

The University of Macau
Rules on the Progress Report of the Postgraduate Programmes

Document code:	GRS.04/201906/250.r02
Approval date:	14/8/2023
Effective date:	17/8/2023
Supersedes:	GRS.04/201906/250.r01

Page 1 of 3

Keywords: progress report, PhD, Other Doctoral Degree, Master

1. These rules are applicable to all students, supervisors and mentors of postgraduate programmes except postgraduate certificate / diploma programmes.

2. The progress report (hereinafter referred to as ‘report’) of students in Master’s degree programmes
 - 2.1 An annual report for each academic year is required. Beyond the normative study period, report of each semester is required. The submission periods are May and December of each year.
 - 2.2 If a student passes the thesis oral defence examination or report presentation by April or November, he/she does not need to submit the report in May or December for that academic year / semester.
 - 2.3 It is the duty of supervisors / mentors to review the progress of their students and submit the evaluation timely. The evaluation submission periods for supervisors / mentors are January and June of each year. If a supervisor / mentor fails to submit the evaluation without justification, the Graduate School will report the case to the Dean / Director of the academic unit concerned and the Vice Rector (Academic Affairs).

3. The progress report of students in PhD and other doctoral degree programmes
 - 3.1. A semester report from each student is required. The submission periods are May and December of each year.
 - 3.2. If a student passes the thesis oral defence examination by November in the 1st semester, the report for the 1st semester is not required. If a student passes the thesis oral defence examination by April in the 2nd semester, the report for the 2nd semester is not required.
 - 3.3. If a student is graded “Unsatisfactory (Scale 1)” or “Marginally Satisfactory (Scale 2)”, the supervisor / mentor should specify the areas for improvement in the report and discuss with the student the actions to be taken for improvement. In addition,

The University of Macau
Rules on the Progress Report of the Postgraduate Programmes

Document code:	GRS.04/201906/250.r02
Approval date:	14/8/2023
Effective date:	17/8/2023
Supersedes:	GRS.04/201906/250.r01

Page 2 of 3

the Graduate School will issue a warning letter to the student and inform the relevant Associate Dean / Deputy Director of the academic unit concerned of the list of students with Scale 1 or Scale 2 for remedial actions.

- 3.4. If a student fails to submit the report without justification within two months after the submission deadline, the student will be graded Scale 1.
- 3.5. If a student has been graded Scale 1 in any two reports, the Graduate School will discontinue the student's study.
- 3.6. If a student has been graded Scale 1 or Scale 2 in any two reports, the supervisor / mentor may decide to discontinue the student's study.
- 3.7. Progress report ratings may affect the students' funding under the UM Talent Programme¹. For details, please refer to "*Guidelines for the UM Macao PhD Scholarship and the UM PhD Assistantship*" and "*Guidelines for the UM PhD Scholarship and the UM PhD Teaching Research Assistant*".
- 3.8. If all the ratings graded by the supervisor / mentor trigger the following circumstances, the student can apply for appeal against the rating:
 - 3.8.1. Discontinuation of study;
 - 3.8.2. Demotion, termination or suspension of funding support for the recipients under the UM Talent Programme.
- 3.9. An appeal should be submitted to the academic unit concerned in writing stating the grounds and presenting relevant evidence within the first 10 calendar days in February for the 1st semester and July for the 2nd semester. The appeal will be reviewed by the unit-level ad-hoc committee which is administered by the academic unit concerned. This Committee is composed of:
 - 3.9.1 Dean / Director of the academic unit concerned or his / her delegate; and
 - 3.9.2 At least two academic staff members other than the supervisor(s), to be appointed by the Dean / Director or his / her delegate, in which at least one should be the Advisory Committee member of the student.

¹ UM Talent Programme includes the UM Macao PhD Scholarship (*MPDS*), the UM PhD Assistantship, the UM PhD Scholarship (*UMPS*) and the UM PhD Teaching Research Assistant (*UMTRA*).

The University of Macau
Rules on the Progress Report of the Postgraduate Programmes

Document code:	GRS.04/201906/250.r02
Approval date:	14/8/2023
Effective date:	17/8/2023
Supersedes:	GRS.04/201906/250.r01

Page 3 of 3

The decision made by the Committee should be submitted to the Graduate School within two weeks after receiving the appeal. The entire process takes one month from the appeal date, but in exceptional cases, it may be extended up to a maximum of two months.

3.10. It is the duty of the supervisors / mentors to review the progress of their students and submit the evaluation timely. The evaluation submission periods for supervisors / mentors are January and June of each year. If a supervisor / mentor fails to submit the evaluation without justification, the Graduate School will report the case to the Dean / Director of the academic unit concerned and the Vice Rector (Academic Affairs). This may affect the future PhD admission quota.

3.11. In any of the following circumstances:

3.11.1 If a student is graded “Excellent (Scale 5)” 5 times or more by the same supervisor/mentor within the normative study period but cannot submit the final version of the thesis to the General Office of the academic unit concerned by the end of the normative study period;

3.11.2 If a student cannot submit the final version of the thesis to the General Office of the academic unit concerned by the end of the maximum study period;

3.11.3 If a supervisor / mentor fails to submit the report within 1 month after the submission deadline;

one admission quota of PhD students under the UM Talent Programme will be deducted for 4 academic years for each report. Clause 3.11.1 and Clause 3.11.2 are applicable to students admitted in or after academic year 2019/2020. In addition, if Clause 3.11.3 occurs, the supervisor / mentor concerned cannot recruit any PhD student in the next academic year.

4. All exceptional cases are subject to the approval of the Vice Rector (Academic Affairs).