervisor(s) will submit:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Nomination form for examination committee, to seek endorsement from Department head 	

Oral report Presentation (20-30 minutes presentation time, and followed by 10-20 minutes questioning time)			
Resolution	Student and the examination committee	<p>a) Pass(P) with no revision: Student no action is needed</p> <p>b) Pass(P) with minor revision: Student should complete the revision within 3 months from the date of report presentation or within his/her maximum period of studies, whichever is earlier.</p> <p>c) Conditional pass (CP): Student has to significantly revise the report and take the report presentation again within his/her maximum period of studies</p> <p>d) Fail (NP): Student has to be discontinued from the enrolled programme</p> <p>After the receipt of the final revision (if any), the academic supervisor will submit:</p> <p><input type="checkbox"/> The final resolution</p>	
Wait for approval of FSTAC and UM senate			
Submission of required forms	Student	<p>Submit to FST General Office:</p> <p><input type="checkbox"/> One copy of report in hardcover binding with signature of student, academic supervisor</p> <p><input type="checkbox"/> Library thesis submission form</p> <p><input type="checkbox"/> Thesis declaration statement (GRS/form/032)</p> <p><input type="checkbox"/> Confirmation of Master thesis (GRS/form/033)</p> <p>After confirmation from General Office, submit to Department Office:</p> <p><input type="checkbox"/> That one copy of report in hardcover binding with signature of student and academic supervisor</p>	
The Graduate School will notify student to collect the graduation certificate by emails/SMS			Normally takes 3-4 weeks after Senate's approval, subject to actual situation

Important notes:

- All information listed above is subject to changes according to the University's rules, regulations and procedures. **Students and the examination committee are recommended to always check with the Department Office or General Office for the latest procedures and deadlines in advance. Students are also encouraged to keep their mailbox active and keep checking email regularly.**
- The dates mentioned above are for reference only. Supervisors and students may make amendments when deemed necessary.

- Should student have any questions, please feel free to contact fstmasterreport@um.edu.mo.
- The meeting schedule of University Senate in Academic year 2023/2024 can be found via: <https://grs.um.edu.mo/index.php/current-students/graduation/workflow-for-issuing-graduation-certificates/>.
- Student may refer to below timeline for easy reference:



[Prepared by FST General Office, updated on 05 October, 2023]

University of Macau

Faculty of Science and Technology

General workflow of Project Report preparation and oral report presentation for Master programmes
(Effective from Academic year 2023/2024)

Progress	Action by	Required document(s)	Remark
Open for Enrolment application	Student	Submit to <u>FST General Office</u> : <input type="checkbox"/> The add/drop form with academic supervisor's signature, the request should be reviewed and approved by Department Office	The General Office will send an email to inform of the designated period for submission
Report preparation	Student and academic thesis	Confirm with the academic supervisor(s): <input type="checkbox"/> Report title <input type="checkbox"/> One-page research summary	
		Submit to your academic supervisor(s): <input type="checkbox"/> The draft of Project Report	
Formation of the examination committee	Student and Academic supervisor	<input type="checkbox"/> Confirm all coursework are completed with GPA of 2.7 before the formation of the exam committee	For oral defense arrange, please refer to notice from department for further instruction
		Student submit to the supervisor(s): <input type="checkbox"/> E-copy of the final project report <input type="checkbox"/> E-copy of the Turnitin Report	
If the submitted report is acceptable, the academic supervisor(s) will submit: <input type="checkbox"/> Nomination form for examination committee with endorsement from Department head			
Oral report Presentation (20-30 minutes presentation time and followed by 10-20 minutes of questioning time)			
Resolution	Student, and the examination committee	a) Pass(P) with no revision: Student no action is needed b) Pass(P) with minor revision: Student should complete the revision within 3 months from the date of report presentation or within his/her maximum period of studies, whichever is earlier. c) Conditional pass (CP): Student has to significantly revise the report and take the report presentation again within his/her maximum period of studies	

		<p>d) Fail (NP): Student has to be discontinued from the enrolled programme</p> <p>After the receipt of the final revision (if any), the academic supervisor(s) will submit:</p> <p><input type="checkbox"/> The final resolution</p>	
Wait for approval of FSTAC and UM senate			
Submission of required forms	Student	<p>Submit to <u>FST General Office</u>:</p> <p><input type="checkbox"/> One copy of report in hardcover binding with signature of student and academic supervisor</p> <p><input type="checkbox"/> Library thesis submission form</p> <p><input type="checkbox"/> Thesis declaration statement (GRS/form/032)</p> <p><input type="checkbox"/> Confirmation of Master thesis (GRS/form/033)</p> <p>After confirmation from General Office, submit to Department Office:</p> <p><input type="checkbox"/> That one copy of report in hardcover binding with signature of student and academic supervisor</p>	
The Graduate School will notify student to collect the graduation certificate by emails/ SMS			Normally takes 3-4 weeks after Senate's approval, subject to actual situation

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[Prepared by FST General Office, updated on 05 October, 2023]



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

Faculty of Science and Technology
Master's Degree Programme
Application Form for Transfer of Programme / Change of Mode of Study

Application Form for Transfer of Master's Degree Programme / Change of Mode of Study

Name of student : _____ Student no.: M - - -

Email : _____ Phone no.: _____

Year of Study: _____

Effective from: _____ Academic Year / _____, Semester

Transfer of Programme and Change of Mode of Study:

- From Master of Science in Civil Engineering (Structural and Geotechnical Engineering) to Master of Science in Civil Engineering
- From Master of Science in Civil Engineering (Hydraulics and Environmental Engineering) to Master of Science in Civil Engineering
- From Master of Science in E-Commerce Technology to Master of Science in Financial Technology

Change of Mode of Study:

- Master of Science in Electromechanical Engineering
- Master of Science in Mathematics

Do you finish your thesis registration? Yes (Please also ask your supervisor to sign this form)
 No

For Mathematics students, please indicate the current mode of thesis: Academic Thesis
 Applied Thesis

Apply to change Mode of Study to: Project Report
 Internship and Report (Only applicable to Civil Engineering / Electromechanical Engineering/ Financial Technology students)

Notes to students:

1. Students should fulfill the course requirement according to the study plan of the transferred programme and obtain minimum overall result in course work at B- or GPA2.7 for graduation.
2. For Civil Engineering Students, the programme name will become "Master of Science in Civil Engineering" after the transfer of programme.
3. For Students from old Master of Science in Mathematics programme who wish to change from Applied Thesis to Project Report, the students in this category should fulfill 27 credits of course work in the original study plan and obtain a cumulative GPA of 2.7 or above in the course work.
4. The normal study period for the new programmes is 2 years. The maximum study period is counted from the date of initial registration and will not be extended due to transfer of programme and/or change of mode of study.
5. For the criteria of transfer from in MSc. in E-Commerce Technology to MSc. in Financial Technology, applicants should consult with their own Department.

Signature of Student: _____ Date: _____

Endorsed by Current Thesis Supervisor (if applicable)	Endorsed by Department Head	Approved by Dean
_____ Signature	_____ Signature	_____ Signature
Print Name: _____ Date : / /	Print Name: _____ Date : / /	Print Name: _____ Date : / /

FOR GRADUATE SCHOOL USE ONLY

Checked by: _____ Date: _____