

# MSc Dissertation Information COMP5940

## Important Dates

### Forms in MS Word Format

- [Sample formatting re MSc thesis preparation](#)
- [Form of Confirmation](#)
- [Dissertation Proposal Form](#)
- [Progress Report](#)
- [Dissertation Submission Form](#)
- [Dissertation Submission Form for 61030 student](#)
- [Supervisor Approval for Binding](#)
- [Undertaking to Accompany Library Copy of Dissertation](#)
- [Statement of Authorship](#)

### Working Procedures (How to use the above forms?)

Students who are intended to take the dissertation should first register for the subject during the subject registration exercise. They should then complete the "Form of Confirmation" and return to the Departmental General Office according to the "**Important Dates**" information.

Upon the deadline specified (refer to "Important Dates"), students are required to submit the initial project proposals taking reference from the "Dissertation Proposal Submission Form". By the end of that particular semester, students will submit the progress report on their project.

Students are advised to submit their first draft of dissertation work to their respective supervisors for comments before formally submission of hard copies to the supervisor, co-examiner and panel chair on the specified deadlines (under the cover of "Dissertation Submission Form". A presentation session will be arranged for each student.

### Submission of Final Bounded copies of Dissertation

After assessment, the student must prepare **TWO BOUNDED** copies of the revised dissertation. Any recommended changes should be incorporated into the dissertation and be approved by the supervisor before formal binding. These copies are then forwarded to general office of the department **WITHIN ONE MONTH** from the date of assessment. Student must also submit an **ELECTRONIC VERSION** of his/her dissertation for archival purpose and for future online access by other students in the department. References should be presented alphabetically, using the reference citation format for academic journal papers, conference papers, research reports and books in an internationally accepted format used by the discipline in which the study lies. All dissertations should be bound with hard covers, with **SILVER** on the front cover and on the spine. The colour should be **NAVY BLUE**.

The MSc award is subject to the submission of TWO bound copies and ONE electronic

copy of the final version of the dissertation. The binding should follow the format and specifications for dissertation (refer to the department website for details). The electronic copy should be either in Microsoft Word (XP or above) format or in Adobe Acrobat (5.0 or above) - PDF format with the "Fast Wrap View" feature, on a floppy diskette or CD-ROM. Failing the submission of the correct copies, your academic award parchment will not be released until you satisfy the above requirement.

Students should enclose the following when submitting the copies of dissertation:

- *Supervisor Approval for Binding form signed by the supervisor and*
- *One CD with a soft copy of the dissertation, associated development work and system program (source code + documentation) if applicable.*

Students should include in the dissertation, **Statement of Authorship** signed by the student.

List of binderies providing dissertation binding services (**for reference only**):

- Mei Tak Book Binding: Shop 3D, G/F., Kam Fu Building, 2-8 On Fu Road, Tai Po, NT. Tel: 26564198
- Pupil Ready Service: Shop A06, Basement, Winner Centre, 333 Chai Wan Road, Chai Wan, Hong Kong. Tel: 25462950
- Ngai Mei Bookshop: G/F., 27B Hing Hon Road, Sai Ying Pun, Hong Kong. Tel: 25471581
- Dolby Binding Company: G/F., 29C Pokfulam Road, Hong Kong. Tel: 28588086
- The HKPolyU Postgraduate Association: Room W205B, The HKPolyU (for members of PolyUPA only) Tel: 27667716