University of Macau Library
Master/PhD Thesis Submission Form

(Please submit the exact PDF copy of the thesis/dissertation as approved)

Author's Surname: ___________________________ Given Name: ___________________________

Name in Chinese (If applicable): _______________ Student I.D.: __________________________

Telephone: ___________________ Non-UM Email: ___________________ Degree: □ Master / □ Doctorate

Faculty: _________________________ Major: __________________________

Year Awarded: ________________ Supervisor: __________________________

Thesis / Dissertation Title: (English and Chinese – whichever is applicable) __________________________

Faculty confirms that the contents on cover page of thesis/dissertation and student information are correct

(Signed and stamped by Faculty Representative) (Date)

Student Declaration

(For Master graduate and PhD graduate) In accordance with the requirements in Section N7 of the General Rules Governing Master’s Degree and Postgraduate Certificate / Diploma Programmes / Section P8 of the General Rules Governing PhD Programmes of the University of Macau, I hereby agree to grant to the University of Macau Library the non-exclusive right and on a non-onerous basis, to archive the above-mentioned thesis/dissertation in whole and in digital format on the University of Macau’s intranet for purposes of private study, educational use, scholarship or research, and also make it accessible to (Please tick one as appropriate):

*Please note that if no option is selected, it will be regarded that option C is selected.

☐ A. The public on the Internet.

☐ B. The public on the Internet 3 years later (counting from the date mentioned below).

☐ C. University of Macau community on the intranet only.

(For PhD graduate only) All PhD theses will be published with the ProQuest UMI Dissertation Publishing. Exceptions would be allowed for special cases with sound justification and proper approval. In accordance with the requirements in Section P9 of the General Rules Governing PhD Programmes of the University of Macau, I hereby agree to grant to “ProQuest LLC” the non-exclusive right with royalty, to distribute this thesis via computer, internet, WIFI and any other form of delivery for the reader’s own use through browsing in the web, downloading and printing. Royalty will be (Please tick one as appropriate):

☐ Donated to the University of Macau.

☐ Received by the author, with contact information:

Telephone: ___________________________ Email: ___________________________

Postal Address: ___________________________

I hereby to confirm that the submitted materials are authentic, the contents on physical copies of thesis/dissertation match with the digital format

Signed by Student: ___________________________ Date: _______________

In case of discrepancy between the English version and the Chinese version in respect of all or any part of the contents in the form, the English version shall prevail.

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Revision 004
University of Macau Library

Student Guidelines for Theses and Dissertations Submission

(Please read this carefully before submitting the thesis or dissertation to University Library)

Step 1. The Master/PhD student fills in the “Master/PhD Thesis Submission Form” that can be downloaded in Forms on Library’s website (http://library.umac.mo/html/forms/forms.html). In the form, the student MUST agree one of the following three options of online access of his/her thesis:

a. to the Internet instantly;

b. to the University Intranet for three years before opening to the Internet.

c. to the Intranet only

If the student does not indicate any option on the form, it will be regarded that he/she chooses option c.

In order to fulfill article P9 of the General Rules Governing PhD Programmes, a PhD student must also agree to open access of his/her thesis to ProQuest database. Exceptions would be allowed for special cases with sound justification and proper approval from Faculty Dean. If such approval is received, the thesis can still be accessed to the Intranet. In addition, as royalty from ProQuest will be provided, the student also needs to indicate on the form whether the royalty will be received by him/her or donated to the University.

Step 2. The student provides the completed “Master/PhD Thesis Submission Form” with both two physical copies for faculty representative to perform checking.

Step 3. After checking the completeness of details, faculty representative then signs and stamps on the “Master/PhD Thesis Submission Form” and first pages of the two thesis copies.

Step 4. The student submits the endorsed “Master/PhD Thesis Submission Form”, two signed and stamped physical copies and a CD-ROM with electronic copy of his/her thesis in PDF format to the Circulation Counter of the Library in person during opening hours. Library’s staff will check the completeness of the materials and issue him/her a receipt to prove that he/she has completely submitted the mentioned materials. Please note that students MUST come to Circulation Counter of the Library in person during opening hours to submit the mentioned materials and receive a receipt of submission. Any thesis materials submitted into the Book Drop Box is considered as unsuccessful submission.

Step 5. In the new process, thesis submission becomes a composition of a student’s check-out process. In other words, any graduating student in Master/PhD degree who does not submit his/her thesis cannot collect the graduation certificate. After checking the completeness of thesis submission, Library’s staff will remove the “not-submitted” status of Student’s Thesis Submission in Student Information System. Please note that it takes 2 working days for verification before the library’s staff finishes such procedure.

*In case of discrepancy between the English version and the Chinese version in respect of all or any part of the contents in the guidelines, the English version shall prevail.