THE HONG KONG POLYTECHNIC UNIVERSITY

Faculty of Engineering
Postgraduate Scheme in Engineering
(Self-financed)

Programme Code: 05002

SCHEME REGULATIONS

1. The Nature of the Postgraduate Scheme Education

1.1 The Postgraduate Scheme in Engineering (hereafter called “the Scheme”) has been designed to establish a structure whereby graduates in employment can construct individual programmes of postgraduate study which will meet their own needs particular to their employment and are professionally coherent but still allow freedom to pursue interests by selecting from a wide variety of available subjects. Students progress by accumulating credits for each subject passed. Successful completion of an acceptable programme of subjects will lead to a PolyU postgraduate award.

1.2 Depending on needs, a student's selected programme of study can be designed for one or more of the following:

1.2.1 an in-depth treatment of an area beyond the student's first degree level in the same area;

1.2.2 updating of the knowledge of those engaged in a field especially where the discipline at undergraduate level is subject to rapid expansion or change;

1.2.3 a re-orientation or conversion to areas new to the student (in that it is in an area not directly related to the student's first degree); and

1.2.4 a synthesis and integration of a number of disciplines or subjects, particularly if the combination cannot be pursued adequately at undergraduate level.

2. A Student's Programme of Study

2.1 On admission, students will be required to indicate the level of award (Postgraduate Diploma or Master's Degree) they intend to study for, but they may be allowed to change their choice subsequently subject to approval. Students satisfactorily completing a set of subjects in accordance with the given regulations for a specific award will be eligible for the award of a Postgraduate Diploma (PgD) or a Master's degree with that specific award title. Students are required to accumulate 18 and 30 credits in order to be eligible for a Postgraduate Diploma and a Master's degree with a specific award title respectively. Students may be given credit transfer for appropriate study they have earlier successfully undertaken at postgraduate level (See Section 5).
2.4 A Master’s degree consists of a dissertation component, which is normally worth 9 credits. A non-dissertation option is available to students who, instead of doing the dissertation, can take taught subjects with total credits equal to that of a dissertation.

2.5 Students in employment will normally take two standard taught subjects (6 credits) per semester, hence should be able to complete the requirements for a Master's degree in 5 or 6 semesters. However, the pace of study can be determined by the students themselves subject to certain regulations on registration and assessment.

2.6 Subjects will generally run in the evenings over a 14-week period although some subjects may run on Saturdays and/or Sundays on a block basis. Attendance at any subject normally takes one evening only and will be scheduled within the period from 6:30 - 9:30 p.m., Monday to Friday. Site visits, make up classes and so on may be scheduled on Saturday mornings and afternoons as required.

3. The Subject

3.1 The syllabus and/or level of treatment for all subjects in the Scheme is postgraduate in standard. Each subject offered is subject to a process of review and approval which looks for the achievement of an appropriate standard in terms of subject matter, teaching approach and professional standing of the lecturers. The aim is the provision of the best possible programme in each field presented by lecturers who are expert in the field rather than offering a multiplicity of programmes by different departments covering similar material. Teaching methods for each subject will vary to suit the nature of the material. However, all subjects require a similar amount of student effort. All subjects are first and foremost designed for students with experience and are of high standard in terms of relevance to modern practice, up-to-date content and intellectual challenge.

3.2 The size of the standard subject which is the building block of the Scheme is defined in terms of the approximate total time which would need to be spent by an average postgraduate student. The effort required of a student on one subject is equivalent to 4 weeks of full-time study, i.e. a total of about 140 hours (which includes class-contact time). On passing (i.e. obtaining a grade "D" or above) a standard subject, the student earns 3 credits. Exceptionally, there can be subjects which are not equivalent to 3 credits.

4. Pre-requisites, Recommended Background Knowledge, Exclusions, Mutual Exclusions and Exemptions without Credits

4.1 Certain subjects can be specified as "pre-requisites" for a particular subject, in which case the subject titles and code numbers of the pre-requisites will be specified in the subject description form. Students would not be allowed to take that subject unless they have completed and passed the pre-requisite subjects, or unless they have obtained express approval from the subject lecturer.

4.2 "Recommended background knowledge" may be stipulated in the subject description form of a subject and students who do not possess the recommended background knowledge should be counselled not to take the subject. However, they should not be barred from taking a subject simply on the ground that they do not have the
recommended background knowledge. It is the students' responsibility to judge whether they have adequate background knowledge before registering on any subject.

4.3 A student's previous education experience may preclude his enrolment in certain elective subjects (i.e. he will not be allowed to take those subjects) if it was in a similar field and at a similar level, such that taking that subject will give them an unfair advantage over other students. Such an exclusion is most likely to occur in some subjects provided within conversion programmes. It will be necessary for the student to take another subject in order to satisfy the credit requirement for the award. Another example that a student may be excluded from a subject is when the subject is specially designed for those with a specific professional qualification.

4.4 If a subject from which a student is excluded is a compulsory subject for the award in question then the student is considered to be exempted from that subject. The credits associated with the exempted subject will not be counted towards the credit requirement for the award. An exemption fee will be charged. This exemption will be without credits.

4.5 Students wishing to be exempted from any compulsory subject must apply in writing to the subject offering Department via their Chairman of Award Committee providing evidence of previous postgraduate study equivalent to the subject(s) from which exemption is claimed.

4.6 If there is a large degree of overlap between two subjects, the two may be mutually exclusive (i.e. a student who has passed one of the subjects will not be allowed to take the other). This must be specified in the subject description forms of both subjects.

5. **Credit Transfer**

5.1 At the discretion of the subject offering Department and on the recommendation of the Chairman of Award Committee, students admitted to the Scheme may be given credit for previous postgraduate study. A fee will be charged for credits successfully transferred.

5.2 The grades achieved in subjects taken as part of a PolyU postgraduate award for which credit transfer is approved will contribute towards the students' Grade Point Average (GPA). Grades achieved for postgraduate study which was not part of a PolyU programme will not contribute towards the students' GPA (credit transfer without the grade carried). The credits transferred will count towards the credit requirement for the award. All credit transfers approved will take effect only in the semester for which they are approved. A student who applies for transfer of credits during the re-enrolment or add/drop period for a particular semester will only be eligible for graduation at the end of that semester, even if the granting of the credit transfer will immediately enable the student to satisfy the total credit requirement for the award.

5.3 The validity period of subjects earned is eight years from the year of attainment, i.e. the year in which the subject is completed, unless otherwise specified by the department responsible for the content of the subject. For exceptional cases such as those stated in 5.3.1 and 5.3.2 below, subject offering departments have the flexibility to extend the validity period of subject credits on a case-by-case basis. All such exceptional cases must be reported to the Faculty Board with full justification. Credits
earned should remain valid by the time when the student graduates. If the validity of the credits earned expires, the credits concerned will not be counted for satisfying the graduation requirements.

5.3.1 Mature learners for whom their previous studies were mostly completed a long time before their admission to PolyU, but who have working experience which would have kept them actively involved in the relevant area of study. The flexibility to be granted to these students based on academic comparability of subjects is in line with the policy of the University in promoting life-long learning.

5.3.2 Students for whom the expiry of validity of credits is beyond their control such as medical reasons.

5.4 If a particular stage of studies of a student is waived on the basis of the qualifications held at the time of admission, the part of study “waived” on the basis of their previous study will be treated as entry credit transfer. For entry credit transfer cases, the rule on validity period of credits earned will not be applicable. As the entry qualifications students possess are alternative entry routes clearly stipulated in the entrance requirements and giving entry credit transfer to students is considered as part of the admission arrangement which is not initiated by students, no fees will be charged for entry credit transfer. If students admitted via the above-stated admission routes, wish to gain higher grades by studying the subject(s) again, they may approach their Chairman of Award Committee for declining the entry credit transfer granted at the time of admission.

5.5 Credit transfer will be allowed for a maximum of 50% of an award if credits are earned outside PolyU and a maximum of 67% of an award if credits are earned from within PolyU.

5.6 In the cases where both types of credits are transferred (i.e. from programmes within the University and from approved institutions outside the University), not more than 50% of the required number of credits for the academic award may be transferred.

6. Registration/Academic Probation/Deregistration

6.1 The maximum period of registration is six years from the date of first registration. If a student is approved for deferring his study (See Section 7.1), the deferment period will not be counted towards the period of registration. No extension of registration period will be granted on grounds of timetable conflict or non-availability of subjects.

6.2 Students who have a Grade Point Average (GPA) (See Section 16) lower than 2.0 will be put on academic probation in the following semester. Once when these students are able to pull their GPA up to 2.0 or above at the end of the probation semester, the status of "academic probation" will be lifted. The status of "academic probation" will be reflected in the examination result notification, but not in transcript of studies.

6.3 Students will cease to be registered for the Master’s award if:

6.3.1 they exceed the maximum period of registration; or
6.3.2 they fail to register on any subject in a semester without obtaining approval; or

6.3.3 their GPA is lower than 2.0 for two consecutive semesters and their Semester GPA in the second semester is also below 2.0; or

6.3.4 their GPA is lower than 2.0 in 3 consecutive semesters; or

6.3.5 they are granted the Master's award.

6.4 Those students who fall into any of the categories stated in Sections 6.3.1 - 6.3.4 above will be awarded a PgD before being deregistered if they have satisfied the requirements for a PgD award.

6.5 Students will cease to be registered for the award of PgD if:

6.5.1 they fall into any of the categories stated in Sections 6.3.1 to 6.3.4 above; or

6.5.2 they are granted the award of PgD.

6.6 Those students who do not fall into any of the deregistration categories stated in Sections 6.3 and 6.5 will have "progressing" status.

6.7 The progression of students to the following academic year will not be affected by the GPA obtained in Summer Term, if any.

6.8 Notwithstanding Sections 6.3.3 and 6.3.4 above, students may be deregistered from the programme enrolled before the time specified in these 2 Sections if their academic performance is poor to the extent that the Scheme Board of Examiners deems that their chance of attaining a GPA of 2.0 at the end of the programme is slim or impossible.

7. Deferment and Zero Subject Enrolment

7.1 A student may be allowed to interrupt his studies for a certain amount of time. This can be done by seeking either "deferment of study" or "zero subject enrolment". Both applications will have to be approved by the Chairman of Award Committee. Zero subject enrolment will only be considered for one semester at a time. Prior approval must be obtained. In order to gain approval for a deferment application, the student will have to provide strong justification for deferring his studies for one semester or longer. Deferment will normally be granted for no more than 2 semesters at a time. The total period of deferment cannot exceed 4 semesters. The deferment period will not be counted towards the maximum period of registration.

7.2 Students must apply to the Chairman of Award Committee for not taking any subjects in a semester. Otherwise they will be classified as having unofficially withdrawn from their study. Applications should be submitted before the commencement of the semester concerned or in exceptional circumstances before the end of the add/drop period. All semesters in which the students are allowed to take zero subjects will be

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1 This does not apply if the student is enrolled on the dissertation.
counted towards the maximum period of registration. A fee for retention of study place will be charged.

8. Subject Registration/Addition and Dropping of Subjects/Withdrawal of Subjects

8.1 Subject registration will be carried out prior to the commencement of each semester.

8.2 Students may normally ADD new subject(s) and DROP registered subject(s) during a two-week add/drop period which will commence one week before and end one week after the commencement of the semester for both Semesters One and Two. A one-week add/drop period at the start of the Summer Term will also be provided. Students officially dropping a subject during the add/drop period will be considered not to have registered for the subject. Students are not allowed to drop subjects after the add/drop period.

8.3 If students have a genuine need to drop a taught subject after the add/drop period, they may apply in writing to the Chairman of Award Committee, on the recommendation of the subject lecturer, for approval to WITHDRAW from a subject. For dissertations, students could apply to withdraw from dissertation via their Academic Supervisor to the Chairman of Award Committee. These requests have to be submitted before the start of the examination period for the semester with justified reasons.

8.4 If the withdrawal request is approved, a code "W" will be entered into the student record for that subject and shown in examination result notification. A handling fee per subject will be charged for approved cases and the tuition fees paid for the withdrawn subject will be forfeited.

9. Changing Programme of Study Within the Scheme

9.1 If students wish to change the award for which they are registered they should seek the approval of the Chairman of Award Committee of the new award into which they would like to enter. Applications should be submitted to the host department of the new award for consideration and at the same time the Department of the old award be informed of such applications.

9.2 The Chairman of the Award Committee of the new award will ensure that there is availability of places and other resources to allow the proposed changes to be made.

10. Dissertation and Dissertation Assessment

10.1 Students are advised to register for their dissertation after completion of their fourth subject. However, they will not be allowed to register for their dissertation if they have achieved a GPA of less than 2.5 at the time of registration.

10.2 Academic supervisors, and professional supervisors (optional) are appointed by the Award Committee. Students are expected to submit a dissertation proposal to the Award Committee no later than the last teaching day of the semester in which he first registers for dissertation.
10.3 Students will be required to complete their dissertations within the normal period of 3 semesters. Those who are not able to complete their dissertation may apply on the advice of the supervisor to the Award Committee for approval to extend the dissertation registration beyond the normal period but within the maximum period of 4 semesters. Applications for extension beyond the normal period will be considered by the Scheme Committee and approved only under exceptional circumstances.

10.4 When permission is granted to extend the dissertation registration beyond the normal period, the student will be required to pay a fee for each additional semester.

10.5 Break of study is normally not permitted once a student registers for dissertation and students are expected to pursue their dissertation in consecutive semesters.

10.6 The assessment panel will consist of two categories of member, namely:

10.6.1 the supervisors (academic supervisor, and professional supervisor if relevant); and

10.6.2 a second assessor (optional if the professional supervisor is present at the viva examination) who is a subject expert from the department, from another department in the University, or from industry, to be nominated by the Award Committee.

10.7 A copy of the dissertation should be sent to each of the assessors and one copy should be kept by the student.

10.8 After submission of the formal report the academic supervisor should make arrangements with the assistance of the department on a mutually convenient time and place for an oral examination at which the other assessors will be present. The date set for the oral examination should allow sufficient time for the examiners to read the submission and should normally be no later than one month after submission of the dissertation.

10.9 After conducting the oral examination the assessment panel will jointly allocate a grade guided by the following weightings which may vary depending on the nature of the project. Individual awards may modify key items and the recommended weightings according to the needs of each award.

<table>
<thead>
<tr>
<th>Progress 20%</th>
<th>Dissertation 50%</th>
<th>Oral 30%</th>
<th>Total 100%</th>
</tr>
</thead>
</table>

10.10 After the assessment of the dissertation is complete the academic supervisor will write a report on the outcome using standard outline report forms. These reports must be signed by all who participated in the assessment of the dissertation and be forwarded to the Award Committee.

10.11 The report will contain a date by which the students should submit their final dissertation to the host Department which would arrange to send the bound copies to the Library. The deadline for submission of the examination report to the Award Committee is **TWO WEEKS** before the meeting of the Subject Assessment Review Panel.
10.12 Departments could at their discretion allow students to complete their dissertations during the period between June and August by conducting the assessment then. In such cases these results could be processed by the Subject Assessment Review Panel held in August to allow students to graduate in the following November.

10.13 Students whose dissertations are deemed satisfactory by the assessors but who fail to achieve the minimum acceptable grade (i) overall; or (ii) for the oral examination; or (iii) the report, may be permitted to be re-examined within a time limit set by the Subject Assessment Review Panel.

10.14 Students failing their dissertations will not be allowed to re-take their dissertation subjects.

10.15 A set of operational guidelines on dissertation is attached at Annex for the reference of staff and students.

11. **Assessment of Taught Subjects**

11.1 The assessment regulations adopted by the Scheme conform to the University’s General Assessment Regulations for credit-based programmes. The ultimate authority in the University for the confirmation of academic decisions is the Senate, but for practical reasons, Senate has delegated to the Faculty Boards the authority to confirm the decisions of Boards of Examiners provided these are made within the framework of the General Assessment Regulations. Recommendations from Board of Examiners which fall outside these Regulations shall be ratified by the Academic Regulations Committee and reported to Senate.

11.2 A variety of assessment methods, such as open book examinations, will be used. All other forms of assessment are included in the term coursework. This may include essays, seminar papers, presentations, projects, case studies, laboratory work, class tests and work done individually or in groups.

11.3 The assessment for a subject is based on one or two components, namely coursework and/or examination. The weighting of coursework and examination is shown in the individual subject description forms.

11.4 Students will be informed of their level of performance in each subject in terms of the grade obtained. The following grading scheme will be used:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>Excellent</td>
<td>4.5</td>
</tr>
<tr>
<td>A</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>B+</td>
<td>Good</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>C+</td>
<td>Satisfactory</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>D+</td>
<td>Marginal</td>
<td>1.5</td>
</tr>
<tr>
<td>D</td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>
11.5 "F" is a subject failure grade and all others ("D" to "A+") are subject pass grades.

11.6 At the discretion of the SARP, a student failing badly in one component of the subject might be given an “F” grade.

12. Re-assessment

12.1 Students may be allowed to be re-assessed for a marginally failed subject. Re-assessment shall be used in a small number of well-justified circumstances, and is intended to provide an opportunity for a student to remedy an identified weakness after a period of further study. Re-assessment is not in any sense an entitlement.

12.2 The Subject Assessment Review Panel shall decide whether a student should be granted re-assessment in a failed subject. The Panel shall also decide on the form of the re-assessment (e.g. written examination, viva voce, assignment), taking into account the nature of the failed subject concerned and the nature of the failure.

12.3 Re-assessment for subjects offered in both Semesters 1 and 2 shall take place normally at a specified period after the end of Semester 2, but before the commencement of the following academic year (except that for Summer Term, which may take place within 3 weeks from the finalization of Summer Term results). Re-assessment for subjects offered during the Summer Term, which do not earn credits but are compulsory requirements of the curriculum, shall take place in the following academic year.

12.4 If a student is granted re-assessment, he will not receive a grade prior to re-assessment. The maximum grade that may be awarded after re-assessment is grade D.

12.5 Students who are allowed to be re-assessed for a subject which is the pre-requisite of another subject may be allowed to take the follow-on subject (before taking the re-assessment) if the department offering the subject so approves.

12.6 A student who has been absent from an examination (or other assessment procedures) due to illness or other good causes acceptable to the Subject Assessment Review Panel, may be given another examination (or other assessment procedures) and this shall be regarded as a first assessment (see Section 14.1 below) which shall take place before the commencement of the following academic year (except that for Summer Term, which may take place within 3 weeks from the finalization of Summer Term results).

13. Retaking of subjects

13.1 Normally, students may retake only those subjects for which they have failed, i.e. obtained an F grade.

13.2 Students are not allowed to retake subjects for which they have passed with grade C or above. Retaking of a subject which has been passed at grade D or D+ will require the approval of the Award Committee.
13.3 The number of retakes of a failed subject is not restricted. If a subject is taken twice, both the original grade and the grade obtained after retaking the subject will be included in the calculation of the Grade Point Average (GPA).

14. Exceptional circumstances

14.1 Absence from an assessment component

If a student is unable to complete all the assessment components of a subject due to illness or other circumstances beyond his control, and considered by the Subject Assessment Review Panel as legitimate, the Panel will determine whether the student will have to complete the assessment and, if so, by what means.

14.2 Other particular circumstances

A student’s particular circumstances may influence the procedures for assessment but not the standard of performance expected in assessment.

15. Eligibility for Award

15.1 To be eligible for the award of a Master of Science Degree, students need to successfully complete 30 credits. The requirements for the dissertation option, and the non-dissertation option are as follows:

Students pursuing the dissertation option

Students pursuing the dissertation option shall complete SEVEN taught subjects and a 9-credit dissertation. For an award in a designated area, a minimum of FOUR taught subjects shall be core subjects specified for the relevant area and the dissertation topic shall be pertinent to the area. The specific requirements on taught subjects for specialised awards are:

15.1.1 For the award of MSc in Electrical Engineering (Electrical Power Systems), a minimum of FOUR taught subjects shall come from the core subject list specified for the specialism of Electrical Power Systems.

15.1.2 For the award of MSc in Electrical Engineering (Power Electronics and Drives), a minimum of FOUR taught subjects shall come from the core subject list specified for the specialism of Power Electronics and Drives.

15.1.3 For the award of MSc in Electronic & Information Engineering (Multimedia Signal Processing and Communications), a minimum of FIVE taught subjects shall come from the core subject list specified for the specialism of Multimedia Signal Processing and Communication.

Students pursuing the non-dissertation option

Students pursuing the non-dissertation option shall complete TEN taught subjects. For an award in a designated area, a minimum of SIX subjects shall be core subjects specified for the relevant area. The requirements for specialized awards are:
15.1.4 For the award of MSc in Electrical Engineering (Electrical Power Systems), a minimum of EIGHT subjects shall come from the core subject list, and of which at least SIX shall be core subjects specified for the specialism of Electrical Power Systems.

15.1.5 For the award of MSc in Electrical Engineering (Power Electronics and Drives), a minimum of EIGHT subjects shall come from the core subject list, and of which at least SIX shall be core subjects specified for the specialism of Power Electronics and Drives.

15.1.6 For the award of MSc in Electronic & Information Engineering (Multimedia Signal Processing and Communications), a minimum of SEVEN subjects shall come from core subject list specified for the specialism of Multimedia Signal Processing and Communications.

15.2 To be eligible for the award of a Postgraduate Diploma, students need to successfully complete 18 credits (i.e. SIX taught subjects). For an award in a designated area, a minimum of FOUR taught subjects shall be core subjects specified for the relevant area. The requirements for specialised awards are:

15.2.1 For the award of PgD in Electrical Engineering (Electrical Power Systems), a minimum of FOUR subjects shall come from the core subject list specified for the specialism of Electrical Power Systems.

15.2.2 For the award of PgD in Electrical Engineering (Power Electronics and Drives), a minimum of FOUR subjects shall come from the core subject list specified for the specialism of Power Electronics and Drives.

15.2.3 For the award of PgD in Electronic & Information Engineering (Multimedia Signal Processing and Communications), a minimum of FIVE subjects shall come from the core subject list specified for the specialism of Multimedia Signal Processing and Communications.

15.3 For both the PgD and Master's awards, the student's final Grade Point Average (GPA) must be 2.0 or above².

15.4 The awards of PgD and Master's are classified as: Distinction, Credit, and Pass.

15.5 A student is required to graduate as soon as he satisfies all the conditions for award (see Sections 15.1 to 15.2 above). He may be allowed to take more taught subjects than he needs to graduate in or before the semester within which he becomes eligible for award. Subject to the maximum study load of 24 credits per semester and availability of places, a student may take elective subjects, up to a maximum of 9 credits on top of the prescribed credit requirements for award, in or prior to the final semester before graduation.

² For programmes leading to nested awards where satisfaction of the conditions leading to the lesser award is a subset of the conditions leading to the more advanced award, and where students opt to graduate with the lesser award when failing to complete the requirements for the more advanced award, subjects taken solely for fulfilling the requirements for the more advanced award may be excluded in the GPA calculation for the purpose of satisfying this condition.
16. **Grade Point Average (GPA)**

16.1 At the end of each semester, a GPA will be computed as follows:

\[
\text{Sum of (subject grade point for each subject taken } \times \text{ subject credit value)} \div \text{Sum of credit value for all subjects taken}
\]

The subjects which the students have failed will also be included in the summation.

If the student has registered for a dissertation, the credits and grade point for the dissertation will also be included in the above sums upon the completion of the dissertation.

If additional subjects have been taken on top of the prescribed credit requirements for award, the credits and grade point for these subjects will also be taken into account.

16.2 For the purpose of determining the award classification, any subjects passed after the graduation requirement has been met or subjects taken on top of the prescribed credit requirements for award shall not be taken into account in the GPA calculation. However, if a student passes more elective subjects than the requirement for graduation in or before the semester within which he becomes eligible for an award, the elective subjects with higher contribution (with the exception of the additional subjects taken out of interest and not for satisfying the award requirements) shall be counted in the GPA calculation for award classification (i.e. the passed subjects with lower contribution, will be excluded from GPA calculation for award classification), irrespective of when the excessive elective subjects are enrolled. If a student passes more core subjects than the requirement for graduation, the extra core subject(s) with lower contribution to the GPA will be considered along with the elective subjects for the purpose of GPA calculation for award classification.

16.3 If credit transfer has been granted, only those subjects for which a grade has been awarded will be counted in calculating the sums in Section 16.1. If credit transfer has been approved without the grade carried, those subjects will not be included within the sums shown in Section 16.1. Ungraded and incomplete subjects, together with subjects for which students have been approved to withdraw from (i.e. those with the "W" code) after the add/drop period, will also be excluded from GPA calculation. Subject which has been given an "S" code i.e. absent from examination, will be included in the GPA calculation and will be taken as "zero" grade point.

16.4 Since all taught subjects offered within the Scheme are at the same level, they contribute equally to the calculation of the GPA.

16.5 The GPA is capped at 4.0.

17. **Guidelines for Award Classification**

17.1 The following GUIDELINES will be used by the Scheme Board of Examiners to recommend the classification of the award:
**Guidelines**

**Distinction**  
The student's standard of performance/attainment is outstanding, and identifies him as exceptionally able in the field covered by the programme in question.

**Credit**  
The student has reached a standard of performance/attainment which is more than satisfactory but less than outstanding.

**Pass**  
The student has reached a standard of performance/attainment ranging from just adequate to satisfactory.

18. **Graduation**

18.1  
A student should be awarded a Postgraduate Diploma award without having to submit an application for graduation under the following conditions:

18.1.1  
The Scheme Board of Examiners agrees that he is eligible for a Postgraduate Diploma award and he cannot be eligible for the Master's award (even though the Master's was the student's intended award); or

18.1.2  
He is registered for the PgD programme and he has fulfilled all the requirements for a PgD award.

18.2  
A student, however, will not be granted the same PgD award (in the same area) for the second time despite his satisfying the above conditions, if he has been granted the award before.

18.3  
A student should be granted a Master's award without having to submit an application for graduation if he has fulfilled all the requirements for a Master's award.

18.4  
Conditions 18.1.1, 18.1.2, and 18.3 apply only when the student has a valid registration status. If a student's registration status has been set to "Study ended" due to non-compliance with PolyU regulations, for example, failure to pay fees, he will not be eligible for the award unless his registration status has been reinstated.
Operational Guidelines on Dissertation

With the exception of the stipulations in Section 10 of the Scheme Regulations which must be compiled with, this Annex serves as a guideline to students and staff. Departments may have different or additional conditions set out to assist students in preparing their dissertations.

1. INTRODUCTION

The dissertation is a very significant component of a Master's programme. It carries a weight equivalent to three or four taught subjects and represents around 420 - 560 hours of student effort. Since students usually continue with their jobs while they work on their dissertations, the subject of the dissertation is preferably related to the student's employment.

The dissertation should be an exposition of a student's own work and ideas. Where others have had an input (e.g. in a team situation) this should be clearly identified. Plagiarism is unacceptable. Expulsion may be imposed in cases of proven plagiarism (See Appendix One).

Though the subject areas of dissertations are so diverse it is impossible to define a standard approach to carry out the dissertation, its content should include an introduction and definition of objectives, a literature survey, a review of the problem followed by a description of the student's approach to solving the problem, the results or findings, an intellectual analysis of the results or findings, and finally a logical review of the conclusions drawn.

Students are encouraged to initiate dissertation topics relating to their employment. However, students may take up campus based dissertations in cases of difficulty.

2. THE DISSERTATION PROCESS: PREPARATION, PROGRESS AND ASSESSMENT

The procedures for preparing a dissertation can be divided into three different stages.

2.1 Proposal

2.1.1 Each department hosting an award may arrange an Award Dissertation Seminar in the first week of each semester. At this time the Chairman of Award Committee will circulate a list of staff research interests and possible topics to students. Academic supervisors, and professional supervisors (optional) are assigned by the Award Committee. Only students who have registered on the dissertation subject will be assigned supervisors and permitted to submit proposals.

2.1.2 The purpose of these Dissertation Seminars is to enable participants to identify and define a problem for valid research, to develop their abilities to identify and evaluate appropriate research methods, and to provide a framework from
which participants can begin their own research work. The content of some of the seminars will include research methods, research design, analysis of data, presentation of findings, and ethical and legal considerations. Staff members active in research will participate and interact with students in answering questions and leading discussion on major issues.

2.1.3 Subsequent to the Dissertation Seminar, the student will prepare a dissertation proposal in a standard format using a synopsis form (Form ENG-PSE125 attached) in consultation with his academic supervisor. This standard form can be downloaded from the web.

2.1.4 Students are expected to submit their dissertation proposal to the Award Committee for approval no later than the last teaching day of the semester in which the student first registers for dissertation.

2.1.5 Regulations concerning dissertation registration

2.1.5.1 Once a dissertation proposal is approved the student shall proceed at once to carry out the work.

2.1.5.2 Students should be aware that approval to commence a dissertation is by no means automatic. There will be cases where a student is not permitted to proceed with a dissertation and therefore such students will be required to leave the Scheme on completion of the requirements for a Postgraduate Diploma award.

2.1.5.3 The normal period for completion of a dissertation is 3 semesters. Students are required to pay for all of the 9 credits the dissertation carries in the first semester when he enrols on the dissertation. Fees paid will not be refunded even if the student withdraws from his dissertation or from the Scheme during the course of his registration. The registration period for the dissertation is set at a maximum of 4 semesters from the date of registration, subject to the regulations on the maximum period of registration and subject to satisfactory reports on progress from the academic supervisor. The minimum period for the dissertation work to be completed is unlikely to be less than 1 semester. Break of study is normally not permitted once a student registers for dissertation and students are expected to pursue their dissertation in consecutive semesters.

2.1.5.4 Students will be advised to register for their dissertation after completion of their fourth subject. However, they will not be allowed to register for their dissertation if they have achieved a Grade Point Average of less than 2.5 at the time of registration.

2.1.5.5 Subject to satisfactory reports on progress from the academic supervisor, students whose dissertation proposal has been approved will continue to register on their dissertation until either the completion of their dissertation or the normal dissertation registration period expires.
2.2 Progress Reports

2.2.1 Students are expected to submit a progress report (Form ENG-PSE126 attached) to the Award Committee via their academic supervisor at least once every semester to ensure smooth progress of the dissertation.

2.2.2 Students should inform their academic supervisors immediately when difficulties arise.

2.3 Early Warning

Upon request from the Award Committee, a student who fails to progress to his academic supervisor's satisfaction will receive a warning letter from the department hosting the award.

2.4 Submission of Dissertation before Assessment

2.4.1 Under normal circumstances, with the agreement of the supervisor(s), students may prepare for assessment after satisfactory progress.

2.4.2 FOUR unbound copies of the dissertation shall be submitted, together with a Dissertation Submission Form (Form ENG-PSE127 attached), to the academic supervisor and one copy shall be kept by the student one month prior to the end of the semester.

2.5 Assessment

2.5.1 Oral examination

After submission of the unbound copies of the dissertation the academic supervisor shall make arrangements with the assistance of the department on a mutually convenient time and place for an oral exam at which the other assessors will be present.

2.5.2 Assessment panel

The assessment panel will consist of two categories of member, namely:

2.5.2.1 the supervisors (academic supervisor, and professional supervisor if relevant); and

2.5.2.2 a second assessor (optional if the professional supervisor is present at the viva examination) who is a subject expert from the department, from another department in the University, or from industry, to be appointed by the Award Committee.

2.5.3 Regulations concerning dissertation assessment
2.5.3.1 The date set for the oral examination shall allow sufficient time for the examiners to read the submission and should normally be no later than one month after submission of the dissertation.

2.5.3.2 After conducting the oral examination the assessment panel will jointly allocate a grade guided by the following weightings which may vary depending on the nature of the project. Individual awards may modify key items and the recommended weightings according to the needs of each award.

<table>
<thead>
<tr>
<th>Progress 20%</th>
<th>Report 50%</th>
<th>Oral 30%</th>
<th>Total 100%</th>
</tr>
</thead>
</table>

2.5.3.3 After the assessment of the dissertation is complete the academic supervisor shall write a report on the outcome using a standard outline report form. This report must be signed by all who participated in the assessment of the dissertation and be forwarded to the Award Committee.

2.5.3.4 The report shall contain a date by which the student should submit his final dissertation to the host Department which would arrange to send the bound copies to the Library. The deadline for submission of the report of the assessment panel to the Award Committee is TWO WEEKS before the meeting of the Subject Assessment Review Panel (usually January for Semester 1 and June for Semester 2).

2.5.3.5 Departments may at their discretion allow students to complete their dissertations during the period between June and August by conducting the assessment then. In such cases these results shall be processed at the meeting of the Subject Assessment Review Panel held in late August to allow students to graduate in the following November.

2.5.3.6 Applications to defer submission should NOT normally be considered or approved except under exceptional circumstances such as illness. In such cases, students’ applications for deferment of study can be considered.

2.5.3.7 If a student wishes to delay the submission of the completed dissertation beyond the normal period but within the maximum period of 4 semesters, he may apply on the advice of the supervisor. The application must be approved by the Award Committee.

2.5.3.8 When permission is granted to extend the dissertation registration beyond the normal period, the student shall be required to pay a fee which is set out in the Student Handbook, which shall entitle him to register for one additional semester.

3. DISSERTATION SUPERVISION

The amount of effort required by students in the dissertation should clearly be reflected in the quantity and quality of the final submission. In assessing the standard of dissertations supervisors will be seeking to ensure that the student has met with the aims of this part of the programme.
3.1 Academic Supervisor

3.1.1 The student and academic supervisor should contact each other from time to time to discuss progress against his agreed programme. The responsibility for arranging meetings between student and academic supervisor is shared by both parties.

3.1.2 The academic supervisor will provide guidance to complement that available within the student's employing organisation and advises the student about the style of presentation of the dissertation. If a professional supervisor has been appointed, the academic and professional supervisors will liaise as circumstances require. The academic supervisor will be available for consultation on a regular basis both at the University and at the student's workplace according to circumstances.

3.2 Professional Supervisor (optional)

3.2.1 The role of the professional supervisor is to be able to assess the student's effort in the workplace and assist in the conduct of the oral examination and provide assurance that the candidate's work has been independently done. Students should approach a prospective professional supervisor and explain their requirements and should obtain his agreement to act as professional supervisor.

3.2.2 If the work for the dissertation forms part of a group endeavour within the student's organisation, it is essential that the student's personal contribution can be identified and that the professional supervisor can speak for the part which the student has played.

4. FORMAT AND PRESENTATION OF DISSERTATIONS

4.1 Style

4.1.1 The text shall be placed on one side or both sides, the latter being encouraged wherever possible.

4.1.2 Pagination of the body of the text is to be in Arabic numerals in the upper right hand corner of the page. The pagination begins with the first page of the first chapter and runs through material following the body of the text. Pages with tables, maps, photographs etc. are to be numbered as well.

4.1.3 Pagination of material preceding the body of the text is to be in small Roman numerals.

4.1.4 The body of the text is to be double spaced; footnotes are to be single spaced.

4.1.5 Footnotes shall be placed at the bottom of each page rather than at the end of each chapter or at the end of the dissertation. A line shall be drawn beneath the text across the page to separate the text from the footnote. Care should be taken to complete a footnote on the page where it is mentioned in the text, in order to avoid continuing it on the following page. Footnotes may be numbered consecutively through a chapter or start with number one - (1) - on
References shall 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. (See Appendix One for more advice)

The dissertation shall be submitted on A4 size paper (210 mm x 297 mm) of good quality. There shall be a margin (before trimming) of 40 mm at the left hand (binding) edge, 25 mm at the top and right margins and 15 mm below the last line of footnotes.

All physical measurements reported in the dissertation shall be in the SI system of units (Systeme Internationale d’Unites). Where, for example, in the review of literature, quantities are expressed in other units, the corresponding SI values should also be quoted.

4.2 Material Preceding the Body of Text

4.2.1 A blank sheet.

4.2.2 Title page of dissertation - this shall not be numbered and should be identical with the cover.

4.2.3 Copyright notice (if any)

4.2.4 An abstract of not less than two hundred and not more than five hundred words shall be a part of each dissertation and will contain information on all the substantive features of the work. The top page of each abstract shall contain the following statement:

Abstract of dissertation entitled:

submitted

by

for the degree of MSc in

at The Hong Kong Polytechnic University in (month and year).

4.2.5 Acknowledgements - should be made to supervisors and to persons who have provided special assistance.

4.2.6 A table of contents should be provided which lists the abstract and all main sections thereafter. Material preceding the body of the text shall be paginated using small Roman numerals. Arabic numerals shall be used for the main body of the text.

4.2.7 A list of Illustrative Materials should be provided, if needed. The listing of page references for illustrative materials such as tables, maps and figures will
immediately follow the table of contents on a separate page or pages having the same style as the table of contents page. Illustrative materials shall have titles and be numbered in Arabic numerals.

4.3 Material Following the Body of the Text. (This shall be numbered in Arabic numerals)

4.3.1 Appendix or appendices
4.3.2 Bibliography
4.3.3 Oversize maps etc. in map pockets

5. BINDING OF DISSERTATIONS

5.1 After assessment students will have their dissertations bound by outside binderies at their own expense. A rough sketch of a bound dissertation is set out on next page.

5.2 All dissertations should be bound with hard covers, with silver blocking on the front cover and on the spine. The colour should be navy blue.

5.2.1 Of the THREE final copies submitted, one of these may be in a temporary heat-sealed "Perfect" binding with the title, name of author, degree and date. Two of the final copies will be bound and will be lodged in the University Library and with the host department. These copies shall be bound, in one volume with its title page preceding the abstract, between boards with the title, name of author, degree, and date to be lettered in silver on the front cover and spine in accordance with the standard layout approved by the Librarian.

5.2.2 These final copies of the dissertation shall be checked and approved by the academic supervisor or Dissertation Coordinator. This shall be done within one month of the dissertation oral examination.
Rough Sketch of a Bound Dissertation

- Dissertation Title
- Name of Student (in full)
- Name of Award (including the title of specialism)
- Academic Year (e.g. 2000/01)

Name of Student (in full)

Name of Award (including the title of specialism)

Academic Year (e.g. 2000/01)
Postgraduate Scheme in Engineering
Synopsis

Dissertation Proposal for MSc in ________________________________

This form should be typewritten. All sections should be completed in full. Sections 1-3 are to be completed by the student. In signing this form the Award Committee confirms that the student is registered on dissertation, the proposal is of an acceptable academic standard and that the university resources necessary for the dissertation will be made available. The completed form should be sent to the Award Committee for approval no later than the last day of a semester.

Section 1 : Student Details

Student’s name: ____________________ PolyU ID No.: ____________________
Tel No.: ____________________ Fax No.: ____________________

Subjects taken so far (include title, grade, and academic year for all subjects for which a grade has been obtained)

Section 2 : Supervisor Details

Academic Supervisor’s Name, Qualifications and Department:

Professional Supervisor’s Name, Qualifications, Position, and Affiliation (appointment of which is optional):

Professional Supervisor’s Address:

Tel. No.: ____________________ Fax No.: ____________________
Section 3: Details of Dissertation Topic

Dissertation title:

Signature of student: Date:

Section 4: Comments of Academic Supervisor

Signature: Date:

Section 5: Comments of Professional Supervisor, if any

Signature: Date:

Section 6: Decision of Award Committee

Approved/Referred back for improvement/Rejected

Signature: Date:
Chairman, Award Committee

2.2004 Regulations of Postgraduate Scheme in Engineering (Self-financed) - 23
Objectives of the Project

Content

(Innovative features, challenge, academic value and applicability of the project)
Methodology
Scheduled programme of work
Description of facilities required and justification

(Also detail any other supporting facilities obtained elsewhere)

Expected completion date :

_________________________

Student’s Signature
Postgraduate Scheme in Engineering
Dissertation Progress Report

This report is to be completed by the student then endorsed by the academic supervisor who will forward it to the Award Committee every semester.

Student’s name: ____________________________  Student number ____________________________

MSc in
____________________________________________________________________________________

Academic supervisor’s name:
____________________________________________________________________________________

Dissertation title:
____________________________________________________________________________________

Start date: ____________________________  Expected completion date: ____________________________
____________________________________________________________________________________

Student’s report
Briefly describe progress since last report (or since commencement):

Please explain any problems you have identified and suggest appropriate action:

Signed: ____________________________  Date: ____________________________
____________________________________________________________________________________

Academic supervisor’s comments
Progress is generally satisfactory / unsatisfactory (delete as appropriate)

Comments:

Signed: ____________________________  Date: ____________________________
Postgraduate Scheme in Engineering  
Dissertation Submission Form

Section 1: To be completed by student

<table>
<thead>
<tr>
<th>Students’ Name:</th>
<th>PolyU ID No.:</th>
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</thead>
<tbody>
<tr>
<td>MSc in:</td>
<td></td>
</tr>
<tr>
<td>Proposed Dissertation Title:</td>
<td></td>
</tr>
<tr>
<td>Name and department/company of academic, and professional supervisor (if any):</td>
<td></td>
</tr>
<tr>
<td>Signature:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

Section 2: To be completed by Academic Supervisor

# I agree that the dissertation is ready for submission.  
I do not agree that the dissertation is ready for submission. My specific views on the shortcomings have been made known to the student.  
I am satisfied with the title proposed by the student.  
I have amended the title proposed by the student as shown above.

<table>
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<th>Signature:</th>
<th>Date:</th>
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Section 3: To be completed by Chairman of Award Committee

The Award Committee has nominated ____________________________  
as the assessor for this dissertation (optional if a professional supervisor is present).

<table>
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<th>Signature:</th>
<th>Date:</th>
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* Please delete as appropriate.  
# Please tick as appropriate.
Appendix One

Guidance Notes on Avoiding Plagiarism, on Bibliographic Referencing and on Photocopying of Copyright Materials

The University views plagiarism and copying of copyright materials, without the licence of the copyright owner, as a serious disciplinary offence. These guidance notes aim to help students of the University comply with the institution’s policy on plagiarism in coursework, bibliographic referencing and photocopying of copyright materials.

What is plagiarism?
‘To take (words, ideas, etc.) from someone else’s work and use them in one’s own work without admitting one has done so.’ (Longman Dictionary of Contemporary English, 1987)

‘... The action of using or copying someone else’s idea or work and pretending that you thought of it or created it.’ (Collins Cobuild English Language Dictionary, 1987)

‘... The taking and using as one’s own of the thoughts, writings, or inventions of another.’ (Shorter Oxford English Dictionary, 1973)

‘To steal or pass off (the ideas or words of another) as one’s own: [to] use (a created production) without crediting the source: to commit literary theft: [to] present as new and original an idea or product derived from an existing source.’ (Webster’s Ninth New Collegiate Dictionary, 1987)

‘The appropriation or imitation of another’s ideas and manner of expressing them ... to be passed off as one’s own.’ (Macquarie Dictionary, 1985)

The above definitions all suggest that plagiarism involves the idea of intending to plagiarize; it is important to realize that this dishonest intention will be assumed. Excuses such as ‘having forgotten’ to insert quotation marks, or ‘not having remembered’ that an idea was someone else’s, or ‘having thought the reader would understand’ that a passage was a paraphrase of someone else’s words cannot be accepted. In a similar way, it will be assumed that those who walk out of a shop carrying goods for which they have not paid intended not to pay for them, and hence can be accused of shoplifting.

In short, it is students’ responsibility to avoid any possible suggestion of plagiarism in their work. The golden rule is ‘if in doubt, acknowledge’ - this should be followed in all ‘grey areas’, i.e. cases in which you are not sure whether the acknowledgement of a source is necessary or not.

How are sources referred to?
There are two ways of referring to a source: by using direct quotations, or by paraphrasing the author’s words. Each of these is exemplified below.

Using direct quotations
- quotation integrated with the text, e.g.

‘The coal reserves,’ said Thomas J. Johnson (1982, p.21) ‘will not deplete as rapidly as oil reserves’, and this claim is already being borne out by experience.

- A quotation presented as an indented paragraph, e.g.

Conflict within the marketing channel required its own definitions, and one of the first of these was established by Stern and Gorman (1969, p.58). Their view was that a conflict was a process of system changes: ‘... a change occurs in the task environment or within a channel member’s organization that eventually has implications for the channel members ... when the other affected members perceive the change as cause of frustration, a conflict situation emerges.’
Note the use of the three-full-stop device (...), separated by one space from the preceding and/or following words, to indicate a word or words have been omitted from the original. (The assumption is, of course, that the omission has not changed the sense of the author’s words.)

Secondly, note the use of square brackets, [ ], to indicate that a word has been added or replaced to clarify (but not of course to alter) the author’s original meaning, e.g.

**Original** Registers are, then, types of text, not types of discourse, since they are not defined in terms of what kind of communication they represent.

**Quotation** ‘...[registers] are not defined in terms of what kind of communication they represent’ (H.G. Widdowson, 1973).

Thirdly, note that where the original itself includes a word or words between inverted commas or quotation marks, a quotation should reproduce this by using double inverted commas between single ones, or vice-versa, e.g.

**Original** One obvious development within a pedagogical grammar would be to use Searle’s illocutionary acts to fill in Halliday’s “relevant models of language”.

**Quotation** As Widdowson (1973) points out: ‘One obvious development within a pedagogical grammar would be to use Searle’s illocutionary acts to fill in Halliday’s “relevant models of language”’, but this suggestion has yet to be followed up. (Alternatively: “…Halliday’s ‘relevant models of Language’”)

Fourthly, note that italics in the original may be reproduced by underlining in a quotation. If the underlining is not the original’s, then this should be made clear. The usual method is to add a note in brackets after the quotation: (my emphasis), (my underlining) or (emphasis added). If one wants to make it quite clear that the emphasis is the original’s, one can add: (emphasis as in the original).

**Paraphrasing the author’s words**
Paraphrasing is not simply altering a word here and there, but rather rewording the original - either to shorten/summarize or to expand/clarify. Paraphrasing often leads into ‘grey areas’ where one may be unsure of whether or not plagiarism could be alleged, so remember the golden rule: ‘if in doubt, acknowledge’. In particular, a lengthy piece of paraphrasing (say, several paragraphs) should remind the reader at frequent intervals - at least once per paragraph - of the source.

- Paraphrasing which shortens/summarizes, e.g.

  **Original** ‘There are many abusive parents for whom [therapy] groups may be the only answer, not only because of the quality of services offered, or the potential benefits they promise, but chiefly for the fact that a group of this type is the only service that some abusive parents will attend and participate in.’ Blizinsky, M. (1982, p.311)

  **Paraphrase** Martin Blizinsky (1982:311) believes that therapy-group sessions may be the only answer for some abusive parents, being the only programme in which they will participate.

- Paraphrasing which expands/clarifies, e.g.

  **Original** ‘although photosynthesis is the principal autotrophic process, chemosynthesis also occurs’. (I. Pearson, 1978:135)

  **Paraphrase** As Pearson points out (English in Biological Sciences, 1978, p.135), although photosynthesis - the process by which plants make their own food with the help of sunlight - is the major self-feeding process, synthesis involving chemical reactions also takes place.
How to cite bibliographic references

The following guidance notes, which aim to help students with bibliographic referencing, address the question of how, rather than whether, to acknowledge the sources.

Bibliographic references identify the work in question (usually either a book or an article), and give sufficient information on the author, title, publisher and date of publication for this identification to be quite clear and unambiguous. Such references are normally written according to fixed conventions, which it is sensible to follow; one set of these conventions is outlined below.

For books: author’s surname first, followed by the initials of his/her other name(s), then by the full title of the book underlined; this underlining will be replaced by italics in printed text (as opposed to typescript or handwriting). There then follows the place of publication - usually a city - then the name of the publisher, and lastly the date of publication, e.g. Crane, D. *Invisible Colleges*. Chicago: University of Chicago Press, 1972.

Where there is more than one author, the examples are:


Where the book is a collection (of articles or monographs) rather than a single text, the examples are:


For articles in a journal (serial): much as above, except that information on the journal replaces that on the book (collection), e.g. Stieg, M.F. The information needs of historians. *College and Research Libraries*, 1981, 42(6), 549-560.

The figures ‘42(6)’ mean ‘volume 42, no.6’; the figures ‘549-560’ mean ‘pages 549 to 560’. Note also that capital letters are not usual in the titles of articles (though in those of books, of course, they are).

Bibliographic references can be placed as footnotes to the text, or far better, listed alphabetically (by author) in a ‘bibliography’ at the end of the text. If a bibliography is used, references in the text need only state the author(s) and the publication date, e.g. Conflict within the marketing channel required its own definitions, and one of these was established by Stern and Gorman (1969).

If the bibliography contains two or more publications by the same author(s) in the same year, identify them as 1969a, 1969b, etc.

If the text does make references to books/articles in this way, then the bibliography should put the publication date after the author’s name, rather than at the end, e.g. Crane, D., 1972. *Invisible Colleges*. Chicago: University of Chicago Press.

Finally, minor differences from the above conventions may be found, as between one published bibliography and another, but these are unimportant; what does matter is that consistency in following one set of conventions is ensured. Not only should the information in the bibliography be correct in every detail (author’s name and initials, publisher’s name, etc.), complete typographical accuracy - spacing, punctuation, etc. is also very important. Thorough proofreading is essential here, as in the rest of the text, and is a measure of the care that have been taken; conversely, a text full of ‘typos’
Illustrations, Graphs and Tables

"Illustrations, Graphs and Tables -- It is permissible in the dissertation to copy diagrams from the work of others provided appropriate reference is made in the figure caption or table heading. If the material is modified to incorporate the results or work of others the reference should be a form of ones such as “adapted from Smith & Jones (1994)”.

Photocopying of Copyright Materials

The University considers the protection of intellectual property as a serious matter and copying of copyright materials, without the licence of copyright owner, may be regarded as a statutory offence. Students should comply with the Copyright Ordinance then prevailing at all times.

Under the Copyright Ordinance, a copyright in a work is infringed by a person who without the licence of the copyright owner, among other things, copies the work, issues or makes available copies of the work to the public. Copying of a work means reproducing the work in any material form, including storing the work in any medium by electronic means. Making copies of the work available to public includes putting it on the Internet.

Any printed material in book or volume form which carries a claim to copyright either on the reverse side of the title page, or next to it, is copyright protected. All materials in all periodicals are normally presumed to be copyright protected.

Under Hong Kong Law:

• A person who, without the licence of the copyright owner sells, offers for sale or distributes an infringing copy of the work for the purpose of trade or business commits an offence punishable by a fine of HK$50,000.00 in respect of each infringing copy and imprisonment for 4 years, the person is also subject to action for damage (or for handing over the profits) by the copyright owner.

• It is also an offence if a person who, without the licence of the copyright owner, distributes otherwise than for the purpose of trade or business to such an extent as to affect prejudicially the owner of the copyright, an infringing copy of a copyright work, the person will also be liable in the same way as mentioned above.

There are certain acts permitted in relation to copyright works. In general, fair dealing with a work of any description for the purposes of research or private study does not infringe any copyright in the work.

Librarian of a “specified library” may, if the prescribed conditions are complied with:

(i) make and supply a copy of an article in a periodical without infringing any copyright in the text; or

(ii) make and supply from a published edition a copy of part of any other work.

The prescribed conditions includes the following:

• that copies are supplied only to persons satisfying the Librarian that they require them for purposes of research or private study, and will not use them for any other purpose;

• that (i) no person is furnished with more than one copy of the same article or with copies of more than one article contained in the same issue of a periodical; or (ii) a copy of more than a reasonable proportion of any other work;

• that persons to whom copies are supplied are required to pay for them a sum not less than the cost attributable to their production.
Every person to whom a copy is supplied must personally sign a declaration (a stamped or typed signature, or the signature of an agent is not sufficient) in the following form:

1. I ..................... request a photocopying of ................... and declare that it is for the purpose of my research or private study only and not for circulation or further reproduction or any other purpose.

2. I further declare that the copy has not been previously supplied to me.

3. I undertake to accept the full responsibility of this photocopying and indemnify the University any liability incurred in relation to this photocopying should a dispute concerning copyright infringement arise.

   Signature ............................
   Name ............................... Date .............................

Witness  ....................... Name  ...........................

The above declaration must be completed on every occasion and handed in to the appropriate library office. Failure to do so may lead to legal action being taken by the copyright owner.

There are further exceptions regarding the use of copyright materials for educational purposes. Copyright in a work is not infringed by its being copied, to a reasonable extent, in the course of instruction or of preparation for instruction, if the copying is done by a person giving or receiving instruction; and is not by means of a reprographic process.