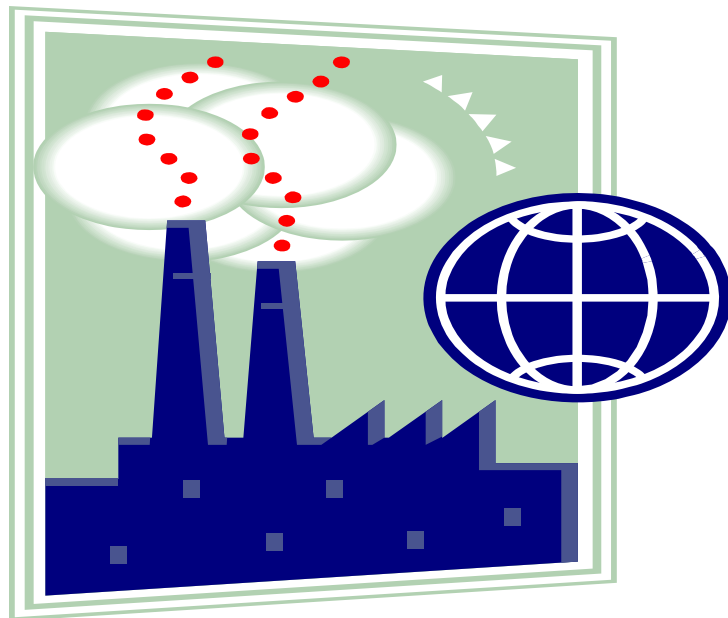




香港浸會大學

HONG KONG BAPTIST UNIVERSITY

Honours Project Handbook 2017 – 2018



**Bachelor of Social Sciences (Honours)
in
Government and International Studies**

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PREFACE

This Handbook is meant to be used both as a source of reference and as a guide to preparation of Honours Projects. It lists the general requirements for the Department.

Students are advised to read through the entire text to obtain an overall view of the Department requirements for the Honours Project.

The content of this Handbook is under regular review and is subject to change at the discretion of the Department. You may also visit the GIS Department Office located at 11/F, Room 1110 Academic and Administration Building, or call the Department Office at 3411-5669 for further information.

1. Introduction

- 1.1 The Honours Project constitutes a very significant part of the Department. Students are expected to engage themselves in a single, 9-10 months long, independent research activity and to spend about 6-9 hours each week on the Project throughout this period.
- 1.2 The topics of the Honours Project should be within the general area of the student's chosen area of study.
- 1.3 Each student will be assigned a Chief Adviser, who will be responsible for monitoring the student's progress on the Honours Project.
- 1.4 The normal scheduled interaction between each student and his or her Chief Adviser may vary according to the Department, the student and the nature of the topic selected. This interaction may take the form of an individual or small group tutorial.

2. Assessment Scheme

- 2.1 Each Honours Project will be assessed by a Chief Adviser and a Second Examiner internally. The Project must be acceptable to all two examiners.
- 2.2 The Chief Adviser monitors the progress of the student's project work on a regular basis as it is being performed and the Chief Adviser is strictly responsible for the "process" assessment. The Second Examiner will assess the "product" independently.
- 2.3 Both the Chief Adviser and the Second Examiner will assess the final project ("product") and will contribute equal weight on the "product".
- 2.4 The assessment will be based on the following general quantitative division
 1. Process 10% - 20%
 2. Product 80% - 90%
- 2.5 The component parts involved in assessment are as follows :
 1. Continuous assessment
 2. Bibliographic thoroughness
 3. Approach and argument
 4. Communication skills

3. Schedule for Honours Projects

3.1 Honours Project Work Schedule

Active Consultation with professors for topic selection	February 2017
Tentative topic submitted to Department	March 2017
Department assign Chief Adviser	July 2017
Tentative topic approved by Chief Adviser	August 2017
Final topic submitted to Department	November 2017
Department assign Second Examiner	February 2018
Final product submission date to Department	<u>28 March 2018</u>

3.2 Date of Project Submission

The submission date is **28 March 2018 (Wednesday)**. In order to prevent all students coming at the same time to turn in their projects, students are asked to submit their projects according to the following schedule:

10:00 – 12:30 in the morning
14:30 – 17:00 in the afternoon

*Late comers will **NOT** be entertained unless a letter is attached for the reason of its lateness.*

If any student has a problem in following this schedule, the student concerned should notify the Department Office **in advance** and we shall do our best to assist that student. However, we encourage students to submit their projects according to the above scheduled time.

P.S. If students encounter any problem relating to their projects, please inform their advisers and the Department Office. Any serious computer-related problems which may result in late submission should be reported in writing to the Chief Adviser and the Department Office at least 48 hours before the deadline.

4. General Requirements for the Preparation of the Honours Project

The following are standard across the Department and are required for all students:

- 4.1 The length of the text of the completed project will be 7,000-10,000 words in English. In both cases, this excludes footnotes, bibliography, and appendices. Any deviation from the required lengths must be approved in advance by the Chief Adviser and the Department.
- 4.2 The required font size for projects written in English is 12 pitch font (that is, 12-character-per-inch font). Recommended font type is 'Times New Roman'.
- 4.3 There will be only one submission, that of the final product, in order to help assure independence of the students' work and comparability.
- 4.4 As far as practical all Projects in English should be word-processed on the computer for easy revision. Use the best quality paper and printer available.
- 4.5 All Projects in English must be typed on white A-4 paper.
- 4.6 All typed Projects are to be double-line spaced and printed on double-side.
- 4.7 Margins are to be 6 cm left and 5.5 cm right margins and 9.5 cm for top and 15.5 cm for bottom margins.
- 4.8 3 bound copies and 1 soft copy in CD/DVD form (all in one file) of the Final Project are to be submitted to the Department Office on 28 March 2018. One copy must be an original and other two may be originals or copies. All three copies must be identical in content, format, etc. Good quality and clear photocopies may be submitted.

- 4.9 One copy of the project will be read by the Chief Adviser and the second copy will go to the Second Examiner. The Department Office will keep the third copy that GIS students may borrow it from the Department for purpose of private reference.
- 4.10 3 sets of standard covers will be provided for all students by the Department, one cover for each of the 3 copies submitted. A notice will be posted when these are available for collection.
- 4.11 The order of the materials included should be as follows (See samples attached):
- 1) Standard Cover (provided by the Department Office)
 - 2) Standard Title Page
 - 3) Standard Page of Acceptance
 - 4) Acknowledgement Page (if applicable, see samples included)
 - 5) Table of Contents/Outline/Abstract (if required)
 - 6) Text
 - 7) Notes (if used)
 - 8) Appendix (if needed)
 - 9) List of Works cited/Bibliography (whichever applicable)

Note that the title page is counted but not numbered. If the title requires 2 or more lines, single-space the lines and centre the lines. Do not use a period after a centred title.

- 4.11.1 Acknowledgements page is useful if one wishes to acknowledge assistance or support of public bodies such as libraries and government offices, or individuals. Consult your Chief Adviser if you have any questions as to whether this is applicable to your project.
- 4.11.2 Appendix or Appendices may be the appropriate place for tables, charts and illustrations, questionnaire data, statistics, and the like if you feel they are too big or disruptive to include in the text. If possible, place each appendix on a new page and number it. If there is only one appendix included in the Project, simply put down "Appendix" on the sheet.
- 4.12 Binding of the final Project would be done by the Department.

5. **Guidelines for the Chief Adviser and the Second Examiner**

- 5.1 The Chief Advisers are expected to meet their students regularly, either individually or in the form of small group tutorial and to supervise the progress of the students' projects throughout the period.
- 5.2 The Chief Advisers should leave their students ample scope to demonstrate their ability to work and think independently.
- 5.3 The role of the Chief Advisers is to help their students (a) to narrow their proposed topics to a manageable size, (b) to develop and clarify their views if necessary, (c) to advise their students on the use of various library resources, (d) to ensure that their students are provided with sufficient resources to complete their projects, and (e) to ensure that their students are working through their projects at an appropriate pace.
- 5.4 The Chief Adviser will normally be expected to review the introduction, conclusion, and bibliography as well as the organization of content materials of the student project.
- 5.5 The Chief Adviser should never copy-edit the entire project for the student prior to its formal submission because the project should be a true reflection of the student's ability and performance.
- 5.6 The Chief Adviser, however, may read a small portion of the student's draft project for stylistic changes or grammatical corrections. This should be decided by the Chief Adviser on the basis of the nature of the project, but normally would not exceed about five pages.
- 5.7 The Chief Adviser alone is responsible for the percentage of the grade assigned to continuous assessment. (For details concerning assessment, please refer to Section 2).
- 5.8 A Record of meetings with the students may be useful for future reference and for the preparation of the progress report.
- 5.9 The grade "YR" will be recorded at the end of the first semester to indicate that the Project is a year-long subject. At the end of the second semester the "YR" grade will be changed to whatever grade the students receive for their Honours Projects.
- 5.10 The Second Examiner is not expected to read any portion of the draft project for the student. And in the reading of the project, the Second Examiner is expected to mark the project independently rather than reviewing the marks of the Chief Adviser. The Second Examiner is not a second adviser.

6. Guidelines for the Student

- 6.1 The Honours Project is a 6-unit course.
- 6.2 Each student should :
- a) work independently,
 - b) implement the project plan and monitor its development,
 - c) report to the Chief Adviser on the progress of the project at least once a month, or as required by your Chief Adviser, and
 - d) observe all deadlines set for various purposes by the Department.
- 6.3 Remember that the project is your own responsibility. Do not expect your adviser to provide you with ideas, topics or sources or to copy-edit your text.
- 6.4 If your project is done on a computer, make sure to have a back-up system. Do not rely entirely on the hard disk. Computer or computer-related problems will not be considered adequate reasons for late submission of a project. You should print your project several days in advance so that if any problems arise you still have time to correct them. If you encounter any serious problem which may result in late submission, you should report in writing to your Chief Adviser and the Department Office at least 48 hours before the deadline.
- 6.5 Note that proper acknowledgement of sources of information or ideas is extremely important. You should cite a source when you quote, paraphrase, or summarize another person's original idea. **Any use of reference materials without proper acknowledgement of sources is a serious breach of ethics.** Students are reminded to bear in mind that "any act of dishonesty, including plagiarism and cheating, will be brought before the Student Affairs Committee for action which may lead to suspension or dismissal".

7. **Checklist for the Honours Project**

- 1) Do you have a Chief Adviser?
- 2) Do you have a Second Examiner?
- 3) Do you have your Project proposal approved?
- 4) Have you met your Chief Adviser on a regular basis?
- 5) Is the length of your project acceptable by the Department?
- 6) Is your Project word-processed on the computer?
- 7) Have you used the required size paper?
- 8) Have you used right spaced your text?
- 9) Have you set the proper margins for your Project?
- 10) Are the materials included in the Project put in the proper order?
(e.g. cover, title page, acknowledgement page, etc.)
- 11) Have you properly acknowledged sources of information or ideas used in your Project and/or on your Acknowledgements page?
- 12) Have you included a page of acceptance in each of the 3 copies submitted?
- 13) Have you followed the specific requirements set by the Department?
- 14) Does your title page meet the standard requirement?
- 15) Have you used the style manual required for the Department?
- 16) Have you made 3 quality copies of your Project, including 1 original?

8. Government and International Studies

- 8.1 The Honours Project is the single most important component of the GIS Department. It provides the opportunity for students to carry out their own independent research into a particular area of political science under the guidance of a staff member. The aim is to produce a scholarly, well-documented and well-presented research thesis, with a main text of between 7,000 and 10,000 words (English).
- 8.2 A successful Honours Project requires thorough planning and careful organisation of time. The selection of a topic and a staff adviser is very important. Students should choose issues, areas, or events within the subject areas covered by the GIS Department, and about which they have a curiosity to discover more. At the same time they should try and select subjects which are manageable, and which fit in with the fields of interest of their prospective staff adviser.
- 8.3 A form will be sent to all third year GIS students in the second semester, asking them to select advisers and topics in which they wish to write. Students should confer with potential advisers before making their choices, and are reminded that the Department cannot guarantee that they will be granted their first choice of topic or adviser. There is a fixed limit to the number of students each member of staff can supervise. The final allocation of advisers and topics, will take place later in the same semester. Students are strongly recommended to start planning, reading, and gathering materials for their project during the summer months preceding the third year. The final date for the submission of completed projects is set out earlier in this booklet.
- 8.4 The layout of the Honours Project must follow the Department guidelines described earlier. It is not obligatory to provide an abstract or outline in addition to the Table of Contents. Students should consult their adviser before making their final choice regarding style. The important thing is that the style should be completely consistent throughout the text.
- 8.5 The final assessment of each Honour Project will be done by the adviser and by a second examiner. Marks will be weighted according to the following division:

Process	10% - 20%
Product	80% - 90%

In the final assessment of the text particular attention will be paid to the clarity and coherence of the overall argument of the thesis, the originality and depth of the analysis, the precision of the reference notes and bibliography, and the clarity of the language used. Any form of **plagiarism** will be severely **penalised**.

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BY

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WONG MEI LI, CHRISTINE
STUDENT NO.

AN HONOURS PROJECT SUBMITTED IN PARTIAL FULFILLMENT OF THE
REQUIREMENTS FOR THE DEGREE OF

BACHELOR OF SOCIAL SCIENCES (HONOURS)

IN

GOVERNMENT AND INTERNATIONAL STUDIES

HONG KONG BAPTIST UNIVERSITY

March 2018

HONG KONG BAPTIST UNIVERSITY

Date

We hereby recommend that the Honours Project by Mr. X X X entitled "X X X X X X X X X " be accepted in partial fulfilment of the requirements for the Bachelor of Social Sciences (Honours) Degree in Government and International Studies.

Prof./Dr. X X X
Chief Adviser

Prof./Dr. X X X
Second Examiner

Continuous Assessment : _____

Product Grade : _____

Overall Grade : _____

Acknowledgements

Part of the work presented in this Honours Project was done in collaboration with Prof./Dr. X X X in the Department of Government and International Studies, Hong Kong Baptist University. The interviews described in Table 1 and Fig. 4 of Chapter 2 were done jointly with Prof./Dr. X X X. The survey described in Fig. 2 of Chapter 3 was performed by Miss X X X. All other field research described in this Honours Project was my own original work and was carried out by myself under the supervision of Prof./Dr. X X X.

Student signature

Department of Government and
International Studies
Hong Kong Baptist University

Date: _____