

REGULATIONS ON THE FORMAT, BINDING AND PRESENTATION OF THESES FOR RESEARCH DEGREES

1. Each copy of a thesis must be typewritten in double or one-and-a-half spacing and printed on International-size-A4 paper (one side or both sides, the latter being encouraged wherever possible), except for drawings, maps, or tables, for which there are no restrictions. There should be a margin of at least 40 mm on the left-hand edge of each page. The electronic copy should follow the same page set up and spacing specification.

2. A thesis should contain the following parts, each starting on a new page, in the following order:

- A cover (for the final hard-cover and electronic versions) containing
 - a) the title of the thesis
 - b) the full name of the student
 - c) the degree aimed for
 - d) the name of the University
 - e) the year of award
- A title page containing
 - a) the name of the University
 - b) the name of the Department
 - c) the title of the thesis
 - d) the full name of the student
 - e) a statement reading: "A thesis submitted in partial fulfilment of the requirements for the degree of **Master of Philosophy or Doctor of Philosophy**"
 - f) the month and year of the initial submission

A statement reading:
CERTIFICATE OF ORIGINALITY

I hereby declare that this thesis is my own work and that, to the best of my knowledge and belief, it reproduces no material previously published or written, nor material that has been accepted for the award of any other degree or diploma, except where due acknowledgement has been made in the text.

(Signed)

(Name of student)

- Dedication (optional)
- Abstract
 - Consisting of a summary of the work done, and between two hundred and five hundred words.

- Publications arising from the thesis (optional)
 - Follow the format described in Paragraph 6 below.
- Acknowledgements
- Table of contents
- List of figures, tables and abbreviations (all optional)
- Chapter 1 : Introduction
- The thesis body
- Conclusions and Suggestions for Future Research (the latter being optional).
- Appendices (optional)
- References
 - The references for all chapters can be placed at the end, or those for each chapter can be placed at the end of the chapter.

3. Intellectual property created by students in the course of their study at the University shall be owned by the University only if the student receives financial support from the University in the form of wages, salary or stipends for undertaking their study or research in the University; makes material use of the University's resources for his/her research work; receives material guidance and intellectual input from the University's staff for his/her research work; or if his/her research work is funded by a grant to the University or to him/her by virtue of his/her employment by the University. Generally speaking, intellectual property rights, among other things, refers to novel information and ideas that the law protects. It means the material or communicable result of scientific, humanistic, literary, and artistic effort. It includes, but is not limited to, works in the forms of copyrights, designs, inventions, discoveries, trademarks, formulae, processes, computer software, drawings and sculptures, journal articles, and conference presentations. Students **should not**, therefore, make the claim that they own the intellectual property of the research work in their thesis or in other publications that resulted from their research work.
4. The copy of the thesis must be bound either as Regulation 5 states, or in a temporary heat-sealed 'Perfect' binding with the words '**Temporary Binding for Examination Purposes**' lettered on the front cover (or, if a transparent cover is used, on the first page, so that the lettering may be read through the cover).
5. (a) A bound copy of each successful thesis should be sent to the University Library for permanent retention. It should be bound between boards, and in one volume. Gilt lettering should be used on the front cover and spine, following the standard layout shown in Appendix 5(k)II.
(b) The electronic copy must be prepared in accordance with the following requirements:

File format: PDF format on a CD-ROM or DVD-ROM
Compatible with PDF version 1.4 (Acrobat 5) or higher
Paper size: A4 (210 x 297 mm)

Text searchable PDF: Must be text-searchable. Image PDF is not acceptable.

Security: No password assigned and all security settings should be turned off

Font: All fonts must be embedded.

Binding of Approved MPhil/PhD Theses

1. MPhil/PhD candidates should have their thesis bound by outside binderies, at their own expense. A list of binderies is provided in Appendix I.
*黑色硬皮、金色字
体*
2. All theses should be bound with hard covers, with gold block lettering on the front cover and the spine. The cover should be **black**. A rough sketch of a bound thesis is shown in Appendix II. Actual copies of MPhil/PhD theses can be seen in the University Library.
3. When a student has satisfied all of the requirements for the award, he must submit a duly signed *Declaration of Ownership of work* (Form RC/56) to prove that the final version of the thesis has been sent for plagiarism check. The RO will then present the recommendation of the Board of Examiners (BoE), together with their *Report on Output arising from Research Studies at PolyU* (Form RC/7), to the Research Committee (RC), who will consider and ratify the recommendation of the BoE, as appropriate. Once the recommendation is ratified, the student must prepare bound and electronic copies of the final version of the thesis to be sent to the University Library and other parties concerned via the RO. The number of hard and electronic copy theses required by each Department/School is as follows:

- | | | |
|------------------------------|---|--|
| 1) Personal information form | } | Please complete the forms to [REDACTED] by [REDACTED]. Thanks! |
| 2) Form RC/7 | | |
| 3) Form RC/56 | | |
| 4) Graduate survey | | |

Examination Process:

- a) After completing the viva, the BoE Chair will be provided the oral examination report to [REDACTED]
- b) The viva report will be sent to the Overseas examiner for endorsement and any comments.
- c) Student will be received a letter, the viva report and all examiners' comments later.
- d) According to the viva report and all examiner's comments, student may be required to revise thesis and provide the revised temporarily thesis + a list of amendments to nominee by the deadline (which mentioned on the viva report).
- e) Nominee is required to provide the Form RC/46 (recommendation) + a list of amendments to [REDACTED] by the RC meeting cut-off date.
- f) The case will be presented to the nearly RC meeting for conferment. (schedule are listed as follow)

After RC meeting, student is required to prepare the following stuffs to May (RO):

- i) copy of binding thesis with year "2014"
- ii) CD-Rom which containing the soft copy of thesis in PDF or word format, reminded to sign the page of "certificate of originality".

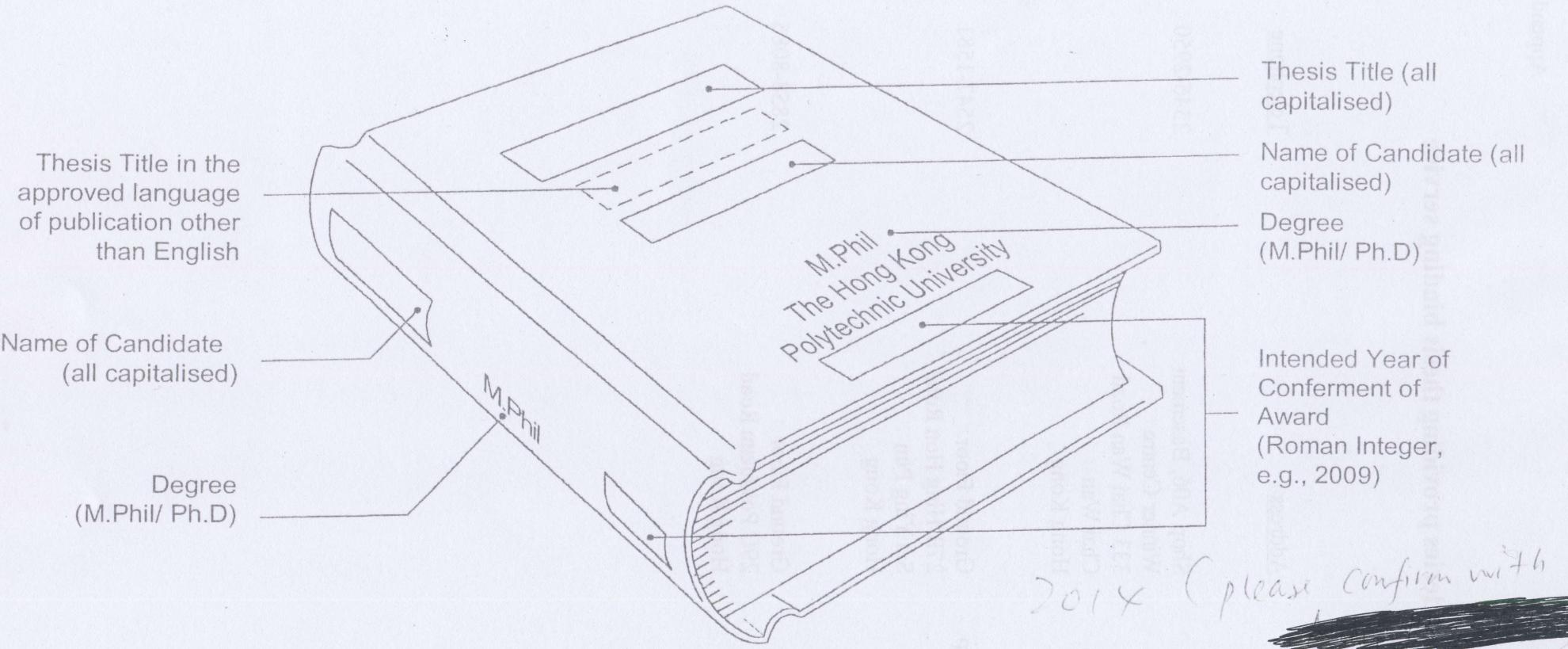
RC meeting cut-off date	RC meeting
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

Faculty	Dept	Number of hardcopy theses required of each student	Number of electronic copy theses required of each student
FENG	BME	Only one copy to be sent to the Library	One copy to be sent to the Library, one for the HoD and one for each supervisor
	COMP	One copy to be sent to the Library and one for the Chief Supervisor	One copy to be sent to the Library, one for the HoD, one for the Department and one for each supervisor
	EE	Only one copy to be sent to the Library	One copy to be sent to the Library, one for the HoD and one for each supervisor
	EIE		
	ISE		
	ME	One copy to be sent to the Library, one for the Department and one for each supervisor	One copy to be sent to the Library
FHSS	APSS	Only one copy to be sent to the Library	One copy to be sent to the Library, one for the HoD and one for each supervisor
	HTI	One copy to be sent to the Library, one for the Department and one for each supervisor	One copy to be sent to the Library
	RS	Only one copy to be sent to the Library	One copy to be sent to the Library, one for the HoD and one for each supervisor
	SN		
	SO		
SD		Only one copy to be sent to the Library	One copy to be sent to the Library, one for the HoD and one for each supervisor
SHTM		One copy to be sent to the Library, one for the School and one for each supervisor	One copy to be sent to the Library

The bound thesis to be sent to the Library will usually be kept in the Closed Reserve for three years, and then may be placed in the Circulation Section (at the University Library's discretion).

List of binderies providing thesis binding service

<u>Name of bindery</u>	<u>Address</u>	<u>Telephone</u>
i. Pupil Ready Service	Shop A06, Basement Winner Centre 333 Chai Wan Road Chai Wan Hong Kong	2546-2950
ii. Ngai Mei Book Shop	Ground Floor 27B Hing Hon Road Sai Ying Pun Hong Kong	2547-1581
iii. Dolby Binding Co.	Ground Floor 29C Pokfulam Road Hong Kong	2858-8086



For a thesis that has been approved to be written in a language other than English, the thesis title on the front cover should be printed in both English and the language of publication, whereas the name of author on the spine should be printed in English only.