

# Timeline for Doctoral Dissertation Progress

\*Applicable for Doctor of  
Philosophy in International  
Tourism Management

- Procedure for submitting a proposal oral defense
- Procedure for submitting an oral examination
- Notes on applying oral defense
- Submission for graduation materials

required documents

“Graduate Student-Supervisor Agreement”

Assessment of the Thesis Proposal/  
Research Plan and Progress Report  
*(Approved and signed by supervisor)*  
Proposal report\* 3  
*(\*double-sided printing, including the first three chapters and questionnaire)*  
Transfer your proposal report (.doc) to  
kwtong@cityu.edu.mo

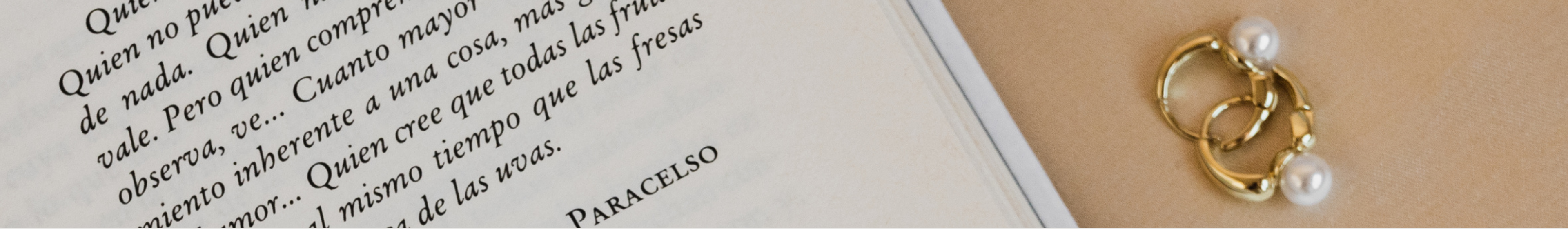
Prepare a PPT presentation that will last about 20 minutes  
On the day of the defense, bring four printed copies of the thesis to the defense room

Submission of “Graduate Student-Supervisor Agreement”  
Before the middle of August of the first academic year

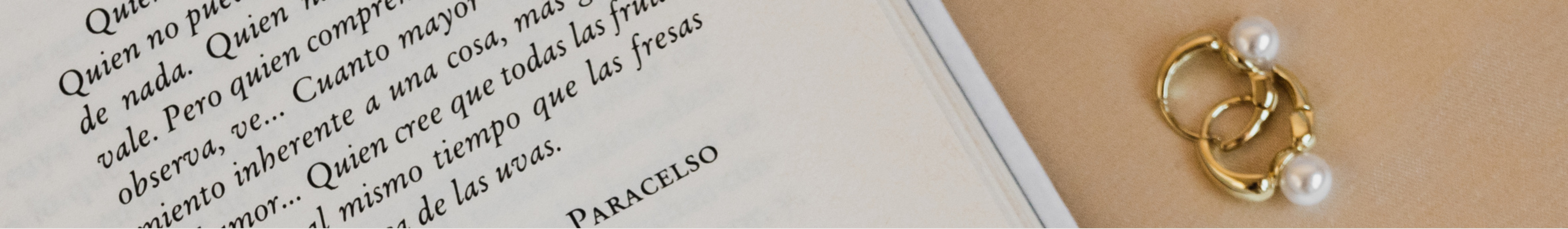
Submission of proposal report  
Before 28, February of the second academic year  
The review period lasts one month

Proposal oral defense  
After receiving all comments, submit the revised thesis(.doc) to the designated email address. The faculty will schedule a defense within 3 weeks

# Procedure for Submitting a Proposal Oral Defense







Quien no puede hacer nada. Quien observa, ve... Cuanto mayor es el miedo a una cosa, mas se teme a todas las cosas.  
Quien cree que todas las frutas son de las uvas.  
PARACELSO



# Procedure for Submitting an Oral Examination

Submission of final thesis

Before 28, February of the third academic year

The faculty will send the comments to the student' email

The defense application is processed in 3-7 working days

The review period lasts between 30-45 working days

Submission of the revised thesis

After receiving the comments, submit the revised thesis within 1-4 weeks

Transfer your revised thesis(.doc) to the designated email address

Check for Plagiarism

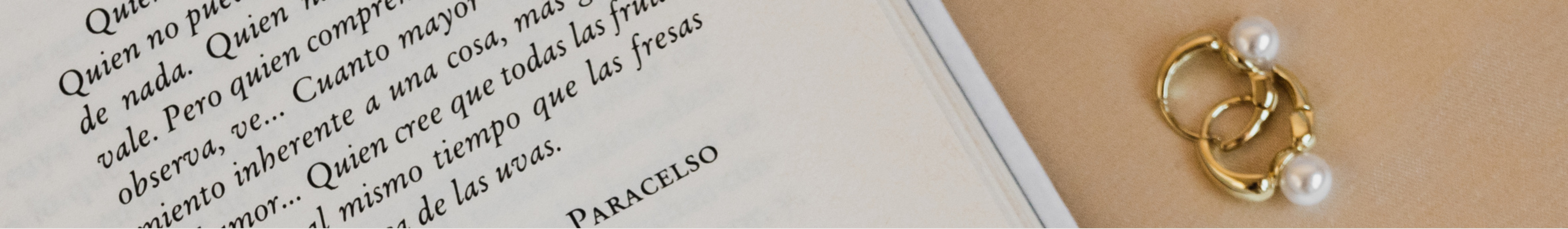
The process lasts between 3-5 working days

Students who fail the plagiarism check need to transfer the revised thesis(.doc) and the most recent plagiarism report (Turnitin) to the designated email address

required documents

- 1.Application for Approval of Oral Examination Arrangements
- 2.Thesis Assessment Report for Doctoral Degree
3. Final thesis\*2
- 4.Transfer your final thesis(.doc) to kwtong@cityu.edu.mo
- 5.Plagiarism report (Turnitin)





# Procedure for Submitting an Oral Examination

## Final oral defense

After passing the plagiarism check, the faculty will schedule a defense within 2-5 weeks

Print a hard copy of the thesis to the faculty for the chairman's review

Prepare a PPT presentation that will last between 25-30 minutes  
On the day of the defense, bring five printed copies of the thesis to the defense room

## Revise the thesis in accordance with the chairman's resolution

Submit the "Assessment Report of Thesis Revisions" to the authorized committee for signature within the revision period decided by the chairman

Submit the "Assessment Report of Thesis Revisions" and the revised thesis (.doc) to the designated email address

## Submit the graduation materials

After receiving the "Assessment Report of Thesis Revisions", the faculty will send the "Approval Form" and "Timeline for Graduation Materials Submission" to the student's mailbox within three working days

required documents

# Notes on applying oral defense

[1] Please **delete all personal and supervisor information** from the electronic thesis file and printed copies of the paper, including student name, student number, email address, supervisor name and supervisor email, and so on

[2] Please label the electronic thesis file as "**student name\_student number\_your thesis title**"

[3] The paper format must fully adhere to the norms of City University of Macau. For the template, please see <https://fitm.cityu.edu.mo/page-272>

[4] From the first chapter to the conclusion, the word count must be **at least 35,000**. If the word count does not satisfy the requirements, you must resubmit the electronic thesis file, the printed copies of the paper, and the plagiarism report

[5] Turnitin is used for self-checking and plagiarism checking in the English academic system, including the abstract and text. **The report's total duplication check rate is limited to 15%**

To learn how to use Turnitin, visit:

<https://lib.cityu.edu.mo/events/179.html#.I.%20%E5%B8%B3%E8%99%9F>



# Notes on applying oral defense

[6] Please print the paper on **both sides**

[7] After the student successfully submits the defense application, the faculty usually takes 3-7 working days to process the defense application. The review period generally takes 30-45 working days. Please be patient. The review feedback will be emailed to your student's email address. Please check your email in time

[8] If the reviewer disagrees with the defender, after the revision, the electronic thesis file must be sent to the designated email address. The second review duration is about 15-20 working days

[9] If the overall plagiarism rate of the thesis or any core chapters exceeds 15%, the extension duration will be prolonged by 1-6 months, depending on the plagiarism rate

[10] Students whose final decision of oral defense is failed should resubmit their dissertations, reapply for oral defense, pay the oral defense fee and then attend an oral defense session arranged by the University. The student status of students who fail the oral defense the second time will be cancelled

[11] The faculty will notify the defense plan via email or SMS

# Submission for Graduation Materials

[1] Complete the "Thesis Authorization"

[2] Complete the "Confirmation of Information for Graduate" in TronClass System

[3] Complete the "Caution Fee Refund Application Form" in TronClass System

[4] The final thesis can be uploaded to the [Thesis Plan] in TronClass System two working days after submitting the "Assessment Report of Thesis Revisions"

[5] Submit one printed copy of the thesis to the faculty (\*double-sided printing)  
The formats of a dissertation should align with the requirements and the template of the University, including that for the cover page, abstract, table of contents, main body, conclusion and references etc.