

University of Macau
Faculty of Arts and Humanities
Department of Philosophy and Religious Studies
Master of Arts in Philosophy

Guidelines for format, submission, and examination of Project Report

1. Registration

Candidates must register their project report title by the end of the 3rd semester. They should provide the following information to the Department office, with approval from their supervisor:

- a) Title and Short Description of the Project;
- b) Name of Supervisor.

2. Format

The Project Report should be typewritten and printed out on one side only of A4 paper (except for drawings, maps, or tables on which no restriction is placed), with a margin of at least 40mm on the left edge of each page. Use a 12-point font, double-spaced for the main text, and a 10-point font, single-spaced for the References section. Follow the APA style for citations and documentation. Number all pages (except the title page and declaration page) and use footnotes, not endnotes, for citations and additional comments. Footnotes should be numbered consecutively and placed at the bottom of the referenced page. Maintain proper citation and uphold academic integrity. A project report in English should normally contain between 6,000 and 8,000 words. With the Advisor's permission and agreement, students may write the Project Report in Chinese.

3. Project Report Structure

The project report should be organized in the following sequence:

- Title Page: Includes the project title, the candidate's name, and acknowledgments (if any).
- Declaration by the Candidate: A formal statement by the candidate regarding the originality of the work.
- Abstract: A concise summary of the key points of the project.
- Table of Contents: An overview of the report's sections and their page numbers.
- Chapters: Presentation/discussion of the project, divided into sections as appropriate for the topic.

- Appendices (if applicable): Additional materials that are supplementary to the main text.
- References: A list of all sources cited in the document.

4. Title Page

The title page must include the project title, the candidate's name, and the acknowledgments (if any). It should also contain the following statement:

“A Project Report submitted in partial fulfilment of the requirements for the degree of Master of Arts in Philosophy at the University of Macau”

Add the month and year of submission below this statement.

5. Declaration

A candidate may not submit work previously included in a thesis, dissertation, or report for a degree or qualification from this or any other institution. However, previously published materials may be incorporated into the thesis in accordance with regulations. The following declaration, when signed, satisfies most requirements:

Declaration

I declare that this report represents my own work, except where due acknowledgement is made, and that it has not been previously included in a thesis, dissertation or report submitted to this University or any other institution for a degree, diploma or other qualification.

Signed _____

6. Abstract

Each Project Report must include an abstract in English, ranging from 200 to 500 words, and following the same format as the report. The abstract should be concise and direct. Ideally, it should include the problem or topic addressed, its significance, the approach or methodology adopted, the major findings, and the conclusion. The top of the first page of each abstract must include the following statement:

“Abstract of Project entitled [title of Project]

Submitted by [registration name and student number of candidate] for the degree of [degree and discipline] at the University of Macau in [month and year].”

7. Objective of the Project Report

The project report is intended to demonstrate students' ability to engage with and understand philosophical concepts through comprehensive research and analysis. Ideally, it should focus on a clearly defined philosophical topic, such as an overview of scholarly discussions on a

specific issue. The report must be well-organized with a logical flow and clear transitions between sections.

8. Modification of the Project Report

A student may, having gained the agreement of his or her supervisor, modify the title of his/her project report before submission of project report for examination.

9. Plagiarism

A candidate shall not engage in plagiarism. Plagiarism is defined as the unacknowledged use, as one's own, of work of another person, whether or not such work has been published. The general guideline of the university regarding academic dishonesty can be found at: <https://grs.um.edu.mo/wp-content/uploads/Rules-on-Handling-Student-Academic-Dishonesty.pdf>

The project report must accurately cite and reference all sources, including the candidate's own previous work, as self-plagiarism is unacceptable. The report should be an original work of scholarship and must not have been previously published.

10. Use of generative AI tools

The use of generative AI tools (e.g., ChatGPT, DeepSeek, GitHub Copilot, Grammarly, translation engines) must be discussed with the supervisor, who has the discretion to decide whether and to what extent such tools may be used. Students must consult their supervisor early and follow the agreed terms. One of the following approaches should be specified:

- Use of GenAI is permitted;
- Use of GenAI is permitted in certain circumstances or with explicit permission;
- Use of GenAI is prohibited.

11. Declaration of Generative AI Use

Students must acknowledge any use of generative AI tools in their project report and clearly indicate how such tools were used. Undisclosed or inappropriate use of AI may constitute academic dishonesty. The submission should include one or more of the following statements, as appropriate:

- I acknowledge the use of [name of AI tool(s) and hyperlink] to generate materials for background research and independent study.

- I acknowledge the use of [name of AI tool(s) and hyperlink] to generate materials that I have adapted to include in this submission.

- I acknowledge the use of [name of AI tool(s) and hyperlink] to help me copy-edit and/or proofread my writing in this submission.

12. Copies required for examination

At the end of the project report preparation, and at least two weeks before the examination date, each candidate shall present two printed bound copies of the project report for examination.

13. E-copy for filing purposes

After passing the examination and revising the thesis as directed by the examination committee, the candidate must obtain their supervisor's approval and submit an electronic copy in both WORD and PDF formats to the Department Office for record-keeping.

14. Submission and examination schedule for project reports

To graduate within two years:

- Students who complete their coursework in the third term must submit their finalized project report to their supervisor by mid-March of the fourth term; project report presentations will take place in April.
- Students who complete their coursework in the fourth term must submit their finalized project report to their supervisor by mid-April of the fourth term; project report presentations will take place in May.

15. Steps for project report submission

- a. By the end of the second semester, students must submit a ranked list of three preferred supervisors with the indication of the preferred research area and topic or title of their project report.
- b. Supervisors are assigned by the end of the first year, based on preferences, availability, and topic fit. After students are informed of their supervisor, they will initiate contact to schedule the first meeting in Term 3.
- c. Supervisors will assist students with refining and finalizing the project report topic and scope, identifying methods and key texts or resources, and developing a project timeline. Students are expected to revise their work based on supervisor feedback.
- d. Students must seek the supervisor's approval of the final version of the project report by submitting, in a timely manner, a complete version that includes all required components in accordance with the guidelines. Supervisors may request a Turnitin similarity report at their discretion.

16. Oral presentation of the project report

- a) Once the supervisor confirms that the project report is ready for presentation, submit the following information to form the examination committee to the department office:
 - i. Student name and student number
 - ii. Title and abstract of the project
 - iii. Examination committee members, consisting of the supervisor and one academic staff

member.

b) The project report presentation should take place after the approval of the examination committee.

c) The presentation lasts a maximum of thirty minutes, with the student presenting for 10 to 15 minutes followed by a question and comment session from the committee.

d) Students are welcome to attend their peers' project report presentations, as the presence of an audience is the default. If any student prefers not to have an audience, they should inform the Department in advance.

e) After the presentation, students will be immediately informed of the Committee's recommendation, which will fall into one of the following categories: Pass (no revisions required), Pass (minor revisions required), Pass (major revisions required), or No Pass.

f) After the project report presentation, the examination committee will prepare the resolution form for the assessment of the project report. The student will revise on the project report based on the committee's comments (if any) and submit to the supervisor.

g) The department office will forward the resolution form and the project report to FAH general office. The FAH General Office will obtain the project coordinator's signature on the resolution form and circulate the assessment results to the FAH Academic Committee (FAHAC).

h) After the endorsement of the assessment result, FAH will recommend the lists of potential graduates and degrees to be awarded by submitting the graduation proposals to GRS for Senate approval.