澳門城市大學
Universidade da Cidade de Macau
City University of Macau

Flowchart for Dissertations/Projects

（Ⅰ）Select supervisor within 10 months(master& doctoral students)OR17months(part time doctoral students)and sign form 「GS-01」 and submit to faculty.

Change of supervisors is not allowed once the supervisor is confirmed.

(II) Submit dissertation/project proposal to faculty and apply oral defense，3 committee members submit 「GS-03a」 and 「GS-03b/c」 signed by committee chair

Dissertation/project writing once oral defense passed

Dissertation/project should be revised if failed to oral defense。

(III) Writing period is at least 6 months for master students, at least12 months for PhD student, at least 3 months for project. 「GS-04a / GS-04b」「GS-10」 should be signed and submit (to faculty)by supervisor when dissertation/project completed. Also, soft copy of dissertation/project and plagiarism report should be submitted to faculty.

Double check by faculty & GSO

(IV) Dissertation/project reviewed by committee members; review period for master at least 30 days, or doctoral at least 60 days.

Dissertation/project require a major revision before defense application

Revise dissertation/project according to review comments before defense application

Agree with oral defense application

Faculty send the comments from committee members to students.

「GS-05a/GS-05b/GS-05c」

(V) Hard copies (3 copies for master, 5 copies for doctoral) should be submitted to faculty before oral defense. An Oral Defense will only be held upon the approval of the Committee. Student status of students who fail the second oral defense will be cancelled.

Failed oral defense. Re-submit 「GS-04a / GS-04b」 and pay the fees.

Passed oral defense，need to revised based on oral defense feedback. Submit 「GS-08a / GS-08b」 and meet all requirements.

Passed oral defense，No need to revise。

If revision is required after the oral defense, the revised version should be submitted within the time prescribed. Otherwise the student will need to retake the oral defense and pay the fees.

（VI）Soft copy of final version should submit to faculty and upload the PDF version to database for records. Also, forms of 「GS-11a/GS-11b/GS-11c」「GS-09a / GS-09b」「GS-12a / GS-12b」 should be signed and submit to faculty.

Updated in Oct.2023