Project Report Guidelines

A Final Written Report of each group (that includes the findings as well as the feedback collected during discussions) should be submitted to course supervisor **within two weeks after the presentation, unless other specified by course supervisor.**

CC project database

In order to facilitate the archive of these reports at the *Senior Seminar database* at the College Shen's General Education Centre, students are required to submit a duplicate copy at the Blackboard website **"GECC3130A-G Senior Seminar - ALL [E&D] Study Scheme x 7 designated College Summer Study Trips ".**

Please go to the page **"Submission: Project Report duplicate copy"** and upload the relevant files of your report. As the Blackboard website is shared by all 7 classes, please state in the "Comment" box your study trip and your group number, e.g. "College History Trip Group 2" / "France Study Trip Group 1". doc/docx format preferred; text accessible PDF format is also accepted.

Format

a) The report can be written in either Chinese or English.
b) All reports must be type written on standard A4 white paper in double line spacing with font size at point 12 and margins of 2 cm.
c) The length of the report should be between 4,000 - 6,000 words (excluding bibliography and appendices).
d) All reports must include full references, quotations, notes and bibliography for sources cited.

Content

The below shows a commonly used approach to organize your report.

a) **Introduction**: Why your group is interested in this project and some background information.
b) **Purpose and rationale of the study**: What does your group want to achieve through this project and the rationales behind.
c) **Question(s)**: What specifically you want to find out?
d) **Literature review**: an account of what has been discussed and published on the topic.
e) **Learning from the study trip:** learnings and insights from the trip; follow-up integration, processing and analysis of the information/data you obtained from the trip
f) **Methodology (and ethical considerations if any)**: the study design, data collection and analysis; what are the benefits and limitations about the process, any ethical consideration when conducting the study?
g) **Findings and interpretation**: a detailed discussion of the results.
h) **Implications/recommendations**: any workable solution or new development?

Academic Honesty

Students are required to upload their project report to the **VeriGuide** plagiarism detection system (http://www.cuhk.edu.hk/veriguide) before the assignment deadline and attach the signed declaration form together with the final report at your submissions.