UCSC

Master of Information Technology / Master of Computer Science

Guidelines for
Final Project Report (Thesis)

MIT/MCS 3020 – Individual Project
MIT 3500 – Group Project

Version 7.1

(Last update 24th September 2014)

Guidelines

Each student is required to submit the thesis for evaluation **by the end of the fourth semester** to the **Examination Branch** of the UCSC before the given deadline. The deadline for the submission is available on the Postgraduate Virtual Learning Environment (PG VLE). The students carrying out a **group project** must submit individual report highlighting each member's contributions in addition to the thesis.

The Thesis is a formal document of your project work carried out during the third and fourth semesters of the master's program. The readers of your thesis would be your examiners and any interested future researchers/students. Thus the content of your thesis and your writing should be directed at them.

You are required to submit your thesis at **two stages**.
1. At the end of fourth semester for thesis evaluation (**spirally bound**)
2. Upon successful at the end of the project evaluation stage (**hard bound**)

Stage 1:
Two (2) copies **(spirally bound)** of the final thesis should be submitted for evaluation. This thesis would be evaluated by a panel of examiners and marks allocated for the thesis component will be given. Also, feedback on it would be given to the student after the student has faced the viva process.

Stage 2:
Two (2) copies **(hard bound)** of the thesis after incorporating the examiners' feedback should be submitted if you were successful at the project evaluation stage. These are for the library/ student and not for any further evaluations. Also note that the project results will released **once the hard bound copies were submitted** to the UCSC examination branch.

Along with the thesis you *should submit* the duly filled and signed *Recommendation for Thesis Evaluation* form **separately** at the time of submission of your thesis. The contents of the final thesis are listed below.

Basic Formatting Guidelines

Cover
The thesis submitted at stage 1:
The thesis should be **spiral bound**. No need to laminate the cover page. The title, the author's name and the year of submission should appear in the front cover.

The thesis submitted at stage 2:
The thesis should be hardbound and must have a **dark black cover**. The title, the authors name and the year of submission should appear in the front cover and in the spine in **gold** letters. All text should be centred. The year of submission, the degree for which the thesis is submitted, and the name of the author with initials should also be in gold lettering and in a single line on the spine, running lengthwise in that order from the top. The thesis should be bound with two blank sheets, one each on the inside of front and back cover.
(Templates for these pages will be available on the PGVLE).

Paper

Each copy of the thesis shall be on good quality **A4-sized** clear white paper having at least **80 gsm**. One type of paper must be used throughout the thesis. However, paper of different quality may be used for figures, photographs, maps, etc. Printing should be done on a **single side** of the paper only.

Font

The general text should be in **12 point Times New Roman**. Chapter headings should be in **16 point** size and any other title should be in **14 point size**.

Line Spacing

The typing should be with a line spacing of **1.5** in the **spiral bound** copies (including the list of references). Candidates may choose an appropriate spacing for the appendices and it should appear after the references section.

For the **hard bound** thesis the typing should be with a line spacing of **1** or **1.5** as decided by the Supervisor and/or Student.

Margins

Top, right and bottom margins should be equivalent to **2 cm**. The left margin should be **3 cm**.

Pagination

Brevity of your thesis is important and we believe that the quality of thesis content to be more important than its number of pages. Therefore you should decide on the most important information (which would benefit your readers) to be provided in your thesis, avoiding any unnecessary repetition of detail.

Pages should be numbered consecutively throughout the thesis. Preliminary pages (first page, cover page and title page) should not be numbered. Starting with statement of declaration, abstract, acknowledgements, table of contents, list of figures, list of tables and list of abbreviations that precede the Preliminary pages should be numbered with **lower case roman numerals** beginning with **i** for the page that contains the statement of declaration. Number the main text with **1**, starting with the Chapter 1. All page numbers should be placed on the **bottom** (halfway between the last text line and the bottom edge of the paper).

Report Structure

There is no single report structure applicable to the wide range of projects undertaken by students at the UCSC. The example structure given here is intended as a starting point that you can adapt to create the best structure for your report. Before diverging significantly from this structure, consider that many successful reports and scientific papers have a structure close to this.

The report structure usually depends on the type of project. Thus the structure given below is only a suggestion. In general, all reports should be divided into a series of numbered sections, each with appropriate titles. You may consult **your supervisor/ project coordinator** if there are any issues regarding the structure of the report for your project.

The following pages are compulsory for your thesis at both stages:

- **First Page** (**Only for Stage 1** spirally bound copy)

  The first page format and the contents are given in the PG VLE. Please use this page as your first page of the thesis. This page **should not** be included for the stage 2 *hard bound* thesis copy.

- **Cover Page**

  The cover page should include the full title of the dissertation, the author's name with initials and the year of submission. A template of a Cover Page is available in the PGVLE.

- **Title Page**

  The title page should include the university crest, the full title of the thesis, the author's name, and the degree for which the thesis is submitted, the full name of the UCSC and the year of submission. A template of a Title Page is available in the PGVLE.

- **Declaration Page**

  The thesis must contain the signed and dated statement of originality and conformity by the candidate and the supervisor. Remember to include the Student registration and the index number after the student name. A template of a Declaration Page is available in the PGVLE.

- **Abstract**

  Generally the abstract is a summary of the report and it should not exceed **one** A4 page.

  The abstract should be a concise description of the problem addressed in the project work, the method of solution, the results, and conclusions. The abstract should help a prospective reader decide whether to read the entire dissertation or not. The abstract may be the only available part of your dissertation that the readers can obtain via electronic literature searches or through published abstracts. Therefore, enough key information must be included to make the abstract useful to someone who may to reference your work. When writing the abstract use the active voice when possible, but much of it may require passive constructions. The abstract is only text. It should not contain: lengthy background information, references to other literature, elliptical (i.e., ending with ...) or incomplete sentences, abbreviations or terms that may be confusing to readers, any sort of illustration,   figure, or table, or references to them.

- **Acknowledgements**

  It is expected of the candidate to acknowledge all persons and organizations that facilitated the work described in the Thesis.

- **Table of Contents**

  This should list all the chapters, sections, and subsections of the report giving the page number on which each starts. Word processors normally generate this automatically.

- **List of Figures**

  A list giving the number, title, and the page of each figure used in your report should be provided.

- **List of Tables**

  A list giving the number, title, and the page of each table used in your report should be provided.

- **List of Abbreviations**

  If abbreviations are used in the thesis, a list should be provided.

- **Body of the Thesis**

Depending on the type of the project (Implementation /Research/ combination of both) you can choose the following chapter headings in the main text of your thesis. You may consult your supervisor/ project coordinator if there are any issues regarding the following structure of the thesis for your project.

- **Chapter 1: Introduction**
- **Chapter 2: Background/ Literature Review/ Related Work**
  - **Similar Systems (for MIT)**
  - **Related Research (for MCS)**
- **Chapter 3: Design of Solution OR "Suitable title to reflect your contents with supervisor approval"**
- **Chapter 4: Implementation OR "Suitable title to reflect your contents with supervisor approval"**
- **Chapter 5: Evaluation & Results OR "Suitable title to reflect your contents with supervisor approval"**
  - **User Evaluation/ System Evaluation**
  - **Evidence of Quality Assurance**
- **Chapter 6: Conclusion & Future Work**
- **Appendices**
  - **User Manual/ Prototype Installation Guide**
  - **Quality Assurance (Test Cases etc.)**
- **References**

- **References**

References and citations should be included according to the IEEE format given in the File called "**Masters_Project_IEEE-ReferenceGuide.pdf**". This file is available on the PG VLE.

<div align="center">******** END *******</div>