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 FST General Office: ☐ 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): ☐ Report title ☐ One-page research summary Submit to your academic supervisor(s): ☐ The draft of Project Report ☐ Registration Form for Master Title & Report Proposal to seek Department head endorsement	
Formation of the examination committee	Student and Academic supervisor	☐ Confirm all coursework are completed with GPA of 2.7 before the formation of the exam committee Student submit to the supervisor(s): ☐ E-copy of the final project report ☐ E-copy of the Turnitin Report If the submitted report is acceptable, the academic supervisor(s) will submit: ☐ Nomination form for examination committee with endorsement from Department head	For oral defense arrange, please refer to notice from department for further instruction
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	

		d) Fail (NP): Student has to be discontinued from the enrolled programme After the receipt of the final revision (if any), the academic supervisor(s) will submit: ☐ The final resolution to FST General Office	
Wait for approval of FSTAC and UM senate			
Submission of required forms	Academic Supervisor and Student	Supervisor submits to ECE Share-Drive: ☐ One copy of report in e-copy with signature of student and academic supervisor ☐ Library thesis submission form ☐ Thesis declaration statement (GRS/form/032) ☐ Confirmation of Master thesis (GRS/form/033)	
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 question, 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:

Enrollment → Report Preparation → Report Registration → Completion of report writing → Formation of examination committee → Oral report presentation → Submission of report → Graduation

[Prepared by FST and ECE Office, updated on 03 May, 2024]