THE UNIVERSITY OF HONG KONG

<u>MASTER OF BUDDHIST COUNSELLING</u>

Guidelines on the Presentation of Capstone Experience (Project)

The following guidelines are for proper formatting of the presentation of the project. Here is a checklist for including the basic elements of a project and the required order of presentation:

1. Abstract*
   (*please put down the no. of words of the abstract on this page; approximately 250 words*)
2. Title Page*
3. Declaration*
4. Acknowledgements (if desired)
5. Table of Contents
6. List of Abbreviations/Tables (if any)
7. Main body of project divided into chapters or sections with footnotes as appropriate
8. Glossary (if necessary)
9. Appendices (if any)
10. References

Project titles have to be approved by the Programme Chairperson. If candidates wish to make subsequent changes to the approved titles, please seek endorsement from the supervisor on the revised title and submit the request to the Programme Chairperson for approval at least 2 weeks before the final submission.

The project submitted for assessment should be printed on International size A4 paper (210 mm wide x 297 mm high), with a margin of not less than 35 mm on both right- and left-hand edges of each page. As for the top and bottom margins, it is recommended that they should be 25 mm. 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 are required to submit a hard copy and a soft copy of their project via Moodle by the specified deadline for plagiarism checking by Turnitin as well as for assessment. The hard copy should be submitted to the assignment drop box at our Centre (please put into the box of "MBC Capstone Experience") outside Room 4.02, 4/F, Jockey Club Tower, Centennial Campus.

June 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 Project
entitled

<Insert 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 in your HKID card)

in partial fulfillment of the requirements
for the Degree of Master of Buddhist Counselling
at The University of Hong Kong

in <Insert Month and Year Here>

<Insert Contents of the Abstract Here>

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

Template for the Title Page

<Insert 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 in your HKID card)

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

(DO NOT INSERT ANYTHING HERE)

A project submitted in partial fulfillment of the requirements
for the Degree of Master of Buddhist Counselling
at The University of Hong Kong

<Insert Month and Year Here>

Template for Declaration

Declaration

I declare that this 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 in your HKID card)