

ESTR4998/4999 GRADUATION THESIS

Timelines

Month	Items	Responsible Parties	Remarks
March	Call for Applications	Faculty Office	
End of March – Early April	The application deadline is usually in late March. It may be extended to or postponed to early April when necessary. For the exact schedule, please refer to the email which calls for application.	ELITE students to submit the completed application form via email to the Faculty Office.	The application form must be endorsed by the proposed supervisor's e signature and with the major department's email approval.
May - August	Check the CUSIS course registration record for ESTR4998/4999	ELITE students	Please ensure no departmental final year project, e.g. CSCI4998/4999 has been registered for you. Alert your major department to drop the final year project for you.
5:00p.m. on Friday, the second last teaching week in Term 1	Submission of thesis reports	ELITE students	<p>Students are required to submit individual report. For students who work on group project, they are supposed to submit individual report. In case a group report is suggested by the thesis supervisor, students must spell out clearly the division of work for each section of the report.</p> <p>The thesis must be submitted to VeriGuide for checking.</p> <p>The thesis and the Academic Honesty Declaration</p>

			<p>Statement (both in electronic format) shall be submitted to both the thesis supervisor and the Faculty Office.</p> <p>A deduction of 2 marks from the total marks for each calendar day will be imposed for late submission. The submission cutoff is 5:00p.m. on each calendar day.</p>
Make-up dates in Term 1 specified by the University	Oral presentations are usually scheduled on the make-up dates unless specified otherwise by the supervisor.	ELITE students	<p>The presentation time is 30 minutes, followed by 15 minutes of Questions & Answers.</p> <p>Presentation schedules will be announced to all ELITE students to promote peer learning. Student participants will not be involved in assessment.</p> <p>Presentations will be videotaped.</p>
5:00p.m. on Friday, the second last teaching week in Term 2	Submission of thesis reports	ELITE students	<p>Students are required to submit individual report. For students who work on group project, they are supposed to submit individual report. In case a group report is suggested by the thesis supervisor, students must spell out clearly the division of work for each section of the report.</p> <p>The thesis must be submitted to VeriGuide for checking.</p> <p>The thesis and the Academic</p>

			<p>Honesty Declaration Statement (both in electronic format) shall be submitted to both the thesis supervisor and the Faculty Office.</p> <p>A deduction of 2 marks from the total marks for each calendar day will be imposed for late submission. The submission cutoff is 5:00p.m. on each calendar day.</p>
Make-up dates in Term 2 specified by the University	Oral presentations are usually scheduled on the make-up dates unless specified otherwise by the supervisor.	ELITE students	<p>The presentation time is 30 minutes, followed by 15 minutes of Questions & Answers.</p> <p>Presentation schedules will be announced to all ELITE students to promote peer learning. Student participants will not be involved in assessment.</p> <p>Presentations will be videotaped.</p>

Project Selection and Course Registration of ESTR4998/4999

1. Identification of Projects – either choose from department’s FYPs list OR propose an own topic.
2. Approach the potential supervisor – no matter students choose a project from department’s FYPs list or propose their own topic, they **MUST** talk to the potential supervisor to get the consent from the supervisor to proceed with the necessary paper works.
3. Work Out a research plan – If students have successfully found a supervisor, they have to submit a declaration form for ESTR4998/4999 together with a research plan. The research plan should be in a similar format as that for the Faculty Undergraduate Summer Research Internship Programme.
4. Signature of Supervisor – Both the declaration form for ESTR4998/4999 and the research plan **MUST** be signed by the supervisor by e signature.

5. Approval from Major Department – The signed form and the research plan MUST be approved by your major department by getting your major department's approval email. This is a very important step that ensures your major department is aware that you have decided to take ESTR4998/4999 in lieu of the conventional Final Year Project.
6. Submission to Faculty Office – The signed and the approval email , together with the research plan MUST be submitted to the Faculty Office via email by the deadline announced.
7. Approval by ELITE Stream Director and Associate Dean (Education) – The signed form and the approval email, together with the research plan will be reviewed by both the ELITE Stream Director and the Associate Dean (Education). If it is duly endorsed, the Faculty Office shall register the course, i.e. ESTR 4998 and ESTR4999 for the students concerned.
8. Checking of Course Registration – Students shall be able to see their course registration record in CUSIS once their application for ESTR4998/4999 is approved by all relevant parties stated above.

Remarks:

1. The Graduation Thesis could be a group work or an individual work. In case of group work, it should consist of ELITE students only.
2. The consent given by supervisor is for the student concerned to take both ESTR4998 and ESTR4999. Once the above procedures 1-8 are completed, the Faculty Office shall register both ESTR4998 and ESTR4999 without prejudice.

Thesis Submission Schedule

Students who have registered ESTR4998/4999 are required to submit their thesis (in electronic format) to BOTH the thesis supervisor(s) and the Faculty Office no later than 5:00p.m. on the Friday, in the second last teaching week of the academic term of registration.

Faculty Office shall help students to forward the submitted thesis to members of the Thesis Assessment Committee, the ELITE Stream Director and the Associate Dean (Education) together with the assessment form.

Remarks:

A deduction of 2 marks from the total marks for each calendar day will be imposed for late submission. The submission cutoff is 5:00p.m. on each calendar day.

Presentation Schedule and Presentation Format

The thesis presentation will be fixed on any one of the day during the make-up dates specified by the University for the academic term of registration. The Faculty Office will work out the exact schedule that fits the Thesis Assessment Committee and the student(s) concerned.

The presentation time is 30 minutes, followed by a 15-minute Questions & Answers session. The exact format of presentation will be announced through email to both Thesis Assessment Committee and student(s) concerned in due course.

In principle, presentation schedules will be made known to other ELITE students to promote peer learning. Students who attended the presentation will not be allowed to raise any questions and are not involved in the assessment. The presentations will be videotaped for improvements in teaching and learning by the Faculty Office or other teaching units in the University, or competitions, or any other academic purposes. Students who do not want to be videotaped, please make a request to the Faculty Office in writing when they submit the thesis.

Important Notes

1. ESTR 4998/4999 should involve a heavier research component than conventional Final Year Projects. The quality of work shall commensurate with that of the first-year MPhil students.
2. Students must follow the project selection and course registration procedures listed above. ESTR 4998/4999 will not be pre-registered to any ELITE students and your major department will not know your intention to do Graduation Thesis or conventional Final Year Project, it is the sole responsibility of the students to take care of your study plan. Fail to register the conventional Final Year Project or Graduation Thesis will affect your graduation.

Enquiries

For any enquiries, please contact Ms. Stella Ng of the Faculty Office at 3943 1257 or email at stellang@cuhk.edu.hk