

The Chinese University of Hong Kong

History Department

**Handbook for The Capstone Courses
(Revision date: Dec. 2021)**

HIST 4801 Graduation Thesis Guidance

HIST 4802 Graduation Thesis

For Undergraduates Admitted since 2012-2013

TABLE OF CONTENTS

	Page
1. Introduction	3
2. The Course	4
3. Assessment	5
4. Course Registration	5
5. Work Schedule	8
6. Thesis Format	9
7. Guidelines for Students	11
8. Guidelines for Supervisor and the Second Reader	12

1. INTRODUCTION

This Handbook is to be used by both students and teachers as a guide to Graduation Thesis writing on the one hand and supervision and assessment on the other. You are advised to read through the entire text to understand the overall requirements for the two courses pertaining to Graduation Thesis, i.e., HIST 4801 Graduation Thesis Guidance and HIST 4802 Graduation Thesis.

The content of this Handbook will be under regular review and is subject to change at the discretion of the History Department. Suggestions for revisions should be directed to the History Department, The Chinese University of Hong Kong.

2. THE COURSE

2.1 HIST 4801 Graduation Thesis Guidance

Units: 0

Course Syllabus:

The student will write a thesis under the supervision of an instructor. Topic and contents of the thesis are to be determined in consultation with the supervisor and are subject to the approval of the Department of History. Thesis proposal must be endorsed by the student's supervisor on or before the third Monday in July.

Enrolment Qualification:

For History Majors in their final year of attendance only.

Learning Outcomes:

The student will be expected to have completed a bibliography, drafted the outline and an introductory chapter of the Graduation Thesis by the end of the term. Students should have learnt the skills of writing an academic thesis after taking the course.

2.2 HIST 4802 Graduation Thesis

Units: 6

Course Syllabus:

This course is the continuation of HIST 4801.

Enrolment Requirement:

Prerequisite: HIST 4801

Learning Outcomes:

The student will be expected to have completed the Graduation Thesis by the end of the term. Students should have learnt the skills of analytical and critical thinking as well as systemic organization which are important for writing an academic thesis.

Assessment Scheme:

The thesis: 100% (including preparatory research [30%] and research product [70%])

3. ASSESSMENT

- 3.1 Each student will be working on his/her Graduation Thesis project under the guidance of a Supervisor who is responsible for monitoring the student's progress. The normally scheduled interaction between each student and his/her Supervisor may vary according to the student and the nature of the topic selected. This interaction may take the form of an individual consultation or small group tutorial.
- 3.2 Each thesis will be assessed by the Supervisor and a Second Reader.
- 3.3 The Supervisor monitors the progress of the student's work on a regular basis as it is being performed. The Second Reader will assess the final product only.
- 3.4 The final grade of the Graduate Thesis will be decided by the Supervisor in consultation with the Second Reader.
- 3.5 The assessment of the final product will be based on the following quantitative division:

Preparatory research work	30%
Research product (Methodology & Approach, Argument, Presentation, References, etc.)	70%

4. COURSE REGISTRATION

Students should approach their potential supervisors starting from the beginning of the 2nd term of the third year of attendance. Please mind the deadlines to submit the Tentative Topic of Graduation Thesis for the purpose of course registration (generally end of May) and Final Topic for approval by the Department Board (generally mid-September). The forms concerned are as follows.

香港中文大學歷史系
Department of History, CUHK

畢業論文初擬題目登記表

Tentative Topic of Graduation Thesis

HIST4801 / HIST4802

2022-23

請在二零二二年五月三十一日或之前呈交已填妥並經指導老師審閱的表格到歷史系辦公室。
Please submit the completed and endorsed form by 31May 2022 to the General Office.

第一部份 (由學生填寫)

PART I (To be completed by the student)

A. 個人資料 Personal Information

姓名 (中文)		Name (in English)	
學生編號 SID		聯絡電話 Contact No.	
電郵地址 Email Address			
簽名 Signature		日期 Date	

B. 初步論文初擬題目 Proposed Thesis Title

C. 論文撰寫語言 Language of Thesis: 中文 / English

第二部份 (由論文指導老師核准)

Part II (To be endorsed by the Thesis Supervisor)

批准 Endorsed

簽名 _____ 日期 _____
Signature : _____ Date : _____

姓名 (正楷) _____
Name (in block letter) _____

請在適用的方格填上符號“X”。 Please mark a cross as appropriate.

香港中文大學歷史系
Department of History, CUHK

畢業論文最終題目登記表
Final Topic of Graduation Thesis
HIST4801 / HIST4802
2022-2023

請在二零二二年九月十五日或之前呈交已填妥並經指導老師審閱的表格到歷史系辦公室。
Please submit the completed and endorsed form by 15 September 2022 to the General Office.

第一部份 (由學生填寫)

PART I (To be completed by the student)

A. 個人資料 Personal Information

姓名 (中文)		Name (in English)	
學生編號 SID		聯絡電話 Contact No.	
電郵地址 Email Address			
簽名 Signature		日期 Date	

B. 最終論文題目 Final Thesis Title

C. 論文撰寫語言 Language of Thesis: 中文 / English

第二部份 (由論文指導老師核准)

Part II (To be endorsed by the Thesis Supervisor)

批准 Endorsed

簽名 _____ 日期 _____
Signature : _____ Date : _____

姓名 (正楷) _____
Name (in block letter) _____

請在適用的方格填上符號“X”。 Please mark a cross as appropriate.

5. WORK SCHEDULE

Initial communication between student and Supervisor	January/February
Tentative topic approved by Supervisor	May
Submission of tentative topic to the Department	May 31
First bibliography and outline submitted to Supervisor	June
Active consultations with Supervisor for summer research	June-September
Thesis proposal approved by Supervisor	July
Final topic, writing outline and bibliography approved by Supervisor	End of August
Submission of final topic to the Department	September 15
Writing and consultations with Supervisor	September-February
Submission of the revised bibliography and outline, as well as the draft introductory chapter to Supervisor	End of November
Submission of first draft to Supervisor	Early March
Revision of the first draft	March/April
Submission of final draft to Supervisor	Mid-April
Grading by Supervisor and the Second Reader	Early May

6. THESIS FORMAT

- 6.1 Length:
 - no fewer than 15,000 and no more than 25,000 characters for thesis in Chinese;
 - no fewer than 10,000 and no more than 15,000 words for thesis in English (including footnotes but excluding bibliography)
- 6.2 Font size at 12 points, single-side, doubled-spaced type, with one-inch margins, on A4 paper.
- 6.3 Binding with transparent covers.
- 6.4 Title Page: see specimen below.
- 6.5 Abstract (P. ii, following title page): a summary statement of 250-500 words describing the nature and purpose of your thesis project, the main points or findings, and any special considerations with respect to either methodology or the type of reference materials consulted.
- 6.6 Table of Contents (P. iii, following Abstract): chapter numbers and titles, followed by appropriately identified and consecutively numbered statistical tables, graphs, appendices, etc., if any.
- 6.7 Pagination (beginning with first page of main body of thesis all the way to the end, including bibliography): consecutive arabic numerals printed on the upper right-hand corner of the page.
- 6.8 Quotation: normal quotation “ ”; quotation inside quotation ‘ ’
Especially lengthy quotations (i.e., those amounting to more than five typed lines) should be single-spaced and indented, in which case quotation marks are not required.
- 6.9 Consecutively numbered footnotes are required.
 - (a) First reference to a book - e.g., Peter Riesenberg, *Citizenship in the Western Tradition: Plato to Rousseau* (Chapel Hill: University of North Carolina Press, 1992), pp. 44-47.
 - (b) Second reference to a book - e.g., Riesenberg, *Citizenship in the Western Tradition*, p.83.
 - (c) First reference to an article - e.g., Paul A. Rahe, “The Primacy of Politics in Classical Greece,” *American Historical Review* 89 (April 1984): 265-93.
 - (d) Second reference to an article - e.g., Rahe, “Primacy of Politics in Classical Greece,” p. 267.
 - (e) References to more obscure materials, published or unpublished, should provide precise details as to source and location in a consistent fashion.

(Specimen of title page)

Graduation Thesis
Department of History
The Chinese University of Hong Kong

20xx-xx

Title of Thesis

Student's Name: _____

Student's Number: _____

Supervisor's Name: _____

7. GUIDELINES FOR THE STUDENTS

7.1 Each student should:

- a) Work independently,
- b) Implement the writing plan and monitor its development,
- c) Report to the Supervisor on the progress of the course at least twice a month, or as required by his/her Supervisor, and
- d) Observe all deadlines set for various purposes by his/her Supervisor and by the Department.

7.2 The deadline for the submission of the Graduation Thesis should be strictly observed. Any late submission will be considered on a case-by-case basis, with penalties deemed appropriated by the Department's Examination Panel.

7.3 The student should bear in mind that the project is your own responsibility. Do not expect your Supervisor to provide you with ready-made ideas, topics or sources or to copy-edit your text.

7.4 Attention is drawn to University policy and regulations on honesty in academic work, and to the disciplinary guidelines and procedures applicable to breaches of such policy and regulations. Details may be found at <http://www.cuhk.edu.hk/policy/academichonesty/> .

With the final submission, students will be required to submit a signed declaration that they are aware of these policies, regulations, guidelines and procedures.

For submission in the form of a computer-generated document that is principally text-based and submitted via VeriGuide, the statement, in the form of a receipt, will be issued by the system upon students' uploading of the soft copy of the assignment. Assignments without the receipt will not be graded by teachers. Only the final version of the thesis should be submitted via VeriGuide.

8. GUIDELINES FOR THE SUPERVISOR AND THE SECOND READER

- 8.1 Number of students per Supervisor: no more than 7
- 8.2 The Supervisors are expected to meet their students regularly, either individually or in the form of small-group tutorials, and to supervise the progress of the students' thesis projects throughout the period.
- 8.3 The Supervisor do not need to copy-edit the entire thesis for the student prior to its formal submission because the thesis should be a true reflection of the student's ability and performance.
- 8.4 The Supervisor, however, may read a small portion of the student's thesis draft for stylist changes or grammatical corrections.
- 8.5 The Second Reader is not expected to change any portion of the thesis draft for the student as the Second Reader is not a second supervisor. In the reading of the final product, the Second Reader is expected to mark the thesis independently before meeting the Supervisor for the decision of the final grade.