

(English translation)



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## **Special Measures for Report Presentation and Thesis Oral Defence Procedures of Postgraduate Programmes (Applicable to Supervisors)**

For the purpose of assisting supervisors who are unable to return to Macao for participating in report presentations and thesis oral defences on campus due to the pandemic, and to ensure that the affected students have the equal right to be assessed by way of report presentation and thesis oral defence, the University of Macau (UM) has formulated the following measures for eligible supervisors to participate in online report presentations and thesis oral defences.

1. In accordance with the border entry measures set by the Macau S.A.R. government, supervisors who are prohibited from entry to Macau can apply for participating in online presentation or oral defence. The applicants must specify the urgency and significance for their students to conduct the presentation or oral defence.
2. Supervisors who apply for participating in online presentation or oral defence has to obtain the endorsement of the Dean/Director of the academic unit concerned. The Graduate School will then submit the application to the Vice Rector (Academic Affairs) for final approval.
3. If the supervisors participate in online master's thesis oral defence, the examination committee concerned must be composed of at least four members. The oral defence can be held only with the physical presence of at least three of the examination committee members.
4. If the supervisors participate in online PhD thesis oral defence, the oral defence can be held only with the physical presence of the examination committee chair and at least half or more of the number of the other members.

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5. To ensure that the online presentation or oral defence can be conducted smoothly, and to ensure the quality of the video and I.T. equipment is available to each examination committee member:
  - 5.1 The approved online report presentation or online oral defence must be held in the designated meeting room, which is equipped with video-conferencing facilities, in the Centre for Teaching and Learning Enhancement (CTLE). Working personnel from Graduate School will provide assistance on site.
  - 5.2 The supervisor must declare and ensure the availability of appropriate video and I.T. equipment for online report presentation or online oral defence.
  - 5.3 The supervisor must connect to internet 15 minutes prior to the commencement of the online report presentation or online oral defence and to ensure smooth connection throughout the whole course.
  - 5.4 The supervisor must be alone in a room throughout the whole course of the presentation or oral defence.
6. UM will record the entire process of online report presentations and online oral defences. No other parties are allowed to make video recordings.