

The submission procedures of Master/PhD Thesis will have the following revisions as of **Dec 1 2020** (highlighted in yellow color):

Step 1. The Master/PhD student visits “**Electronic Theses & Dissertations Service**” (ETDS) on Library website (<https://etds.library.um.edu.mo/ETDS/?SchoolID=U0207>) and then downloads and fills in “**Master/PhD Thesis Submission Form**” on “**Submission**” tab. On 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 PhD and Other 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 logs in **ETDS** and fills in thesis information, uploads and submits a thesis Full-Text PDF file that is with neither encryption nor watermark.

Step 3. The student provides the completed “**Master/PhD Thesis Submission Form**” with **two** physical copies for the faculty representative to perform the checking in Step 4.

Step 4. The faculty representative checks whether the contents of the cover page of the thesis copies and student information match with those approved by Academic Committee. Student information must include student's name, student number, course enrolled, thesis title, and supervisor's name. After checking these details, faculty representative then signs and stamps on the “**Master/PhD Thesis Submission Form**” and first pages of the thesis copies.

Step 5. The student submits the **endorsed “Master/PhD Thesis Submission Form”, two signed and stamped physical copies** to the Circulation Counter of the Library in person. Library staff will check the completeness of the materials and issue a receipt to support that the student has completely submitted the mentioned materials.

Step 6. **After reviewing the Full-Text PDF file and checking the completeness of thesis materials**, the student will receive a notification email of the result of review. Library staff will remove the “thesis-not-submitted” status in Student Information System. *Please note that it does not take more than 5 working days for review before the staff finishes such*

procedure. Faculties do not need to check whether the thesis has been submitted to the library.

Step 7. Should there be no “thesis-not-submitted” status in Student Information System, Graduate School may issue a graduation certificate to the student.

**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.*