



## Admission to Public Examination – Doctoral Programme

1. **Requisites:** Doctoral Programme 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 for, at least, the minimum standard duration of the programme (minimum of 3 years). The earliest students will normally be allowed to submit their thesis is during their third year of enrolment and the defence can only be scheduled during their final Semester of studies (exceptions may be considered in exceptional circumstances, when duly justified by the student and supported by the respective supervisor).
2. **Request:** To request the public examination, please submit the following documents at the Academic Records Office:
  - a. Seven hard copies of the thesis and one soft copy following the specifications set for thesis (See appendices 1 to 3);
  - b. Seven hard copies and one soft copy of the Curriculum Vitae;
  - c. The respective form, filled-in and signed by you and your supervisor(s) – Please see the form in attachment (Appendix 4);
  - d. Pay the assessment fee (check Tuition & Related Fees for details).
3. **Internal Process:**
  - a. After receiving the request, the Academic Records Office will review the information and send it to the respective Dean to suggest the members of the jury and a tentative date;
  - b. The Dean will submit the jury proposal to the Academic Council;
  - c. Following the acceptance of the thesis, the Academic Council nominates an Examination Committee and a tentative date;

- d. The Academic Records Office confirms the availability of the nominated members of the Jury and submits the proposal to the Rector, for final approval;
- e. The defence is scheduled and the information disseminated to all relevant parties.

## Appendix 1 – Guidelines for Thesis at USJ

Please be informed that according to the regulations and the practice of USJ, the doctoral thesis must be prepared according to the following standards format, style and typeface. The body of the scientific work must not exceed 300 pages.

### **Font size:**

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

- Preliminary pages
- Text (main body of the thesis)
- 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 thesis. 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 thesis.

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 thesis. Before you save and copy the final version of your thesis, 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 thesis 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<sup>澳門</sup>  
UNIVERSITY OF  
SAINT JOSEPH

TITLE OF THE THESIS  
(in capital letters)

A Thesis  
Presented to  
The Academic Faculty

by  
**(Student Name)**

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

[month/year]

APPENDIX 3 – SAMPLE FIRST PAGE

**ABSTRACT**

**ENDORSEMENT**

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

\_\_\_\_\_  
Student name

I, the supervisor, believe that this Thesis is ready for assessment, and reaches the accepted standard for the degree of PhD in \_\_\_\_\_.

\_\_\_\_\_  
Supervisor name

APPENDIX 4 – FORM TO REQUEST TO BE ADMITTED FOR PUBLIC EXAMINATION – DOCTORATES



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	
PhD in	
Thesis title	
Thesis received by the Academic Records Office on the (date)	

**B – Request for Public Examination:**

I hereby request the University to submit my thesis to Public Examination. All the work contained in the thesis 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 thesis to be accepted for public examination, as I believe it meets all the requirements of this award. Moreover, I also certify that:

The thesis has been checked for plagiarism using Turnitin.

Name	Signature