



Department of Computer Science

BSc (Hons)
in
Computer Science

Handbook of Projects for the Final Year

Including
Innovative Computing Project
Informatics Project
Data Media Project
Artificial Intelligence Project

2025-26

Table of Contents

1. Introduction 2
1.1. Final Year Project (FYP) URL	
1.2. Management and Monitoring	
2. Project Topic Selection 2
2.1. Late Project Selection	
2.2. Group Projects	
3. Assessments 3
3.1. Overview	
3.2. Weighting of Deliverables	
3.2.1. Computing and Software Technologies (CST) concentration	
3.2.2. Information Systems and Analytics (ISA) concentration	
3.2.3. Data and Media Communication (DMC) concentration	
3.2.4. Artificial Intelligence (AI) concentration	
3.2.5. Industry University Collaborative (IU) project	
3.2.6. Research project	
3.3. Reproducibility	
3.4. Anti-plagiarism Check	
3.5. Late Submission	
3.6. Withdrawal	
3.7. Awards of Credits	
4. Schedules 8
4.1. Schedule for 2025-26 (for 6-unit projects)	
4.2. Schedule for 2025-26 (for 3-unit DMC FYP projects)	
5. Requirements of FYP Deliverables 12
5.1. Requirements for CST projects	
5.2. Requirements for ISA projects	
5.3. Requirements for DMC projects	
5.4. Requirements for AI projects	
5.5. Requirements for Industry University Collaborative (IU) projects	
5.6. Requirements for research projects	
6. Report Submission 21
6.1. For similarity check	
6.2. For grading	
6.3. For archive	
7. Intellectual Property, Originality and Outside Sponsorship 21
8. Guidelines for the Preparation of the Final Year Project Report 23
9. Recommended References for Report Writing 27
10. Plagiarism 27
11. The Use of Generative AI 28
12. Samples 29

1. Introduction

The Final Year Project (FYP) constitutes a very significant part of the BSc. (Hons.) in Computer Science programme. It requires the students to engage in a highly independent problem solving activity during the final year of their studies. The topic of the Final Year Project should be within the area of computer science. The project can be system development, research related, or collaborations between industry and university. Students are encouraged to keep in close contact with their Project Supervisors to ensure smooth progression of their work.

1.1 Final Year Project (FYP) URL

The information related to Final Year Projects will be distributed in the website:

<https://fyp.comp.hkbu.edu.hk/>

1.2 Management and Monitoring

A project coordinator will be appointed by the Head of the Department. This coordinator will chair a Project Committee (comprised of Project Supervisors), which will monitor project selection, assignment and overall progress in conjunction with individual Project Supervisors.

Each student enrolled in the project will be supervised by a faculty member. Under an industry-university collaboration project scheme, a mentor from industry advises the project with the faculty member. The project will be jointly assessed by the supervisor and an observer assigned by the Project Committee at the start of the project. The responsibilities of supervisors and observers are to evaluate project statements, progress reports, final reports, presentations and demonstrations.

Final grades of projects will be decided by the Project Committee.

2. Project Topic Selection

The project topic selection applies to students of all concentrations.

For DMC concentration, COMP students need to select supervisor from the Department of Computer Science. They can further select whether they would like to complete a semester project (3 units) or a year project (6 units, by taking the core course COMP4908 Data Media Project 1 in the 1st semester and the major elective course COMP4909 Data Media Project II in the 2nd semester).

- An individual student should submit his/her formal project statement in the later part of the second semester of his/her Year 3 study for approval by the Project Committee.

- The Project Committee may approve or reject a project statement. A student whose statement is rejected must resubmit the statement again (by improving the original statement or using a different topic.)
- After the statement is approved, the progress of the project will be monitored at scheduled intervals.

2.1 Late Project Selection

If a student could not meet the deadline (at least one week before the meeting date of the Project Committee), he/she will have to hand in the proposed project statement/project topic preference form¹ in the following semester and his/her graduation may be delayed.

2.2 Group Projects

Group projects should state a clear cut between individual parts so that students can progress individually without interacting with other parties. Group projects are also subject to approval of the Project Committee. Each student is required to submit his/her own report, which must demonstrate substantial differences from those of other group member(s).

3. Assessments

3.1. Overview

Each Final Year Project will be assessed by a supervisor and an observer, both assigned by the Project Committee. Students are advised that these assignments may be changed by the Project Committee if necessary.

For evaluation of the project, criteria categories and weightings are established as described in the next subsections. Note that there are two percentage figures in the parentheses. The first percentage is allocated by the supervisor, whereas the second is by the observer. The overall percentage distribution between the supervisor and the observer is 66% and 34%, respectively. The weighting between the mid-point assessment in semester 1 and the final assessment in semester 2 is 30% and 70% respectively.

3.2. Weighting of Deliverables

This section describes only the weightings of the deliverables. The requirements of the deliverables are listed in Section 5.

¹ If a student proposes his/her own project topic, he/she needs to submit the proposed project statement and the project topic preference form. If a student only selects the project topics proposed by teachers, he/she requires to submit the project topic preference form and the proposed project statement is optional.

3.2.1. Computing and Software Technologies (CST) concentration

- 1. Final project results (25%, 25%)**

The grade for this category reflects the quality and the amount of completed work that includes the project report and, if any, the system. Performance of the solutions, such as efficiency, effectiveness and robustness, will be graded in this category. Difficulty of the project will be taken into consideration. This category also assesses the presentation of the report. The student is expected to show a clear understanding of the problem, the technique(s) used to solve the problem, and the result of the project.

- 2. Presentation, demonstration and poster session (10%, 10%)**

This category includes an oral/video presentation of the project and a demonstration if applicable. Communication skills are emphasized. If you are giving a demo in the mid-point/final presentations, a LIVE demo is required. The purpose of the poster/video is to showcase the student project. The poster session is assessed by the supervisor only.

- 3. Continuous Assessment (30%, 0%)**

This category covers the assessment of the attitude of the student, the amount of effort the student has put into the project, self-discipline, creativity, and the general skills in the project development process. Regular meetings with supervisor and regular uploading of system archives are required. Incomplete incorporation of amendments (suggested by the supervisor/observer) to the project report will be penalized in this category. The progress reports are assessed in this category. This category is assessed by the supervisor only.

3.2.2. Information Systems and Analytics (ISA) concentration

- 1. Identification and analysis of the problems and proposed approach/solution (5%, 5%)**

This category assesses the student's ground work and identification and analysis of the problems of the proposed or selected topic. The student is expected to do a thorough literature review and is graded according to the performance of the solutions, such as efficiency, effectiveness and robustness. Higher grade could be awarded for its originality.

- 2. Quality and quantity of work done (20%, 20%)**

The grade for this category reflects the quality and the amount of completed work, including those of the final report. The difficulty of the project will be taken into consideration.

- 3. Presentation, demonstration and poster session (10%, 10%)**

This category includes oral presentations of the project and demonstrations. Communication skills are emphasized. If you are giving a demo in the mid-point/final

presentations, a LIVE demo is required. The purpose of the poster/video is to showcase the student project. The poster session is assessed by the supervisor only.

4. Continuous assessment (30%, 0%)

This category covers the assessment of the attitude of the student, the amount of effort the student has put into the project, self-discipline, general management skills in the project development process, regular meetings with supervisor, and regular uploading of system archives. The ingenuity of development and creativity towards achieving the project objectives are considered. Incomplete incorporation of amendments (suggested by the supervisor/observer) to the project report will be penalized in this category. The progress reports are also assessed in this category. This category is assessed by the supervisor only.

3.2.3. Data and Media Communication (DMC) concentration

1. Project Report (25%, 25%)

The grade for this category reflects the quality and the amount of completed work, including those of the final report and the implementation. Student's ground work, and identification and analysis of the problem will be graded in this category. This category also assesses the performance of the solutions such as efficiency, effectiveness and robustness. A balance between completeness of the project and difficulty of the project will also be taken into consideration.

2. Presentation, demonstration and poster session (10%, 10%)

This category includes oral presentation of the project, and demonstration if applicable. Communication skills are emphasized. If you are giving a demo in the mid-point/final presentations, a LIVE demo is required. The poster session is assessed by the supervisor only. The purpose of the poster/video is to showcase the student project. The poster session is optional for 3-unit projects and will not be assessed.

3. Continuous Assessment (30%, 0%)

This category covers the assessment of the attitude of the students, the amount of effort the student has put into the project, self-discipline, and the general management skills in the project development process. The ingenuity of development and creativity towards achieving the project objectives are considered. Regular meetings with supervisor and regular uploading of system archives are required. Incomplete incorporation of amendments (suggested by the supervisor/observer) to the project report will be penalized in this category. The progress reports are also assessed in this category. This category is assessed by the Supervisor only.

3.2.4. Artificial Intelligence (AI) concentration

1. Final project results (25%, 25%)

The grade for this category reflects the quality and the amount of completed work, including the project report and the implementation of algorithms and/or systems. Both the completeness and the difficulty of the project will be taken into consideration. The student is expected to show a clear and comprehensive understanding of the importance and challenges of the problem, the classical and state-of-the-art methods/techniques used to solve the problem, and the result of the project. The performance of the proposed solutions, such as the efficiency, effectiveness, and robustness, will be graded in this category. This category also assesses the presentation of the report.

2. Presentation, demonstration and poster session (10%, 10%)

This category includes an oral/video presentation of the project and a demonstration if applicable. Communication skills are emphasized. If you are giving a demo in the mid-point/final presentations, a LIVE demo is required. The purpose of the poster/video is to showcase the student project. The poster session is assessed by the supervisor only.

3. Continuous Assessment (30%, 0%)

This category covers the assessment of the attitude of the student, the amount of effort the student has put into the project, self-discipline, creativity, and the general management skills in the project development process. Regular meetings with supervisor and regular uploading of system archives are required. Incomplete incorporation of amendments (suggested by the supervisor/observer) to the project report will be penalized in this category. The progress reports are assessed in this category. This category is assessed by the supervisor only.

3.2.5. Industry University Collaborative (IU) project

IU projects may vary from one to another. Students may consult their project supervisors for the weightings.

If students would like to explore the possibility of extending the internship work to an industry FYP, please raise this with their project supervisors (faculty members) to fyp@comp.hkbu.edu.hk. The evaluation result will be returned to students before the end of Week 2 of Semester 1.

3.2.6. Research project

Students may select to do research related FYP projects to enhance their research skills. Such projects are particularly relevant to students who plan to pursue postgraduate research degrees. Students usually need to work on the research areas of their supervisors and study some advanced algorithms with the aim to produce some publishable work. Weightings of the deliverables (including final report, progress reports, presentation, poster session and continuous assessment) are on a case-by-case basis, endorsed by the Project Committee.

3.3. Reproducibility

The FYP final report must contain a section to describe how to setup your systems or reproduce the FYP results. If it does not include this section or the description is unclear/incorrect, marks will be deducted.

3.4. Anti-plagiarism Check

The University staunchly upholds the principles of academic integrity. As one part of HKBU's effort to prevent plagiarism, the software Turnitin is used to compare all assignments against multiple sources whenever appropriate. A report on each assignment is generated that includes a percentage similarity and links to specific similar sources. Turnitin does not conclusively prove whether or not an assignment is plagiarized – the faculty will make this determination.

All submitted reports will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism and Gen AI writing of such reports. Use of the Turnitin.com service is subject to the Terms and Conditions of Use posted on the Turnitin.com site.

3.5. Late Submission

Late submission of Project Reports (including the progress reports and the final report) will be penalized heavily. Fifty percent of the report score will be deducted for each late submission. If a late report is not submitted within 24 hours after the deadline, the report will not be accepted at all. Therefore, do not miss the deadlines.

3.6. Withdrawal

Permission to withdraw from FYP after the deadline for dropping of courses will only be given under exceptional circumstances, such as illness, personal or academic problems, or other unforeseen circumstances deemed acceptable to the FYP coordinator concerned and the Academic Registrar.

Students who wish to withdraw from FYP can submit an Application for Course Withdrawal via the Online Form system in BUniPort. Application must be submitted at least **4 weeks prior to the deadline of submission of softcopy of project report for grading**. Approval of the course withdrawal is subject to the endorsement of the FYP coordinator concerned and the approval of the Academic Registrar.

The withdrawal of the Final Year Project (a 6-unit year-long course) may lead to an F grade for Semester 1 (COMP4868, COMP4878, COMP4908, or COMP4928), a W grade for Semester 2 (COMP4869, COMP4879, COMP4909, or COMP4929) and a graduation deferment.

3.7. Awards of Credits

Credits will be awarded only at the end of the semester during which the project is completed. In case a student cannot complete the project to the required standard, the student will, at the discretion of the Project Committee, be granted an extended period up to the 1st of November of the same year for resubmission and the highest possible grade is C. Note that university regulations stipulate that a student will only be considered for graduation in the same year if the final grade reaches the Academic Registry on or before the 1st of September.

4. Schedules

The items of the project statement, progress reports and project report (listed below) are set for regular projects except research-oriented projects. For research type projects, please consult your supervisor for the contents to be included.

4.1. Schedule for 2025-26 (for 6-unit projects)

	<u>Dates</u>
1. Last day to submit tentative topic and propose project supervisor(s). (By submitting proposed project statement/project topic preference form to the FYP system at https://fyp.comp.hkbu.edu.hk/)	Apr 28, 2025 (Mon) 5 pm
2. Release of tentative project supervisor assignment list	May 26, 2025 (Mon)
3. Last day for submission of formal written project statement to the project supervisor via the FYP system.	Jun 9, 2025 (Mon) 5 pm
4. Approval of formal project statement by supervisor.	June 23, 2025 (Mon)
5. Submission of first progress report to project supervisor via the FYP system and BU eLearning (BUMoodle).	Sept 26, 2025 (Fri) 5 pm
6. Bi-weekly meetings with supervisor	Semesters 1-2, 2025-26
7. Submit all source code monthly (end of Nov, Dec, Jan, Feb, Mar)	Semesters 1-2, 2025-26
8. Submission of second progress report to project supervisor via the FYP system and BU eLearning (BUMoodle).	Jan 5, 2026 (Mon) 5 pm

- | | | |
|-----|--|----------------------------------|
| 9. | Mid-point presentation and demonstration | Jan 7-9, 2026
(Wed – Fri) |
| 10. | Submission of softcopy of project report for grading to the FYP system and BU eLearning (BUMoodle). The program source listings are not required.
Submission of the scanned copy of your signed FYP consent form via FYP system. | Apr 8, 2026 (Wed)
5 pm |
| 11. | Oral presentation and/or demonstration of the project. | April 10-16, 2026
(Fri – Thu) |
| 12. | Submit the following deliverables via the FYP system:
https://fyp.comp.hkbu.edu.hk/ : <ul style="list-style-type: none">• Complete final report (in pdf), with all appendices• Abstract• Poster (in pdf and png formats)• Presentation slide file (in pdf)• Demonstration video (in mp4 format)• Source code + database (if any) + system setup guide (in zip) | April 23, 2026 (Thu)
5pm |

Your final report should be submitted in ONE pdf file.

4.2.Schedule for 2025-26 (for 3-unit DMC FYP projects)

This schedule is for DMC students who choose semester-based project. The students can choose to take the FYP in either Semester 1 or Semester 2.

	<u>Dates for Semester 1</u>	<u>Dates for Semester 2</u>	
1.	Last day to submit tentative topic and propose project supervisor(s). (By submitting proposed project statement/project topic preference form to the FYP system at https://www.comp.hkbu.edu.hk/fyp/)	Apr 28, 2025 (Mon) 5pm	Apr 28, 2025 (Mon) 5pm
2.	Release of tentative project supervisor assignment list	May 26, 2025 (Mon)	May 26, 2025 (Mon)
3.	Last day for submission of formal written project statement to the project supervisor via the FYP system.	June 9, 2025 (Mon) 5 pm	June 9, 2025 (Mon) 5pm
4.	Approval of formal project statement by supervisor.	June 23, 2025 (Mon)	June 23, 2025 (Mon)
5.	Submission of progress report to project supervisor via the FYP system and BU eLearning (BUMoodle).	Sept 8, 2025 (Mon) 5 pm	Jan 19, 2026 (Mon) 5 pm
6.	Bi-weekly meetings with supervisor	Semester 1, 2025-26	Semester 2, 2025-26
7.	Submit all source code monthly (end of Oct, Nov (Semester 1 projects) / end of Feb, Mar (Semester 2 projects))	Semester 1, 2025-26	Semester 2, 2025-26

8.	Submission of softcopy of project report for grading to the FYP system and BU eLearning (BUMoodle). The program source listings are not required. Submission of the scanned copy of your signed FYP consent form via FYP system	Nov 24, 2025 (Mon) 5 pm	Apr 8, 2026 (Wed) 5 pm
9.	Oral presentation and/or demonstration of the project.	Nov 27 - Dec 2, 2025 (Thu – Tue)	Apr 10-16, 2026 (Fri – Thu)
10.	Submit poster materials via the FYP system: https://fyp.comp.hkbu.edu.hk/ : <ul style="list-style-type: none"> • Poster (in pdf and png formats) • Demonstration video (in mp4 format) (optional but highly encouraged)	Apr 23, 2026 (Thu) 5pm	Apr 23, 2026 (Thu) 5pm
11.	Submit the following deliverables via the FYP system: https://www.comp.hkbu.edu.hk/fyp/ : <ul style="list-style-type: none"> • Complete final report (in pdf), with all appendices • Abstract • Presentation slide file (in pdf) • Source code + database (if any) + system setup guide (in zip) 	Dec 22, 2025 (Mon) 5 pm	Apr 23, 2026 (Thu) 5 pm
Your project report should be submitted in ONE pdf file.			

5. Requirements of FYP Deliverables

The requirements listed in this section are for regular projects except ***research-oriented projects***. *The research-oriented projects have large varieties. Please consult the supervisors for the specific requirements.*

5.1. Requirements for CST projects

5.1.1. CST Proposed Project Statement

The proposed project statement is a preliminary version of the formal project statement in Section 5.1.2. The required categories are the same, but the descriptions can be in less detail.

5.1.2 CST Formal Project Statement

The formal project statement should include the following categories:

- a. Project Background
- b. Problem / Improvement Areas
- c. Proposed Approach

For a group project or projects with the same title, each FYP student should state clearly the parts he/she intends to work on. Group project is subject to approval of the Project Committee.

5.1.3. CST 1st Progress Report

The 1st Progress Report should include the following categories:

- a. The objectives of your project
- b. Proposed system solution or changes made to your previously proposed solution
- c. Proposed schedule & what you have achieved so far
- d. Problems (if any) you are having with the project
- e. What activities you are currently engaging in

5.1.4. CST 2nd Progress Report

The 2nd Progress Report should include the following categories:

- a. Contents are similar to the 1st Progress Report. Of course, it should be reporting something much further down the road.

5.1.5. CST Final Report

The format of the Final Report is given at the end of this handbook. The main text should include the following categories:

The number of chapters and their contents may vary according to the nature of the project.

State clearly and precisely the objectives and significance of the project. Describe clearly the main ideas employed in the project. Special attention should be paid to:

- structure & logical flow of final report
- clear indication of the student's own contribution to the project and its rationale

Discuss in depth the result of the project. It must be stressed that a project must contain some non-trivial results and not just routine implementation of standard procedures documented elsewhere in the literature. Meaningful suggestions for future extension of project might be included.

5.2. Requirements for ISA projects

5.2.1. ISA Proposed Project Statement

The proposed project statement is a preliminary version of the formal project statement in Section 5.2.2. The required categories are the same, but the descriptions can be in less detail.

5.2.2 ISA Formal Project Statement

The formal project statement should include the following categories:

- a. Project Background
- b. Problem / Improvement Areas
- c. Development Methodology

For a group project or projects with the same title, each FYP student should state clearly the parts he/she intends to work on. Group project is subject to approval of the Project Committee.

5.2.3. ISA 1st Progress Report

The 1st Progress Report should include the following categories:

- a. Project Plan
- Brief Introduction to Proposed System
- Resource Implications (Please review the hardware and software list provided by the Dept. Items not in the list may be unavailable.)

- Development and Operating Costs
 - Tangible and Intangible Benefits
 - Cost-benefits Analysis
 - Development Schedule
 - System Recommendation
- b. Initial System Analysis
- Initial Use Case Model (Use Case Diagram & Description)
 - Initial Activity Diagrams
 - Initial User Interface Prototype (diagrams & storyboards)

5.2.4. ISA 2nd Progress Report

The 2nd Progress Report should include the following categories:

- a. System Analysis

 - Use Case Model (Use Case Diagram & Description)
 - Class Diagrams (with attributes only)
 - Activity Diagrams (on workflow) with Description
 - User Interface Prototype

- b. System Design

 - Class Diagrams & Descriptions (with attributes & methods)
 - Sequence Diagrams with Description
 - State Charts with Description
 - Database Design & Physical Data Model

5.2.5. ISA Final Report

The format of the Final Report is given at the end of this handbook. The main text should include the following categories:

The project report should include an Introduction, Project Plan, System Analysis & Design, Systems Implementation, Discussions, and Conclusion.

The Test Plan & Strategies Report in Systems Implementation should cover

- Testing Strategy
- List of items and features to be tested
- Passing or failing criteria for items/features
- Test Deliverables
- Black-box Test
- Stress Test
- Browser Test

The number of chapters and their contents may vary according to the nature of the project.

5.3. Requirements for DMC projects

As an interdisciplinary concentration, DMC aims to provide specialized data analytics and journalistic education and training to students. All the FYP works are expected to cover a full-fledge data life circle, namely, data creation, data processing, data analysis, data storage and management, data sharing (including data visualization and interactive computer-based applications), and data re-use potentials.

5.3.1. DMC Proposed Project Statement

The proposed project statement is a preliminary version of the formal project statement in Section 5.3.2. The required categories are the same, but the descriptions can be in less detail.

5.3.2. DMC Formal Project Statement

A formal project statement for a data analysis project should include the following information:

1. Project Title: A clear and concise title that accurately reflects the scope and purpose of the project.
2. Background and Problem Statement: A brief overview of the background and context of the project, along with a clear statement of the problem that the project aims to solve.
3. Objectives and Scope: A list of the specific objectives that the project aims to achieve, along with a clear description of the scope of the project.
4. Data Sources: A description of the data sources that will be used in the project, including any relevant datasets or APIs.
5. Data Cleaning and Preprocessing: An initial plan for cleaning and preprocessing the data, including any tools or techniques that will be used.
6. Data Analysis: A plan for analyzing the data, including any statistical or machine learning techniques that will be used.
7. Data Visualization: An initial plan for visualizing the data, including any graphs, charts, or dashboards that will be created.
8. Conclusion: A summary of the initial project statement, highlighting the key points and objectives of the project.

For a group project or projects with the same title, each FYP student should state clearly the parts he/she intends to work on. Group project is subject to approval of the Project Committee.

5.3.3. DMC 1st Progress Report

The 1st Progress Report should include the following:

1. Introduction: This section should provide a clear and concise overview of the project and its objectives. It should explain the relevance and importance of the project in the context of the field of study, and provide a brief background of the problem or issue being addressed.
2. Literature review: A literature review should be included to demonstrate a good understanding of the relevant literature related to the problem or issue being addressed.
3. Data sources: A description of the data sources being used in the project should be included. This can include information on the type of data, its quality, and any limitations or challenges associated with the data.
4. Data analysis plan: A detailed plan for data analysis should be included, outlining the steps to be taken to process and analyze the data. This section should also include a discussion of any challenges or potential issues that may arise during the analysis process.
5. Results: While the first progress report may not include any results, it should include a discussion of the expected outcomes and potential implications of the project.
6. Timeline: A timeline for the project should be included, outlining the major milestones and deadlines for each stage of the project.
7. References: A list of references should be included, formatted according to the appropriate citation style.

Overall, the first progress report should provide a clear and detailed overview of the project and its objectives, demonstrating a strong understanding of the data sources and analysis methods. It should also include a detailed plan for data analysis and a timeline for completing the project.

5.3.4. DMC 2nd Progress Report

The 2nd Progress Report should include the following:

1. Introduction: This section should provide a brief overview of the project and its objectives, as well as a reminder of the problem or issue being addressed.

2. Literature review: An updated literature review should be included, with any new findings or insights related to the problem or issue being addressed.
3. Data analysis update: A detailed update on the progress of the data analysis should be included, highlighting any challenges or unexpected issues that have arisen since the first progress report. This section should also include any preliminary findings or results that have been generated through the analysis.
4. Project implementation update: An update on the implementation of the project should be included, outlining any progress made since the first progress report. This can include updates on any software or tools being developed, or any other project deliverables that are being worked on.
5. Project timeline update: An updated timeline for the project should be included, outlining any changes or modifications that have been made since the first progress report.
6. Conclusion: This section should summarize the progress made since the first progress report and provide an outlook for the remainder of the project.
7. References: A list of references should be included, formatted according to the appropriate citation style.

Overall, the second progress report should provide a detailed update on the progress of the project, including any new insights gained through the data analysis or project implementation. It should also include an updated timeline for the project and a summary of the progress made since the first progress report.

5.3.5. DMC Final Report

The format of the Final Report is given at the end of this handbook. The main text should include the following:

1. Introduction: This section should provide a clear and concise overview of the project and its objectives. It should also explain the relevance and importance of the project in the context of the field of study.
2. Literature review: A literature review should be included to demonstrate a comprehensive understanding of the relevant literature related to the problem or issue being addressed.
3. Data analysis: The data analysis section should provide a detailed description of the data processing and analysis techniques used in the project. It should also include any statistical analyses, data visualizations, or other relevant outputs that demonstrate the results of the analysis.
4. Results: This section should present the findings of the data analysis, including any significant relationships, patterns, or trends identified in the data. It should also include a discussion of the implications of the results for the problem or issue being addressed.

5. Conclusion: The conclusion should summarize the main findings of the project, highlight its contributions to the field, and provide recommendations for future work or improvements.

6. References: A list of references should be included, formatted according to the appropriate citation style.

Overall, the final report should provide a clear and comprehensive understanding of the project and its objectives, present a critical analysis of the relevant literature, present the findings of the data analysis in a clear and concise manner, and provide recommendations for future work or improvements.

5.4. Requirements for AI projects

5.4.1. AI Proposed Project Statement

The proposed project statement is a preliminary version of the formal project statement in Section 5.4.2. The required categories are the same, but the descriptions can be in less detail.

5.4.2. AI Formal Project Statement

The formal project statement should include the following categories:

- a. Project Background
- b. Problem / Improvement Areas
- c. Proposed Approach

For a group project or projects with the same title, each FYP student should state clearly the parts he/she intends to work on. Group project is subject to approval of the Project Committee.

5.4.3. AI 1st Progress Report

The 1st Progress Report should include the following categories:

- a. The objectives of your project
- b. Proposed solution or changes made to your previously proposed solution
- c. Proposed schedule & what you have achieved so far
- d. Problems (if any) you are having with the project
- e. What activities you are currently engaging in

5.4.4. AI 2nd Progress Report

The 2nd Progress Report should include the following categories:

- a. Contents are similar to the 1st Progress Report. Of course, it should be reporting something much further down the road.

5.4.5. AI Final Report

The format of the Final Report is given at the end of this handbook. The main text should include the following categories:

The number of chapters and their contents may vary according to the nature of the project.

State clearly and precisely the objectives and significance of the project. Describe clearly the main ideas employed in the project. Special attention should be paid to:

- structure & logical flow of final report
- clear indication of the student's own contribution to the project and its rationale
- the whole process starting from data acquisition, data pre-processing, system/algorithim design, and result presentation and demonstration.

Discuss in depth the result of the project. It must be stressed that a project must contain some non-trivial results and not just routine implementation of standard procedures documented elsewhere in the literature. Meaningful suggestions for future extension of project might be included.

5.5. Requirements for industry university collaborative (IU) projects

IU projects may vary from one to another. Students may consult their project supervisors (faculty members) and industry mentors for the requirements of the project statement, 1st progress report, 2nd progress report and final report. Supervisors and industry mentors normally adopt the most relevant requirements.

About extending Internship Work to an Industry FYP:

If students would like to explore the possibility of extending the internship work to an industry FYP, please raise this with their project supervisors (faculty members) to fyp@comp.hkbu.edu.hk. As this involves a change of the FYP topic, the FYP coordinators will evaluate the extension based on the suitability of the work and the availability of a supervisor. The evaluation result will be returned to students before the end of Week 2 of Semester 1.

5.6 Requirements for research projects

5.6.1. Research Project Proposed Project Statement

The proposed project statement is a preliminary version of the formal project statement in Section 5.5.2. The required categories are the same, but the descriptions can be in less detail.

5.6.2 Research Project Statement

The project statement should include the following categories:

- a. Project Background
- b. Literature Review
- c. Algorithms to be studied

5.6.3. Research Project 1st Progress Report

The 1st Progress Report should include the following categories:

- a. The objectives of your project
- b. Algorithms you have studied or going to study in depth
- c. Proposed improvement or extension area or new algorithm

5.6.4. Research Project 2nd Progress Report

The 2nd Progress Report should include the following categories:

- a. Contents are similar to the 1st Progress Report. It should be reporting something much further down the road.

5.6.5. Research Project Final Report

The format of the Final Report is given at the end of this handbook. The main text is similar to a research paper and typically include the following categories:

- a. The objectives of your project
- b. Literature review
- c. Background of algorithms
- d. New algorithms or extension of existing algorithms
- e. Experimental results showing performance of algorithms
- f. Discussion of results
- g. Conclusion and future work

6. Report Submission

6.1. For Similarity Check

All softcopy project reports such as progress reports and final report should be submitted in ONE pdf file for similarity check. The submission of the following items to BU eLearning are not required:

- Title page
- Declaration page
- Acknowledgement (if applicable)
- Table of contents
- Appendix (if any)

Except for page number in the footer, page headers and footers in the softcopy should be removed. The maximum report file size is 40 MB.

Students may have one chance to submit their reports to Turnitin Pre-submission Box before deadline for checking similarity. They are allowed to see the percentage of similarity. They are encouraged to make good use of this chance to get rid of susceptible contents in the reports.

Students are required to submit the final version of their reports to Turnitin Submission Box for similarity check. An originality report with a similarity percentage and links to specific similar sources will be sent to supervisors and observers. The percentage of similarity will not be released to students.

6.2. For Grading

The final version of the complete report such as progress report and final report should be submitted in ONE pdf file for grading via the Department's FYP system at <https://fyp.comp.hkbu.edu.hk/>

6.3. For Archive

After the final presentation and demonstration, the student needs to submit the complete revised final report in ONE pdf file with all appendices via the Department's FYP system at <https://fyp.comp.hkbu.edu.hk/> for archive.

7. Intellectual Property, Originality and Outside Sponsorship

1. The work done by a student for an FYP should be original and solely be used for FYP assessment, but not others (such as class projects, work done as part-time or full-time jobs, and so on). Otherwise there will be plagiarism. Even self-plagiarism should not be allowed. Therefore, a student should not use the work of his/her paid

outside job or class project as part of his/her FYP, unless prior approval is obtained from the department.

2. If an FYP is an extension of a student's outside work (paid or unpaid), the student should clearly state the scopes of the outside work and the extension part at the beginning of the project. The outside work portion will not be counted toward the FYP grade. Only the extension part will be considered.
3. In general, if an FYP involves outside sponsorship (even transportation subsidy), the student must declare such sponsorship at the beginning of the FYP. The student should clearly state the employment relationship, form of financial support (e.g., equipment or data provided), whether the outside sponsor knows of the FYP, and the sponsor's role in the project.
4. The ownership of an intellectual property (e.g., an invention) or copyrightable material (e.g., computer code) developed solely by an FYP student without involving university or outside funding or funded projects belongs to the student.
5. If the intellectual properties of a faculty staff and an outside sponsor are involved in an FYP, the student, the staff/Computer Science Department, and the outside sponsor should negotiate their share and come up with an agreement before the project starts.
6. If outside sponsorship is involved in an FYP, the Computer Science Department has sole authority in determining the grade of the FYP.
7. For FYPs arising from HKBU-funded projects, the Computer Science Department observes the following guideline from the HKBU Knowledge Transfer Office (available at Personnel Office's website under Policies & Procedures => General Guidelines and Regulations => Administrative Guidelines for the Protection of Intellectual Property Rights, Section 5 b ii):
 - The University will normally assign the copyrights arising from research projects which are fully financed by the University back to the authors concerned (i.e., staff and/or students) to recognize their contribution. The royalty income, if any, arising from the copyrights under this category shall, however, be shared between the author(s) and the University by a proportion as determined by the Knowledge Transfer Committee.
8. For intellectual property rights involving a student and the FYP supervisor (but no outside sponsorship), the Computer Science Department observes the following guideline from the HKBU Knowledge Transfer Office (available at Human Resources Office's website under Policies & Procedures => General Guidelines

and Regulations => Administrative Guidelines for the Protection of Intellectual Property Rights, Section 6 d):

- In the filing of intellectual property rights protection involving students, careful consideration must be given to the degree of staff supervisor involvement and their contribution to the original work. Normally the level of contribution will be such that the supervisor should be named as co - owner of the intellectual property and receive an appropriate share of any revenue. Typically, the student:supervisor income share ratio should be within the range of 1:1 to 2:1 depending on the relative contributions. The exact ratio is to be decided by the supervisor and the student in consultation with the Department Head.

8. Guidelines for the Preparation of the Final Year Project Report

Project reports should be typed in black with font size 10 to 12, single line spacing and paginated on two sides of A-4 bond paper, and with 1.27 cm margins on all sides. The maximum length of the report is 400 pages, excluding the appendix, if any. The report file size (excluding the appendix) in pdf format should be less than 40MB.

The order of the materials included should be as follows:

1. Standard Title Page (see sample attached)

Project title and name of the student are listed.

2. Declaration Page (see sample attached)

Declaration of original and independent work by the student.

3. Acknowledgment Page (if applicable)

Acknowledgements of contributions to the project and words of appreciation to personnel who extended support to the project.

4. Table of Contents (see sample attached)

As the sample is only a guideline, you do not need to rigidly follow it.

5. Abstract (see sample attached)

The abstract should not exceed one page, and should summarize the essentials of the project, including the objective, method, results and conclusion.

6. Chapter 1. Introduction

This chapter should state clearly and precisely the objectives and significance of the project.

7. Main Text

The number of chapters and their contents may vary according to the nature of the project.

Within the main text, you should focus on describing "what" you have done in each of the development phases, and equally importantly describe "how" and "why" this was done. Be sure to reference any appropriate technical documentation contained within your appendices.

All figures and tables, referred to in the text, must be numbered and labelled correctly.

8. Final Chapter. Discussions, Contributions and Conclusion

This chapter should include a statement to indicate whether the proposed aims of the project have been fully implemented. Discussions of results and their implications and the merits of the proposed solution should also be included.

9. References

References should follow the ACM Citation Style and Reference Formats. References should be listed in alphabetical order and cited by author and year of publication in the text.

For a paginated article in a journal:

- [1] Patricia S. Abril and Robert Plant. 2007. The patent holder's dilemma: Buy, sell, or troll? *Commun. ACM* 50, 1 (Jan. 2007), 36–44. <https://doi.org/10.1145/1188913.1188915>

For an enumerated article in a journal:

- [1] Sarah Cohen, Werner Nutt, and Yehoshua Sagiv. 2007. Deciding equivalences among conjunctive aggregate queries. *J. ACM* 54, 2, Article 5 (April 2007), 50 pages. <https://doi.org/10.1145/1219092.1219093>

For a monograph (whole book):

- [1] David Kosiur. 2001. *Understanding Policy-Based Networking* (2nd. ed.). Wiley, New York, NY.

For a divisible book (anthology or compilation):

- [1] Ian Editor (Ed.). 2007. *The title of book one* (1st. ed.). The name of the series one, Vol. 9. University of Chicago Press, Chicago. <https://doi.org/10.1007/3-540-09237-4>

For a multi-volume work (as a book):

- [1] Donald E. Knuth. 1997. *The Art of Computer Programming*, Vol. 1: Fundamental Algorithms (3rd. ed.). Addison Wesley Longman Publishing Co., Inc.

For a chapter in an edited book that is not part of a series:

- [1] Beth Warren, Shirin Vossoughi, Ann S. Rosebery, Megan Bang, and Edd V. Taylor. 2020. Multiple ways of knowing*: Re-imagining disciplinary learning. In *Handbook of the Cultural Foundations of Learning*. Na'ilah Suad Nasir, Carol D. Lee, Roy Pea, and Maxine McKinney de Royston (Eds.), Routledge, 277–294.

For a (paginated proceedings) article in a conference proceedings (conference, symposium or workshop):

- [1] Sten Andler. 1979. Predicate path expressions. In *Proceedings of the 6th ACM SIGACT-SIGPLAN Symposium on Principles of Programming Languages (POPL '79)*, January 29 - 31, 1979, San Antonio, Texas. ACM Inc., New York, NY, 226-236. <https://doi.org/10.1145/567752.567774>

For a Patent:

- [1] Joseph Scientist. 2009. The fountain of youth. (Aug. 2009). Patent No. 12345, Filed July 1st., 2008, Issued Aug. 9th., 2009.

For an informally published work (such as some technical reports and dissertations):

• **Technical Report:**

- [1] David Harel. 1978. *LOGICS of Programs: AXIOMATICS and DESCRIPTIVE POWER*. MIT Research Lab Technical Report TR-200. Massachusetts Institute of Technology, Cambridge, MA.

• **Doctoral dissertation:**

- [1] Kenneth L. Clarkson. 1985. *Algorithms for Closest-Point Problems (Computational Geometry)*. Ph.D. Dissertation. Stanford University, Palo Alto, CA. UMI Order Number: AAT 8506171.

• **Master's Thesis:**

- [1] David A. Anisi. 2003. *Optimal Motion Control of a Ground Vehicle*. Master's thesis. Royal Institute of Technology (KTH), Stockholm, Sweden.

For an online document/WWW resource: Website year can be found at the bottom of the website page or by viewing page properties/source to see when the page was last modified.

- [1] Harry Thornburg. 2001. Introduction to Bayesian Statistics. (March 2001). Retrieved March 2, 2005 from <http://ccrma.stanford.edu/~jos/bayes/bayes.html>, archived at [<https://web.archive.org/web/20240505055615/https://ccrma.stanford.edu/~jos/bayes/bayes.html>]

- [2] ACM. Association for Computing Machinery: Advancing Computing as a Science & Profession. Retrieved from <http://www.acm.org/>.

- [3] Wikipedia. 2017. Wikipedia: the Free Encyclopedia. Retrieved from <https://www.wikipedia.org/>

For a Video (two examples):

- [1] Dave Novak. 2003. Solder man. Video. In *ACM SIGGRAPH 2003 Video Review on Animation theater Program: Part I - Vol. 145* (July 27-27, 2003). ACM Press, New York, NY, 4. <https://doi.org/99.9999/woot07-S422>

- [2] Barack Obama. 2008. A more perfect union. Video. (5 March 2008). Retrieved March 21, 2008 from

<http://video.google.com/videoplay?docid=6528042696351994555>, archived at [<https://web.archive.org/web/20250310010326/https://www.youtube.com/watch?v=zrp-v2tHaDo>]

For arXiv:

- [1] Martha Constantinou. 2016. New physics searches from nucleon matrix elements in lattice QCD. arXiv:1701.00133. Retrieved from <https://arxiv.org/abs/1701.00133>

For a conference presentation:

- [1] Brian J. Reiser. 2014. Designing coherent storylines aligned with NGSS for the K-12 classroom. Presentation at the National Science Education Leadership Association Meeting, Boston, MA, USA. https://www.academia.edu/6884962/Designing_Coherent_Storylines_Aligned_with_NGSS_for_the_K_12_Classroom

[URL is optional.]

For an article that is under review:

The preferred way is for the authors to upload the paper to a preprint server such as arXiv and then cite the preprint version which has a permanent link.

If authors are unwilling to do so, the reference can be retained using the following style:

- [1] R. Baggett, M. Simecek, C. Chambellan, K. Tsui, and M. Fraune (the year the manuscript was written). *Fluidity in the Phased Framework of Technology Acceptance: Case Study to Gain a Holistic Understanding of (Older Adult) Participant Advancement Through Acceptance Phases with Mobile Telepresence Robots*. Manuscript submitted for review.

10. Appendices (if needed)

All details, such as the followings, should be included in the Appendices. For example, for developed systems in the final year project, students should document their systems. The documentation may include, but not limited to, some or all of the followings:

The Test Cases of While-box and Black-box Testing – To describe the cases derived from White-box and Black-box testing methodologies and report the test results of each case. The test cases of other testing (e.g. browser testing, stress test) should be included in the main report.

Executive Summary – To summarize the purpose, problems addressed, solution methods, capabilities and operational flow of the system.

Systems Manual – To describe in some details the purpose, problems addressed, solution methods, capabilities and operational flow of the system.

User's Manual – To describe the detail procedures to be followed by a user for using the system. The Installation Guide should also be included.

Technical Manual – To describe the logical as well as the physical design of the system. (The ERD, DFD, etc. may be included here.) This should also include detailed requirements and procedures for the set up and installation of the system.

System Setup Guide – To describe the steps to be followed to set up your system/program.

9. Recommended References for Report Writing

ACM Citation Style and Reference Formats:

<https://www.acm.org/publications/authors/reference-formatting>

10. Plagiarism

Plagiarism is the academic offense of representing another person's work as one's own. Evidence of plagiarism is the inclusion of other people's original ideas in your own work without properly identifying the material included as derived from other people's work and providing the appropriate citation.

The penalties for plagiarism are severe. If the person is a current student, the penalties may include dismissal from the University. If the person convicted of plagiarism is a graduate of the University, and the plagiarism was contained in the academic work required for a degree, the University may take legal action against the graduate which may include revoking of the degree.

To avoid any possible misunderstanding, care must be taken to follow the rules concerning the use of quoted materials. You are advised to read the publication titled "Avoiding Plagiarism" which can be obtained at
http://ar.hkbu.edu.hk/curr/avoid_plagiarism/.

All final year project reports should be submitted via "Turnitin". It is a software for identifying unoriginal text and the original sources by text matching from Internet sites, electronic journals and books, and past reports/assignments held in its database. A report on each assignment is generated that includes a percentage similarity and links to specific similar sources. The originality reports will be sent to the project supervisor and observer. Turnitin does not conclusively prove whether or not an assignment is plagiarized – the faculty will make this determination.

As stipulated in the University's regulations, a student found to have committed an act of plagiarism shall receive an "F" grade for the course. In addition, any committed plagiarism case will be announced to all students.

Students should agree that by taking this project, all required reports/papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism and Gen AI writing. All submitted reports/papers will be included as source

documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such reports/papers. Use of the Turnitin.com service is subject to the Terms and Conditions of Use posted on the Turnitin.com site.

11. The Use of Generative AI

The use of content generated by artificial intelligence (AI) in the report (including but not limited to text, figures, images, and code) shall be disclosed in the acknowledgments section. For example, authors should mention tools (including LLMs) that were used for data processing, filtering, visualization, and facilitating or running experiments. The AI system used shall be identified, and specific sections of the report that use AI-generated content shall be identified and accompanied by a brief explanation regarding the level at which the AI system was used to generate the content.

Reports that include text generated from a large-scale language model (LLM) are prohibited. LLMs are allowed to be used for editing (grammar checking, polishing, formatting) text solely written by the authors. Authors remain responsible for the correctness and originality of the submitted content (including checking for plagiarism and veracity of all text). The use of AI systems for editing and grammar enhancement should also be disclosed in the acknowledgments section. Failure to disclose the use of Generative AI will be considered plagiarism.

Sample
Title Page
Paper Size: A4
Margin: -
- Between top edge of paper
and the upper line of the
frame: 8.5cm
- left 6 cm
- right 5cm
- frame height 5.5cm
- frame width 10cm
Project Report

Management System for Personnel Agency

by

LEE Tai Chung, Tim

Submitted in partial fulfillment of the requirements for the degree of

**Bachelor of Science (Honours)
in Computer Science**

Hong Kong Baptist University

April, 2026

Declaration

I hereby declare that all the work done in this Final Year Project is of my independent effort. I also certify that I have never submitted the idea and product of this Final Year Project for academic or employment credits.

LEE Tai Chung, Tim

Date: _____

TABLE OF CONTENTS

	<u>Page</u>
Chapter 1. Introduction -----	
Project Background -----	
Problem / Improvement Areas -----	
Proposed Solution -----	
Chapter 2. Project Plan -----	
Resource Implications -----	
Development & Operating Costs -----	
Tangible and Intangible Benefits -----	
Cost-Benefits Analysis -----	
Development Schedule -----	
Cost Estimation -----	
Chapter 3. Systems Analysis -----	
Chapter 4. Systems Design -----	
Chapter 5. Systems Implementation -----	
Use of Software/Library*-----	
System Constraints -----	
Test Plans -----	
Test Strategies -----	
Chapter 6. Discussions, Contributions and Conclusion -----	
Discussions -----	
Analysis and Design Contributions -----	
Implementation Contributions -----	
Conclusion -----	
REFERENCES -----	
APPENDICES	
A.1 Black-box Test Cases	
A.2 Questionnaires, Collected Documents, Literature Reviews, etc. -----	
A.3 Executive Summary -----	
A.4 Systems Manual -----	
A.5 User's Manual -----	
A.6 Technical Manual -----	
A.7 System Setup Guide -----	

* To declare the software/library (e.g. open source software, content management system) that you have used for the project and state the part(s) you employed them.

CST Sample
Table of Content
Project Report

TABLE OF CONTENTS

	<u>Page</u>
Chapter 1. Introduction -----	
Background -----	
Objective -----	
Chapter 2. System Overview -----	
System Architecture -----	
Semantic Caching -----	
Existing Methods -----	
Chapter 3. Method and its Implementation -----	
Proposed Method -----	
Query Evaluation Techniques -----	
Cache Replacement Polices -----	
Cache Updating -----	
Implementation -----	
Chapter 4. Performance Results -----	
Impact of Cache Size -----	
Impact of Query Pattern -----	
Impact of Update Pattern -----	
Chapter 5. Discussions -----	
Difficulties and Limitations -----	
Further Developments -----	
Chapter 6. Conclusions -----	
REFERENCES -----	
APPENDICES -----	
System Setup -----	

TABLE OF CONTENTS

	<u>Page</u>
Chapter 1. Introduction	
- Background and Context	
- Problem Statement	
- Objectives	
Chapter 2. Literature Review	
- Introduction to the literature review	
- Literature review summary	
Chapter 3. Data Analysis	
- Introduction to data analysis	
- Data collection and processing	
- Data analysis techniques	
- Statistical analysis	
- Data visualizations	
Chapter 4. Results	
- Summary of results	
- Identification of significant relationships, patterns or trends	
- Discussion of implications of results for the problem or issue being addressed	
Chapter 5. Conclusion	
- Summary of findings	
- Contributions to the field	
- Recommendations for future work or improvements	
Chapter 6. References	
APPENDICES (if any)	

TABLE OF CONTENTS

	<u>Page</u>
Chapter 1. Introduction -----	
Background -----	
Related work -----	
Objective -----	
Chapter 2. Method -----	
Problem statement/formulation -----	
Data sources and collection -----	
Data preprocessing approaches -----	
Proposed methods/solutions -----	
Chapter 3. Results -----	
Experimental settings -----	
Baseline systems/methods for comparison -----	
System/method settings -----	
Presentation and interpretation of results -----	
Chapter 4. Discussions -----	
Reproducibility of methods, code, data, and results	
Difficulties and limitations -----	
Potential improvements and future work -----	
Chapter 5. Conclusions -----	
REFERENCES -----	
APPENDICES -----	
Raw data -----	

Sample
Abstract
Project Report

ABSTRACT

[Abstract text, single line spacing, do not exceed one page]