



澳門大學
UNIVERSIDADE DE MACAU

Workflow for Issuing Graduation Certificates

1. The Dean approves the course results and the Academic Council approves the graduation qualifications of potential graduates;
2. After seeking approval from the Faculty's Academic Council, the Faculty concerned submits a proposal for graduation of potential graduates to the Senate for approval;
3. The Registry then updates the status of the approved graduates and prints the certificates;
4. The certificates are forwarded to Registrar and Rector for signature;
5. The Registry sends notification letters to graduates for collecting the signed certificates.

畢業證書簽發流程

1. 學院院長審批准畢業生的各學科成績及學術委員會批核其畢業資格；
2. 學院學術委員會提交準畢業生的名單予大學教務委員會審批；
3. 註冊處更新已獲批核畢業生之學籍以及列印其畢業證書；
4. 畢業證書送交校長及教務長簽署；
5. 註冊處寄出「領取畢業證書通知書」予畢業生。

[Updated by Registry on 22/01/2007]

UNIVERSITY OF MACAU

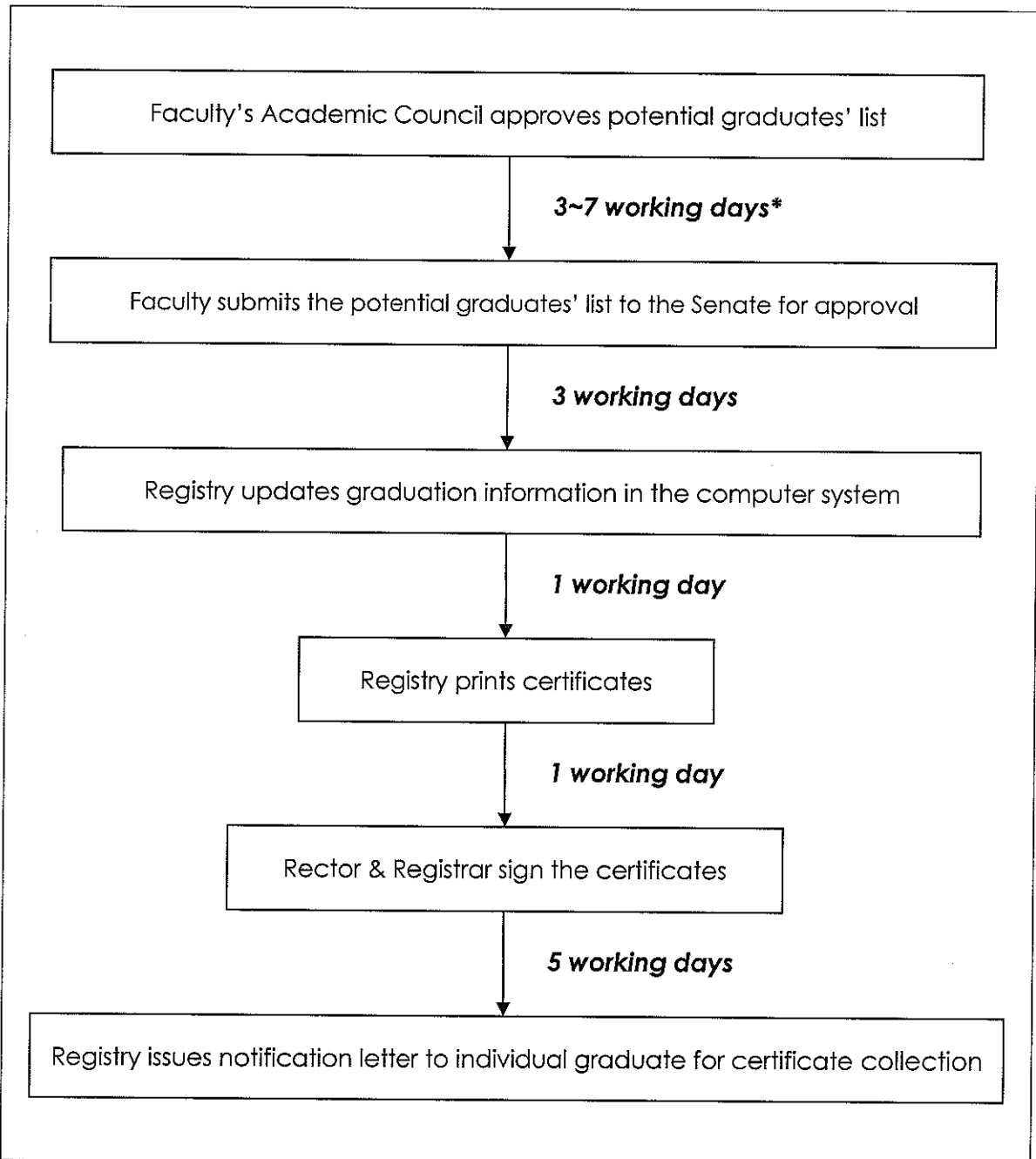
中國澳門氹仔徐日昇寅公馬路 AV. PADRE TOMÁS PEREIRA, TAIPA, MACAU, CHINA

電話 Tel.: 2883 1622 傳真 Fax.: 2883 1694



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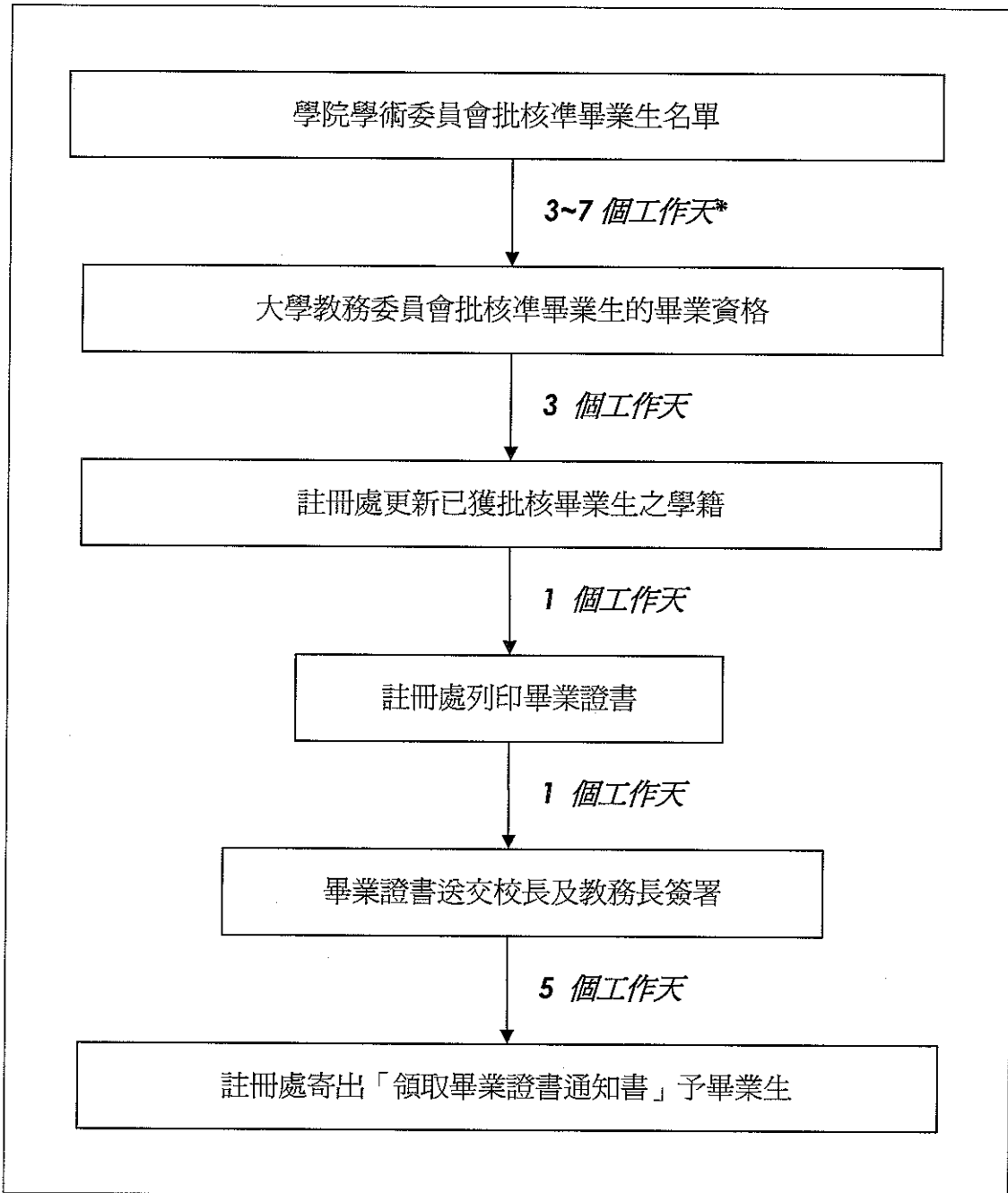
*Should check with the faculty concerned for the number of working days required.

- The processing time takes longer during June and July due to the large number of graduates. The certificates are usually ready for collection in late August.
- For the Faculty of Law, as the examination results will only be approved in September, thus, the certificates for the FLL graduates will be issued later in October.

[Updated by Registry on 22/01/2007]



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畢業證書簽發流程



* 請向所屬學術單位查詢所需工作日數。

- 由於六月至七月期間畢業之學生人數較多，本校需要較長時間處理畢業證書。該批畢業生可於八月底領取畢業證書。
- 由於法學院畢業生之考試成績於九月才獲審批，故法學院畢業生約需在十月才獲發畢業證書。

[Updated by Registry on 22/01/2007]

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