

Frequently Asked Questions (FAQs)

Admission

Q: What are the admission requirements, particularly regarding English proficiency?

A: Please refer to the [Graduate School's website](#) for more details.

Q: Will there be an interview process for selecting candidates for admission to the master's programme?

A: The interview process for master's programme admissions may vary depending on the programme applied. You will receive an email notification if an admission interview is required.

Course and Thesis / Project Report Enrollment

Course enrollment

Q: What should I do if I would like to apply for course add/drop?

A: You may add/drop courses (excluding Applied Thesis / Academic Thesis / Project Report / Internship and Report) during the add/drop period either online through the SI Web or by filling in the add/drop paper form. The online add/drop available for a designed period (same process as online enrolment), after which students must download an add/drop form from SI Web, complete and submit the form to FST General Office (E11-4040) before the end of add/drop period.

Q: Can I enroll in a course that is not included in my study plan?

A: Indeed, you can enroll in a course that is not included in your study plan, but it is important to note that the credits from this course will not contribute towards your graduation requirements. If the course you wish to enroll in is provided by another faculty or unit, please seek their approval before proceeding.

Course withdrawal

Q: What should I do if I want to withdraw from the course during the semester?

A: If you wish to withdraw the course after add/drop period, you should fill out the form of [Withdrawal from Individual Courses \(GRS/Form/051\)](#) and submit it to the Graduate School at least 5 working days before the final examination. A "W" grade will be given to the withdrawn course and the tuition fee for the withdrawn course will not be refunded.

Course retake

Q: What should I do if I need to retake a course?

A: You are required to fill in the [Course Retake Form \(GRS/Form/008\)](#) and submit it to the FST General Office (E11-4040) at least one month before the semester begins.

Please note that only the course grade for the latest attempt will appear on the transcript and will be included in the calculation of the GPA. Tuition fee has to be paid for retaking any course. Please refer to the [Finance Office website](#) for the details.

Enrollment of Applied Thesis/Academic Thesis /Project Report

Q: When and how should I identify a supervisor for my thesis/report?

A: All students are required to identify a supervisor before the end of their first year of study. Students can only identify a main supervisor within their own department (except Department of CEE and Department of OST).

Q: What should I do if I am not able to find a supervisor by the end of my first year of study?

A: The Programme Coordinator will be assigned as mentor (in most cases). In such cases, students are required to consult with the Programme Coordinator for guidance on their academic progression. The Programme Coordinator will be responsible for evaluating the student's progress report until a supervisor is formally appointed. If you are not able to identify a supervisor, you are not allowed to enroll in an Applied Thesis/ Academic Thesis/ Project Report, and you may need to consider applying for a deferment of your studies.

Q: What is the difference between the role of mentor and supervisor?

A: Mentor will be assigned to the student before the student can identify the supervisor. Mentor will be responsible for providing consultation and guidance on student's academic progression and evaluating the student's progress report until a supervisor is formally appointed. Once the supervisor is appointed, the mentor is not required. The supervisor has the primary responsibility for directing and advising a student during his/her supervision period and evaluating the progress report of the student required by the Rules on the Progress Report of the Postgraduate Programmes.

Q: What should I do if I would like to change my thesis/report supervisor?

A: Once a supervisor is appointed and confirmed, students are not encouraged to change the supervisor. A change may only be considered on substantial grounds, such as a shift in research focus. If there are any changes regarding the current supervision, please download and fill out a form for [Change of the Supervisor\(s\) \(GRS / Form / 053\)](#) and obtain signature of both CURRENT and NEW supervisor (e-signature is not accepted), then submit the original form to FST General Office (E11-4040) for approval. Once the request of changing supervisor is approved, student will receive an email notification.

Please note that a change in supervision status from "Mentor" to "Supervisor" is not considered a change of supervisor, student does not need to submit a request. Once a supervisor is formally appointed, please notify the FST General Office.

Q: When should I enroll in Applied Thesis/Academic Thesis/Project Report?

A: Students are highly recommended to follow their study plan for course enrollment. Students are encouraged to enroll in Academic Thesis or Applied Thesis during their second or third year of study, while they should enroll in Project Report during their second year of study.

Q: How to enroll in an Applied Thesis/Academic Thesis /Project Report?

A: The enrollment will be completed by FST General Office based on the previously provided supervisor information before the end of add/drop period in the first semester of Year 2.

For students who has not identified a supervisor by the end of Year 1, an email reminder will be sent to their UM email accounts regarding the submission of add/drop form one week before the semester starts. The add/drop form can be downloaded from SI Web within the designed period. Students are required to complete the form and obtain the supervisor's signature for confirmation (e-signature is not accepted). The completed and signed add/drop form must be submitted to FST General Office (E11-4040) before the end of add/drop period for further handling.

Q: What should I do if I want to enroll in Internship and Report?

A: The Internship and Report option is only available for those whose programme's study plan includes it. For detailed arrangement and application, please contact the offering department.

Progress Report

Q: When should I complete the progress report and who will be the evaluator?

A: All master's students are required to complete an annual progress report and be evaluated by their supervisors (or mentors) according to the designated deadline. For students within normative study period, the progress report has to be submitted on/before the last day of May each year and the evaluator (Supervisor or Mentor) must complete the evaluation by the last day of June each year. For students beyond the normative study period, the progress report has to be submitted on/before the last day of May and December each year and the evaluator (Supervisor or Mentor) must complete the evaluation by the last day of June and January each year.

Thesis Registration

Q: What should I do if I would like to register my thesis?

A: Only students whose study plan includes Applied/ Academic Thesis are required to submit a registration. Students must prepare a [Registration Form \(GRS/Form/009\)](#) together with your thesis proposal signed by your supervisor should be submitted to FST General Office (E11-4040).

Q: What is the requirement for thesis proposal?

A: Thesis proposal should be made according to the requirements of the studied programmes. Signature from your supervisor is needed on the first page of your thesis proposal.

The thesis proposal should include the followings (but not limited to):

- Cover Page including the information of Faculty, Department, Programme, Thesis Title, Student's name, Student's number and Supervisor's name
- Background
- Methodology
- Research Plan
- Signature of student and supervisor for declaration and endorsement

Q: What is the deadline for submission of thesis registration?

A: There is no rigid timeline for submitting a thesis registration. However, it must be submitted and approved before the submission of oral defense application.

Oral Defense / Oral Presentation Application

Q: What should I do if I would like to apply for oral defense/presentation?

A: Students are required to complete all the coursework and all grades must have been released with a minimum GPA of 2.70 before the formation of examination committee. Please check with your supervisor to determine if your thesis/report is ready for oral defense/presentation. Students are advised to submit a digital copy of your thesis to your supervisor for the sake of plagiarism checking. Once the thesis/report is accepted, supervisor has to complete and submit the Formation of Examination Committee form to FST General Office.

Q: How long does it take for the formation of examination committee to be approved?

A: The nomination of examination committee has to be submitted by the supervisor, and it takes around 6 weeks to go through the required procedures for getting the approval for thesis, and around 1 week for report. Therefore, it is suggested to submit the nomination at least one and a half month before the proposed date of oral defense/presentation.

Q: What should I do if my cumulative GPA is lower than 2.7?

A: You may enroll in one or more elective course(s) that you have not previously taken in order to improve your GPA.

Oral defense/ presentation arrangement

Q: How can I find out when my oral defense/presentation is scheduled?

A: The oral defense/presentation can only take place after the nomination of the Examination Committee has been approved. A confirmation email would be sent to supervisor and student(s) once the formation of examination of committee is approved. You are encouraged to communicate with your supervisor regarding the schedule of the oral defense/presentation. It is recommended to schedule the oral defense at least two weeks before the expected Senate meeting. You may visit the [Graduate School webpage](#) for more details concerning the UM Senate meeting date.

Thesis/Report submission

Q: What should I do after my oral defense/presentation?

A: After the oral presentation, it will go through the “Graduation” process if the student obtains the classification of “Pass with no revision” or “Pass with minor revisions” for the oral presentation. If you obtain the classification of “Pass with minor revisions”, revision of your thesis/report has to be confirmed and accepted by your supervisor or the appointed member of the examination committee. Afterwards, please submit the Resolution Form to FST General Office and the final version of your Thesis/Report to FST General Office/Departmental Office at least two weeks before the date of targeted Senate Meeting.

Final thesis submission for students who complete *Applied Thesis/Academic Thesis*:

1. Update upload the PDF of your thesis to [UM library Electronic Theses and Dissertations Services \(ETDS\)](#)
2. Submit the following items to FST General Office (E11-4040) for verification
 - a. Two copies of thesis in hardcover binding signed by both student and supervisor
 - b. Library thesis submission form which can be downloaded from the ETDS system
 - c. [Thesis declaration statement \(GRS/Form/032\)](#)
 - d. [Confirmation of Master Thesis \(GRS/Form/033\)](#)
3. After verified by FST General Office, please submit the below document to Library G/F Circulation counter in person:
 - a. Library thesis submission form
 - b. Two hard copies of thesis

Final report submission for students who complete *Project Report/ Internship and Report*, please contact respective Department for specific requirements and procedures.

Q: Should I print the thesis single-sided or double-sided?

A: Both single-sided or double-sided printing is acceptable for thesis hard copies.

Q: When can I get my graduation certificate?

A: All necessary documents are required to submit to FST General Office at least two weeks before the date of targeted Senate Meeting. Late submission will not be guaranteed or entertained and will be pended for the next Senate Meeting. Graduation process will not be initiated unless all the required documents are submitted. Once your graduation qualification has been approved in the Senate Meeting, the issue of graduation certificate normally takes 3-4 weeks after Senate approval. However, this timeframe is subject to actual circumstances. If you have any questions regarding the duration of issuing graduation certificate or the collection process, please contact the Graduate School directly at gradschool@um.edu.mo.

Q: Is there a document available that certifies my completion of all requirements and shows that I will graduate soon?

A: A testimonial can certify your completion of all requirements and will graduate soon. After your graduation document has been submitted to the Graduate School, you may proceed to apply through the [Application of Official Document](#) system for a testimonial.

Extension of study period

Q: I know my normative study period is 2 or 3 years, what should I do if I want to extend the study period?

A: You are not required to apply for an extension of your study period. However, it is important for you to complete your study before your maximum study period, which can be checked on SI Web. The maximum period of studies will be 150% of the normative period of the programme. For working students, it will be two times the normative period of studies. Less than 1 academic year will be counted towards 1 academic year. Students who cannot complete the programme within the periods above will be required to discontinue their studies.

Deferment of study or Withdrawal from the University

Q: What should I do if I want to apply for deferment of my study or withdrawal from the University?

A: Student should submit an online application of deferment of study or withdrawal from the University to the Graduate School through the [UM Portal](#) concerning “Check-out progress”.

Students can apply for deferment of study for not more than 2 semesters at one time. If students wish to prolong their deferment period, they should submit another application before class commencement of the next semester after they have reached the previously approved deferment period (normally four weeks prior to the end of the previously approved deferment period). The total approved period of deferment of study cannot accumulate to more than 6 semesters. The University does not guarantee such students that the degree programme/courses will remain constant after they return to the University.

The total duration for deferment of study should not exceed six semesters altogether, and the inactive period should not exceed two semesters independently.

Students who withdraw from the University and later wish to return must apply for re-admission of study. Re-admission of study is not granted automatically and is with lower priority than resumption of study during application consideration subject to quota availability.