

澳門大 WNIVERSIDADE DE MACAU UNIVERSITY OF MACAU

(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)			

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(Signed and stamped by Faculty Representative)

(Date)

**Student Declaration** 

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- □ C. University of Macau community on the intranet only.

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## **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 R9 of the General Rules Governing Doctoral Degree 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.*

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