

REGULATIONS GOVERNING THE FORMAT, BINDING AND PRESENTATION OF THESES FOR HIGHER DEGREES BY RESEARCH

-
1. The thesis submitted for examination shall be typewritten or printed on one side or both sides of International size A4 paper¹ (except for drawings, maps, or tables on which no restriction is placed), with margin of not less than 35 mm on both right- and left-hand edges of each page.
-

2. An abstract in English of not fewer than 200 and not more than 500 words shall be a part of each thesis. The format shall be the same as that of the thesis itself. The front page of each abstract shall contain the following statement:

Abstract of thesis entitled “.....”
”
 Submitted by
 for the degree of
 at The University of Hong Kong in (*month and year*).

3. The Faculty shall determine the number of hard copies of thesis required for examination purpose, and may also request a soft copy of thesis. Each copy of the thesis with its abstract preceding the title page, shall be bound in one or more volumes either in the manner prescribed in Regulation 4, or in a temporary heat-sealed ‘Perfect’ binding with the title, name of author, degree, date and the words ‘Temporary Binding for Examination Purposes’ lettered on the front cover (or, if a transparent cover is used, then on the first page so that the lettering may be read through the cover). In addition, extra copies of the thesis abstract, which are not bound together with the thesis, shall be submitted upon Faculty’s request.
-
4. After receiving notification that all formal requirements for conferment of the degree have been satisfied, the successful candidate is required to submit the finalized thesis, in hard and soft copies, as specified below:
 - (a) sufficient hard copies of the finalized bound thesis shall be submitted to the Faculty Office. The thesis shall be bound, in one or more volumes as determined by the Librarian, with its abstract preceding the title page, between boards faced with green cloth with the title, name of author, degree, and date to be stamped on the front cover and spine in accordance with the standard layout approved by the Librarian. The titles of theses written in Chinese shall be lettered on the cover in Chinese and in English. One copy of the finalized bound thesis shall be passed to the University Libraries for cataloguing and then accessioned by the University Archives. The remaining thesis copies shall be kept by the department and the supervisor(s). Copies of the finalized abstract, which are not bound together with the thesis, shall be submitted upon individual Faculty’s request. The Faculty shall determine the total number of finalized bound thesis and unbound abstract required; and
 - (b) a soft copy of the thesis shall be submitted for open access in the HKU Scholars Hub. In addition, students who register on September 1, 2017 and thereafter are required to upload their bibliography when submitting their finalized theses online. Details on electronic theses are available on the website of the University Libraries.

¹ 297 mm x 210 mm

N.B. Candidates for higher degrees are reminded that any thesis not typed or printed on the correct paper will not be accepted.