



聖若瑟大學
UNIVERSITY OF
SAINT JOSEPH

Admission to Public Examination – Master Programme

1. **Requisites:** Master students who meet the following criteria may request to be admitted for public examination:
 - a. Registered as “active” in the programme;
 - b. No outstanding debt to the university;
 - c. Completed the curricular part of the programme;
 - d. Enrolled in the programme for over 12 months.
 - e. Must achieve a minimum overall GPA of 14.
2. **Request:** To request the public examination, please submit the following documents at the Academic Records Office:
 - a. Five hard copies of the dissertation and one soft copy following the specifications set for dissertations (See appendices 1 to 3);
 - b. One copy of the Curriculum Vitae (hard copy);
 - c. The respective form, filled-in and signed by you and your supervisor(s) – Please see the form in attachment (Appendix 4).
3. **Internal Process:**
 - a. After receiving the request, the Academic Records Office will review the information and send it to the respective Coordinator to suggest the members of the jury and a tentative date.
 - b. The Academic Records Office confirms the availability of the recommended members of the jury and submits the proposal to the Rector, for final approval.
 - c. The defence is scheduled and the information disseminated to all relevant parties.

APPENDIX 1 – GENERAL GUIDELINES FOR DISSERTATIONS

According to the regulations and the practice of USJ, the Master Dissertation must be prepared according to the following standards format, style and typeface. The body of the scientific work must not exceed 120 pages.

Font size:

For consistency, the same 12-point font is to be used for the following:

- Preliminary pages
- Text (main body of the dissertation)
- Table and figure captions
- Chapter titles
- Cover sheets
- References
- Page numbers
- Appendix titles
- Bibliography

The font must be easy to read. Specifically, choose a font that is a TrueType, such as Times Roman, Helvetica, or Courier. Most standard fonts are acceptable.

The pitch may be either proportional or an established measurement of 10 to 12 characters per inch.

Do not vary fonts in the main text of the dissertation. Use standard numerals (1, 2, 3) in text and pagination.

Do not use script, italic or other typefaces for numerals (except in equations).

Tables, Figures, appendices and equations may be reproduced in different size and style fonts than those of the main text of the dissertation.

Different fonts may be used for poetry, dialogue, and other special circumstances. Boldface may be used for headings, chapter titles, subheadings, title and signature pages, within footnotes and bibliographic entries, and in tables or figures and their legends.

Italics may be used sparingly only for special emphasis, foreign words, technical or key terms, mathematical expressions, or book and journal titles.

Special symbols may be drawn neatly and uniformly with a template or lettering device and black ink.

Press-on letters may be used but you must submit copies of these pages, since this type of lettering is not permanent. Handwritten characters are acceptable if no other options are available (i.e., accents, foreign characters) and must be done in permanent black ink.

Margins

The margins for each page (including preliminaries, text, appendices, reference materials, tables and charts) must be no narrower than the following, measuring from the edge of the paper to type: left 1 1/2 inches; right 1 inch; top 1 inch; bottom 1 inch. The left edge margin must be larger to accommodate the binding process. All typing must fall within the remaining 6"x 9" typing area (except page numbers). Margins must be uniform throughout the dissertation. Before you save and copy the final version of your dissertation, double-check the margins.

Page Numbers

Page numbers must be centred 1/2" from the edge of the paper on the bottom of each page.

Every sheet must be counted for purposes of numbering pages. Every page must have a page number printed on it, except the title page, copyright page, signature page, dedication page, and epigraph page.

All pages must be paginated consecutively.

Spacing

The text of the dissertation must be double-spaced. This includes the Acknowledgments and Abstract Pages.

No large spaces or gaps are allowed in the text.

Single spacing is required for footnotes, captions and identification text related to tables, figures, graphs, or other illustrative materials. Single spacing is also required for bibliographic entries, and for all block quotations.

A double space must be used to separate footnote and reference citations.

Single spacing is permitted within—but not between —items in lists, multiline captions, and within appendices, if done in a consistent manner throughout the manuscript.

The general rule for spacing is to choose a consistent format and stick with it throughout the entire manuscript. Irregular or single spacing also may be used for poetry and scripts at the option of the department and the student.

If there are large gaps in the text, the manuscript will be returned to you for reformatting. Be sure that spacing is consistent above and below headings. If you use extra spacing before each paragraph, be sure the spacing is used consistently.

APPENDIX 2 – SAMPLE COVER PAGE



聖若瑟大學TM
UNIVERSITY OF
SAINT JOSEPH

TITLE OF THE DISSERTATION
(in capital letters)

A Dissertation
Presented to
The Academic Faculty

by
(Student Name)

In Partial Fulfillment of the Requirements for the Degree of
Master of -----
in the Faculty of...
University of Saint Joseph, Macau

[month/year]

APPENDIX 3 – SAMPLE FIRST PAGE

ENDORSEMENT

I certify that this report is solely my work, and that it has never been previously submitted for any academic award.

I, the supervisor, believe that this Dissertation is ready for assessment, and reaches the accepted standard for the Master of -----

Student Name.....

Supervisor Name.....

APPENDIX 4 – FORM TO REQUEST TO BE ADMITTED FOR PUBLIC EXAMINATION – MASTER’S



聖若瑟大學
UNIVERSITY OF SAINT JOSEPH

Please fill in carefully and complete ALL information requested below

A – Student data

Student name	
Student number	
Contact number	
Master of	
Dissertation Title	
Dissertation received by the Academic Records Office on the (date)	

B – Request for Public Examination

I hereby request the University to submit my dissertation to Public Examination. All the work contained in the dissertation submitted to the Academic Records Office is original and the result of my own work that has not been submitted for any other academic award:

Macau, ___/___/___

Student’s signature

Supervisor(s):

As supervisor of the student named above, I certify by signing below that I recommend this dissertation to be accepted for public examination, as I believe it meets all the requirements of this award. Moreover, I also certify that:

The dissertation has been checked for plagiarism using Turnitin.

Name	Signature