

THE UNIVERSITY OF HONG KONG

**Guidelines on the Presentation of
Capstone Experience (Dissertation/Portfolio/Individual Project)**

These guidelines aim at setting out the format of presentation of capstone experience. The list below serves as a checklist for the basic elements of a capstone experience and the required order for their presentation:

1. Abstract* (*please put down the no. of words of the abstract on this page*)
2. Title Page*
3. Declaration*
4. Acknowledgements
5. Table of Contents
6. List of Tables and Figures, if any
7. List of Abbreviations
8. Main body of the capstone experience divided into chapters or sections with footnotes as appropriate
9. References
10. Appendices, if any

The titles of the capstone experience have to be approved by the Programme Chairperson. If candidates wish to make subsequent changes to the approved titles, please seek endorsement from supervisor on the revised title and submit the request to the Programme Chairperson for approval at least **2 weeks** before the final submission. You may be required to complete an application form by individual programme.

Candidates are required to submit the capstone experience to the programme office for Turnitin checking and examination by the specified deadline. The programme office will inform candidates of the procedures.

The capstone experience submitted for examination should be printed on International size A4 paper (210 mm wide x 297 mm high), with a margin of not less than 38 mm (about 1.5 inches) on the left-hand edge of each page. As for the top, bottom and right margins, it is recommended that they should be 25 mm (about 1 inch). The line-spacing should be 1.5. Most commonly used fonts are Times New Roman and Arial. Please use font size 12 for the body text.

Candidates who work on dissertation will be informed in due course whether they are required to amend their dissertation for lodging in the University Libraries and whether they are required to submit their dissertation in final binding and/or soft copy.

February 22, 2022

** Please see attached templates for reference and do not number those pages.*

Template for Abstract

*The abstract should contain approximately 250 words written in **ENGLISH**.*

Abstract of <Insert Your Type of Project Here>
(e.g. dissertation, portfolio or individual project) entitled

<Insert Your Dissertation/Portfolio/Individual Project Title Here[#]>
(The title must be exactly the same as the approved title, including capitalization, italicization, punctuation and use of special characters)

Submitted by

<Insert Your Name Here>
(same as your HKID card)

for the degree of Master of Arts
at The University of Hong Kong
in <Insert Month and Year of Submission Here>

<Insert Contents of the Abstract Here>

Words Count: <Insert Total No. of Words of the Abstract **ONLY**>

[#] *If your capstone experience is written in Chinese, the capstone experience title should be presented in English first and then in Chinese.*

Template for Title Page

<Insert Your Dissertation/Portfolio/Individual Project Title Here[#]>
(The title must be exactly the same as the approved title, including capitalization, italicization, punctuation and use of special characters)

by

<Insert Your Name Here>
(same as your HKID card)

<Insert Your Qualifications, e.g. B.A. *H.K.*>

(DO NOT INSERT ANYTHING HERE)

A <Insert Your Type of Project Here> (e.g. dissertation, portfolio or individual project)
submitted in partial fulfillment of the requirements
for the Degree of Master of Arts
at The University of Hong Kong

<Insert Month and Year of Submission Here>

[#] *If your capstone experience is written in Chinese, the capstone experience title should be presented in English first and then in Chinese.*

Template for Declaration

Declaration

I declare that this <Insert Your Type of Project Here> (e.g. dissertation, portfolio or individual project) represents my own work, except where due acknowledgement is made, and that it has not been previously included in a thesis, dissertation, portfolio, individual project or report submitted to this University or to any other institution for a degree, diploma or other qualifications.

Signed: _____
<Insert Your Name Here> (same as your HKID card)