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Rules on the Progress Report of the Postgraduates of the University of Macau

1. These rules are applicable to all PhD and master students of the university.
2. The progress report (hereinafter referred to as ‘report’) of master students
 - 2.1 An annual report for each academic year is required of each master student. However, for students of the Faculty of Science and Technology (except those of the Master of Science in Mathematics) who have not been able to graduate within three academic years, or within two for those of the Master of Science in Mathematics and those of other faculties, a semester report will be needed instead after the third and second years respectively. The submission periods for master students are May and December each year.
 - 2.2 Where students have finished the oral defence of their dissertations before May or December, their reports for that academic year/semester will not be needed.
 - 2.3 It is the duty of supervisors/mentors to review the progress of their students timely and submit the evaluations punctually. The submission period for supervisors/mentors are January and June each year. If a supervisor/mentor fails to submit the evaluation without justification, the Graduate School will report the case to the Dean of the academic unit concerned and the leadership of the university.
3. The report of PhD students
 - 3.1 A semester report is required of each PhD student. The submission periods for PhD students are May and December each year.
 - 3.2 Where students have finished the oral defence before May or December, their reports for that semester will not be needed.
 - 3.3 Where students are graded “Unsatisfactory (Scale 1)” or “Marginally Satisfactory (Scale 2)”, their supervisors should point out the areas for improvement in the evaluation report. In addition, the student list with Scale 1 or Scale 2 will be sent to the responsible Associate Dean / Deputy Director of the academic unit concerned. The Graduate School will issue a warning letter to the student who is graded Scale 1 and Scale 2.
 - 3.4 If students are graded Scale 1 or Scale 2 twice, their scholarship or assistantship will



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be terminated. For details, please refer to ‘Guidelines for UM PhD Scholarship and Assistantship’. In this case, the supervisors may recommend the students’ studies be discontinued; however, this must be approved by an ad hoc committee composed of the Dean of the relevant academic unit and at least two academic staff, preferably the member of the PhD Advisory Committee (PAC).

- 3.5 Where students are graded Scale 1 twice, the Graduate School will discontinue the students’ studies.
- 3.6 If 3.4 or 3.5 happens, the student can apply for appeal against the grade within one month after the grade is released. The appeal will be reviewed by an ad hoc appeal committee, which is composed of:
 - i. Dean of Graduate School (Chair);
 - ii. Dean / Director / Associate Dean / Deputy Director of the academic unit concerned;
 - iii. PhD Advisory Committee, except supervisor (s).
- 3.7 Where any student fails to submit the progress report without justification within two months after the submission deadline, their progress in the relevant academic semester will be graded as Scale 1 automatically. If they are graded Scale 1 twice, Item 3.5 of the Rules will apply.
- 3.8 Where students fail to submit their reports within 1 month after the submission deadline, their scholarship or assistantship will be suspended from the subsequent month until the month after they submit the reports. The scholarship or assistantship during the suspension will not be reissued.
- 3.9 It is the duty of supervisors to review the progress of their students timely and submit the evaluations punctually. The submission period for supervisors are January and June each year.
- 3.10 Where supervisors fail to review the progress reports of their students and submit the evaluations timely without justification, the Graduate School will report the case to the Dean of the academic unit concerned and the leadership of the university. This will also be taken into consideration for future quota allocation.
- 3.11 Under the following circumstances:
 - i. If the student is graded as “Excellent (Scale 5)” 5 times or more, but cannot



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submit the thesis of the final version to the General Office of the academic unit concerned by the end of the normative study period;

- ii. If the student is graded as Scale 5 less than 5 times within the normative study period, but cannot submit the thesis of the final version to the General Office of the academic unit concerned by the end of the maximum study period;
- iii. If supervisors fail to submit the evaluation reports within 1 month after the submission deadline;

one admission quota of UM centrally-funded PhD students will be deducted for 4 academic years for each case. 3.11 (i) and 3.11 (ii) will be applicable to doctoral students admitted in or after academic year 2019/2020. In addition, if 3.11 (iii) happens, the supervisor cannot recruit any PhD student in the coming academic year.

4. All exceptional cases are subject to the approval of the Vice Rector (Academic Affairs).
5. These Rules will take effect upon approval.