THE HONG KONG POLYTECHNIC UNIVERSITY
DEPARTMENT OF LOGISTICS AND MARITIME STUDIES

Guidelines for LMS Capstone Project
(for Academic Year 2024/25 and onwards)

1. Assessment Components

	Assessment Component (Total 100%)	Supervisor's weighted grade point (40%)	Moderator (1)'s weighted grade point (30%)	Moderator (2)'s weighted grade point (30%)
1	Finalized Project Proposal (10%)	10%	-	-
2	Progress Report (5%)	5%	-	-
3	Video Presentation (20%)	-	10%	10%
4	Q&A Session (30%)	10%	10%	10%
5	Individual Learning to Learn (L2L) Self-Reflective Essay (15%)	15%	-	-
6	Final Report (20%)	-	10%	10%

Project supervisors and moderators will consider individual components as one of the assessment criteria in the grading for each student. Peer evaluation may be considered if necessary.

2. Submission Timeline

		Sem 1+2	Sem 2+3	Sem 1+3
1	Finalized Project Proposal (10%)	Semester 1 Week 8	Semester 2 Week 8	Semester 1 Week 8
2	Progress Report (5%)	Semester 2 Week 1	Semester 3 Week 1	
3	Video Presentation (20%)	Semester 2 Week 12	Semester 3 Week 6	
4	Q&A Session (30%)	Semester 2 Week 13	Semester 3 Week 7	
5	Individual Learning to Learn (L2L) Self-Reflective Essay (15%)	Semester 2 Week 13	Semester 3 Week 7	
6	Final Report (20%)			

Note: Actual dates will be announced via email at the beginning of each semester.

3. Submission arrangement

		Turnitin (Blackboard)	Project Supervisor	Project Moderators
1	Finalized Project Proposal	Submit your proposal with a filename: *"GroupNo_StudentName_StudentID_proposal.doc/pdf"*	By email	N/A
2	Progress Report	Submit your progress report to Turnitin with a filename: *"GroupNo_StudentName_StudentID_progress.doc/pdf"*	By email	N/A
3	Video Presentation	N/A	Students are required to send their video to their respective supervisor and moderators at least 7 days before the Q&A Session.	
4	Q&A Session		N/A	N/A
5	Individual Learning to Learn (L2L) Self-Reflective Essay	1. Submit your essay with a filename: *"GroupNo_StudentName_StudentID_essay.doc/pdf"* 2. Generate and save/print the Turnitin Similarity Summary Report.	By email: 1. Self-Reflective Essay 2. Turnitin Similarity Summary Report	N/A
6	Final Report	1. Submit your final report with a filename: *"GroupNo_Final Report.doc/pdf"* 2. Generate and save/print the Turnitin Similarity Summary Report.	N/A	By email: 1. Final Report 2. Turnitin Similarity Summary Report 3. Peer Evaluation Form (if applicable)

4. Finalized Project Proposal (10%)

The "Finalized Project Proposal" should be written on A4-sized paper, with 1-inch margin on all edges of each page, single-line spacing, in Times New Roman font size of 12, and between 1,000 and 1,500 words (excluding references, tables and appendices). *State the word count on the last page.*

Each group should assign one representative to submit their Finalized Project Proposal to Turnitin (via Blackboard). Each group should also submit one softcopy to their respective supervisor via email by the set deadline as stated in Section 2 above.

Submission after the deadline as stated would be regarded as late submission may be given a fail Grade 'F'.

Students are NOT allowed to change the project topics after their submission of the "Finalized Project Proposal".

5. Progress Report (5%)

The "Progress Report" should be written on A4-sized paper, with 1-inch margin on all edges of each page, single-line spacing, in Times New Roman font size of 12, and between 800 and 1,000 words (excluding references, tables and appendices). *State the word count on the last page.*

Each group should assign one representative to submit their Progress Report to Turnitin (via Blackboard). Each group should also submit one softcopy to their respective supervisor via email by the set deadline as stated in Section 2 above.

Submission after the deadline as stated would be regarded as late submission may be given a fail Grade 'F'.

6. Video Presentation (20%) and Q&A Session (30%)

Each group will make a video presentation (not more than 20 minutes), and have 30-minute "Questions & Answer" session. All group members are required to participate in both video presentation and Q&A session.

Each group should assign one representative to submit their video to their respective supervisor and moderators at least 7 days before the Q&A Session, for supervisor and moderators to review it and prepare their questions.

Assessment criteria for the video presentation are:

	Criteria	Weighting
1	***Knowledge on the topic*** - Understanding of the topic - Topic related knowledge clearly presented? - Correctness of the information	50%
2	***Clear Expression*** - Report the data/ issue in an effective manner - Presentation Skills - Use of visual aids	50%

Assessment criteria for the Q&A Session are:

	Criteria	Weighting
1	***Knowledge on the topic*** - Understanding of the topic - Topic related knowledge clearly demonstrated? - Correctness of the information	40%
2	***Clear Expression*** - Report the data/ issue in an effective manner - Communication Skills	30%
3	***Analytical ability/ Problem-solving skills*** - Responsiveness - Issue / problems/ results discussed logically and analytically?	30%

All LMS staff and students will be invited to attend the Q&A session sessions.

Appendix 1: Rubrics for assessing the "Video Presentation and Q&A Session".
7. Individual Learning to Learn (L2L) Self-Reflective Essay (15%)

Each student is required to submit an Individual L2L Self-Reflective Essay. The Self-Reflective Essay should be written on A4-sized paper, with 1-inch margin on all edges of each page, single-line spacing, in Times New Roman font size of 12, and between 1,000 and 1,500 words (excluding references, tables and appendices). *State the word count on the last page.*

L2L outcomes	Recognise the need for continual learning and self-improvement in the context of their respective subject disciplines, and be able to plan, manage and evaluate their own learning in pursuit of self-determined goals
Teaching and learning methods	Students will be required to plan and manage their own project and evaluate how well they have achieved it through a reflective writing.
Assessment method	Reflective writing (between 1,000 and 1,500 words) (15%)

In the Individual L2L Self-Reflective Essay, students should discuss:
1) how they have utilised their L2L ability in completing their project,
2) their learning growth since their first day at university, and
3) their readiness and learning plans for new challenges in the future.

Each student is required to submit his/her the Individual L2L Self-Reflective Essay to Turnitin (via Blackboard) and generate a Turnitin Summary Report showing the Similarity Index less than 20%. The Turnitin Report should be submitted to their respective supervisor together with the Individual L2L Self-Reflective Essay via email by the set deadline as stated in Section 2 above.

Submission after the deadline as stated would be regarded as late submission. 10% of the marks will be deducted for each day of lateness.

Appendix 2: Rubrics for assessing the "Individual L2L Self-Reflective Essay".

8. Final Report (20%)

The "Final Report" should be written on A4-sized paper, with 1-inch margin on all edges of each page, single-line spacing, in Times New Roman font size of 12, and between 5,000 – 6,000 words (excluding references, tables and appendices). *State the word count on the last page.*

In the final report, the followings should be included:
- Abstract
- Introduction
- Problem Description
- Literature Review
- Methodology
- Findings/Results/Outcomes
- Discussion
- Recommendation
- Conclusions
- References
- Appendices

Each group should assign one representative to submit their Final Report to Turnitin (via Blackboard) and generate a Turnitin Summary Report showing the Similarity Index. The Turnitin Report should be submitted to their respective moderators together with the Final Report via email by the set deadline as stated in Section 2 above.

Submission after the deadline as stated would be regarded as late submission may be given a fail Grade 'F'.

Moderators will consider individual components as one of the assessment criteria in the grading for each student. Peer evaluation may be considered if necessary.

Assessment criteria for the Final Report are:

	Criteria	**Weighting**
1	***Research problems & objectives*** *Clearly and logically defined problems and objectives*	20%
2	***Literature review*** *Relevant literature review sufficiently and scientifically conducted*	20%
3	***Research methodology*** *Chosen methodology clearly defined and justified, and appropriate to the problems and objectives*	20%
4	***Evaluation and interpretation of data collected*** *Associated data clearly evaluated and interpreted?*	20%
5	***Discussion / Implications/ Recommendations*** *Issues discussed logically and analytically?* *Feasibility of recommendations/ suggested solutions*	20%

Appendix 3: Rubrics for assessing the "Final Report".

9. Peer Evaluation

Project supervisors and moderators will consider individual components as one of the assessment criteria in the grading for each student.

A "Peer Evaluation Form" is designed for the students to evaluate the work allocation among members of their group for supervisor's consideration. If any student wishes to conduct the peer evaluation of his/her group, he/she should seek consent from all of his/her group members as every member of the group is required to complete the "Peer Evaluation Form". The group should also inform their respective supervisor in advance.

Each member of the group should submit the "Peer Evaluation Form" individually to their respective supervisor and moderators on the submission day of "Final Report". The supervisor and moderators will consider the peer evaluation results and may adjust the grade of individual group member at discretion.

Appendix 4: Peer Evaluation Form

10. Final Grade and Grade Descriptors

Grade	Descriptors
A+	**Excellent**
A	*Innovative research ideas; research based on well-established, rigorous methodology; useful implications to both theory and practice.*
A-	
B+	**Good**
B	*Interesting research questions; research based on some reasonable research methodology; some meaningful theoretical and practical implications.*
B-	
C+	**Satisfactory**
C	*Relevant research questions; research based on certain research methodology; acceptable research implications.*
C-	
D+	**Pass**
D	*Marginally interesting research questions; research barely based on any established research methodology; limited research implications.*
F	**Failure** *Unclear research questions; research not based on any acceptable research methodology; no meaningful implications derived from the research.*

*Please note that the final grade is subject to moderation.

11. Plagiarism

(i)   Plagiarism refers to the act of using the creative works of others (e.g. ideas, words, images or sound, etc) in one's own work without proper acknowledge of the sources.

(ii)   Students are required to submit their original work and avoid any possible suggestion of plagiarism in the work they submit for grading or credit.

(iii)   The University/Faculty views plagiarism, whether committed intentionally or because of ignorance or negligence, as a serious disciplinary offence. Excuses such as "not knowing what is required" or "not knowing how to do it" will not be accepted.

(iv)   Depending on the seriousness of the plagiarism cases, they may be referred to the Student Discipline Committee (SDC) for investigation and decision. If a student is found guilty of the alleged offence, penalties considered appropriate by the Committee may be imposed. These may include:

- suspension of studies for a specified period of time;
- expulsion for a specified period or indefinitely; and
- any other penalties as considered appropriate.

Any student who is found to have plagiarized any part of the Capstone Project will be given a fail grade 'F' for the subject.

Students are advised to refer to the full version of Student Handbook for all important information relevant to Plagiarism at the website of Academic Registry at http://www.polyu.edu.hk/ar/.