

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 acceptance 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 	The General Office will send an email to inform of the designated period for submission
		<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</u> by student:</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 	
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 <input type="checkbox"/> Registration Form for Master Title & Report Proposal to seek Department Head endorsement 	
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 to FST General Office</p>	
Wait for approval of FSTAC and UM senate			
Submission of required forms	Student and Academic Supervisor	<p>Supervisor <u>submits</u> to <u>ECE Share-Drive</u>:</p> <p><input type="checkbox"/> One copy of report in e-copy 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>	
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 and ECE General Office, updated on 03 May, 2024]