

Guidelines for Incorporating Research Outcome in Students' Theses

Standard Guidelines and Approval Procedures:

- a) The research should be done after registration for the degree of MPhil or PhD at Hong Kong Baptist University.
- b) The format of the thesis could be conventional thesis or a compilation of publications, of which the student's contribution is substantial.

[For conventional thesis]

- c) The similarity index shall normally not exceed 20%. The PS shall provide justifications if this is exceeded.
- d) Approval shall be obtained from relevant parties, such as Department Head and Research Ethics Committee. These parties shall advise the students if any follow up action shall be taken before submission of the thesis to the Graduate School.
- e) It is a good practice to paraphrase others' ideas with proper citations. Students may be asked to do paraphrasing if necessary.

[For compilation of publications]

- f) Students' contribution should be substantial (>50%) and they should normally be the sole author, first author, or co-first author.
- g) Students must clearly indicate their role and the extent of their contribution to the paper either in the introduction to the thesis or the introduction to the chapter.
- h) Logical links and discussion should be included in each chapter to advance the thesis in a coherent way.

[Consent]

- i) Written consent shall be sought from all other authors if students intend to include the publications in the thesis.
- j) Consent from publisher(s) or an excerpt indicating their general consent shall be submitted together with the thesis.

[Acknowledgement and Citations]

- k) Students should provide proper acknowledgement and citations in the body of work such as at the introduction of a chapter/ a thesis and "provide the full citation details in the bibliography or reference list at the end of your work (or in footnotes/ endnotes, depending on the citation styles)"¹.

¹ Extracted from the section [Plagiarism – Avoiding Plagiarism](#) in the *Guidelines for Students on Academic Integrity*, Hong Kong Baptist University