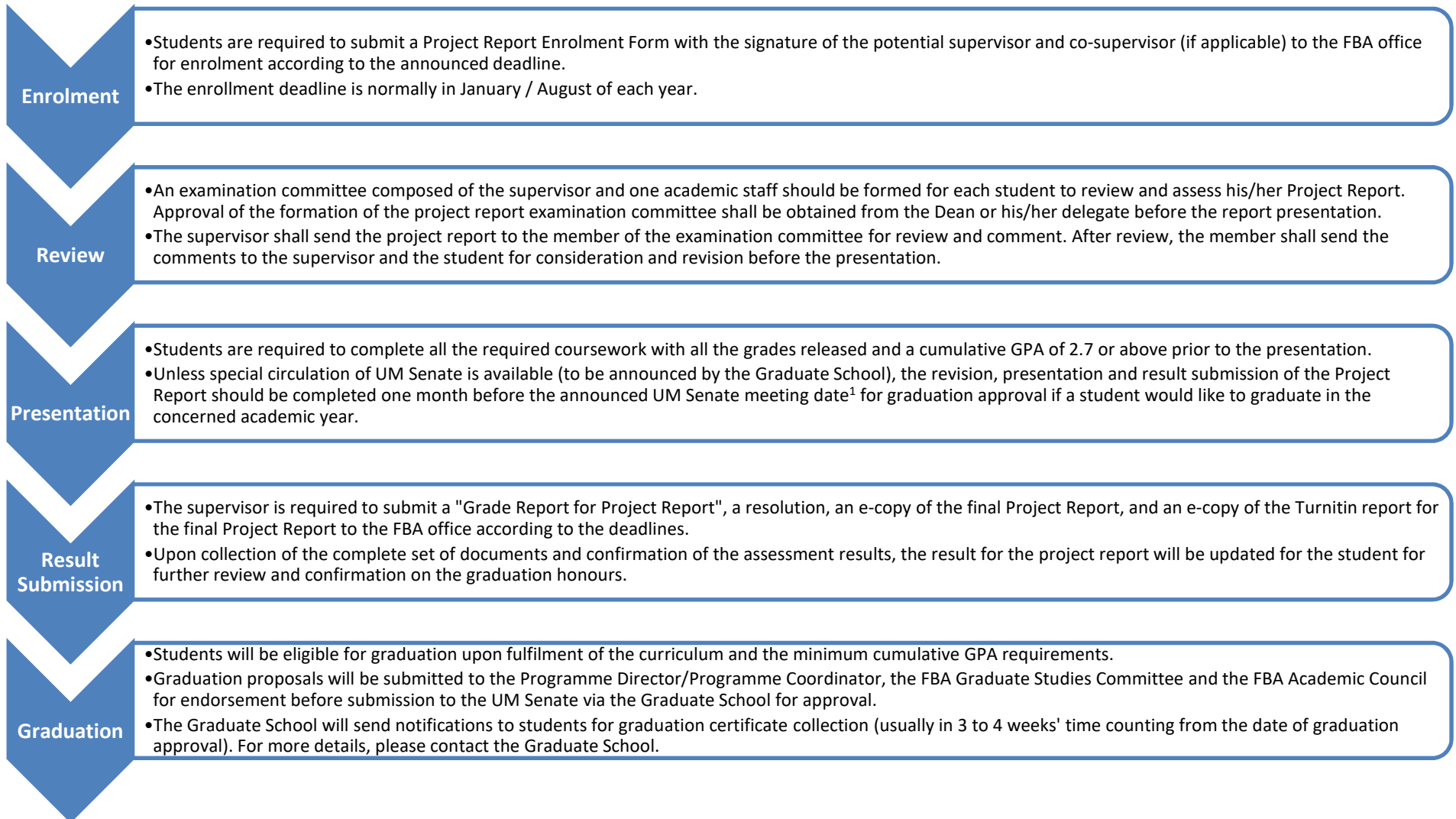**UNIVERSIDADE DE MACAU**
UNIVERSITY OF MACAU

FACULTY OF BUSINESS ADMINISTRATION

NOTES AND WORKFLOW FOR PROJECT REPORT & GRADUATION

Important Notes

1. Students admitted in the academic year 2019/2020 or thereafter are required to enroll in the Project Report for graduation. Students admitted in previous academic years should check with the FBA office regarding eligibility to enroll in the Project Report.

2. To enroll in the Project Report, students are required to submit a Project Report Enrolment Form to the FBA office according to the announced deadline (normally in January or August of each year). The potential supervisor and co-supervisor (if applicable) are required to sign on the Project Report Enrolment Form.

3. The Project Report spans 2 semesters and carries 6 credits, and tuition fees will be charged at 3 credits per semester. Students who complete the Project Report in less than 2 semesters will still have to settle the 6-credit tuition fees in full. Please refer to the following website for the tuition fee scheme:
https://grs.um.edu.mo/index.php/current-students/tuition-fee/

4. According to Article 31.1 of Degree No. 11/91/M of 4 February 1991, the maximum period of study will be 150% of the normal period of the programme. For working students, it will be two times the normal period of study. Students who cannot complete the programme within the prescribed periods will be discontinued.

5. Similar to the Thesis, Project Report is counted as a course of the programme, and student honours upon graduation are awarded according to the final cumulative GPA with consideration of the result for the Project Report. The current honours mapping scheme is as follows:

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 with the signature of the potential supervisor and co-supervisor (if applicable) to the FBA office for enrolment according to the announced deadline.
- The enrollment deadline is normally in January / August of each year.

Review
- An examination committee composed of the supervisor and one academic staff should be formed for each student to review and assess his/her Project Report. Approval of the formation of the project report examination committee shall be obtained from the Dean or his/her delegate before the report presentation.
- The supervisor shall send the project report to the member of the examination committee for review and comment. After review, the member shall send the comments to the supervisor and the student for consideration and revision before the presentation.

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

Result Submission
- The supervisor is required to submit a "Grade Report for Project Report", a resolution, an e-copy of the final Project Report, and an e-copy of the Turnitin report for the final Project Report to the FBA office according to the deadlines.
- Upon collection of the complete set of documents and confirmation of the assessment results, the result for the project report will be updated for the student for further review and confirmation on the graduation honours.

Graduation
- Students will be eligible for graduation upon fulfilment of the curriculum and 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 submission to the UM Senate via the Graduate School for approval.
- The Graduate School will send notifications to students for graduation certificate collection (usually in 3 to 4 weeks' time counting from the date of graduation approval). For more details, please contact the Graduate School.

All information listed above is subject to changes according to the University rules, regulations and procedures. Students and the examination committee are recommended to always check with the FBA office for the latest procedures and deadlines in advance.

[1] Please refer to the following link for the meeting schedules of the UM Senate: https://grs.um.edu.mo/index.php/current-students/graduation/workflow-for-issuing-graduation-certificates/

MSc in Finance & MSc in Data Science (Financial Technology)
Project Report Presentation Schedules 2023/2024
(Only applicable to 2022 intake and before)

Procedures	Target graduation period	
	1st semester	2nd semester
1. Application for project report presentation	Mid Nov	Mid Apr
2. Proposed report presentation schedules	**2023: 4 – 6 Dec**	**2024: 6 –8 May**
3. Submission of final project report, Turnitin report and required documents for graduation proposal	Mid Dec	Mid May
4. Senate Meeting	January	June

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MSc in Finance & MSc in Data Science (Financial Technology)
Tentative Project Report Presentation Schedules 2024/2025

Procedures	Target graduation period	
	1st semester	2nd semester
1. Application for project report presentation	Mid Nov	Mid Apr
2. Proposed report presentation schedules	**2024: 2 – 4 Dec**	**2025: 5 –7May**
3. Submission of final project report, Turnitin report and required documents for graduation proposal	Mid Dec	Mid May
4. Senate Meeting	January	June

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Important Notes:

a. Students can only apply for project report presentation after coursework completion and obtain a minimum overall result of Grade B- (GPA 2.7).

b. 2023 intake students who would like to graduate within normative study period are suggested to complete all required course work in the 1st year of study and perform project report enrolment in August 2024.

c. Normally, call for project report presentation will be announced via email around two weeks before the application deadline. Student should seek his/her supervisor's endorsement before application. Any late application will not be entertained.

d. The examination committee of project report is composed of your supervisor and one examiner. The examiner shall be assigned by respective Programme Coordinator.

e. Confirmed presentation date and time will be released around one week prior to the presentation. Student will be notified on the submission deadline of final project report, Turnitin report and other required documents for graduation proposal upon presentation completion.

f. After your graduation proposal has been approved by the Senate, normally it takes 3 to 4 weeks for processing your graduation certificate. You may refer to Graduate School website for detailed Workflow for Issuing Graduation Certificates: https://grs.um.edu.mo/index.php/current-students/graduation/workflow-for-issuing-graduation-certificates/