

HONG KONG BAPTIST UNIVERSITY  
GRADUATE SCHOOL

**Procedure for Production of Theses of Research Postgraduate Students**

The procedures for research postgraduate (RPg) students to submit their final thesis for graduation are as follows:

1. *All RPg students are responsible for formatting, proof-reading and editing of the English/Chinese language in their theses. Grammatical mistakes and syntactic errors should be corrected before a thesis is sent to external examiners for assessment. Supervisors, in the process of reviewing students' theses, can also help correct errors as appropriate. Students who experience difficulties should seek professional services. UG/RG-funded RPg students may apply for the "Research Student Expenses" to support their thesis editing.*
2. *RPg students will be recommended, through the Research Postgraduate Studies Committee (RPSC), for graduation after they have:*
  - (a) *fulfilled the coursework and other requirements specified for their programme of study,*
  - (b) *satisfied the Board of Examiners in an oral examination,*
  - (c) *submitted **an electronic copy of the thesis (please save two files in a CD-ROM: [i] one file of the whole thesis in pdf format, and [ii] an abstract in word or other text format)**, at the requisite standard and in the prescribed format.*
3. *In September each year, the RPSC will finalize the list of RPg students recommended for graduation in the previous academic year. To graduate in that academic year, students should submit **an electronic copy of the thesis (as specified in 2(c) above)** to the Graduate School before the September deadline, which will be announced through email to students in advance every year. Otherwise, graduation will be delayed until all requirements are satisfied.*

Students should refer to the "Guidelines for the Format of Theses" section of the *Handbook for Research Postgraduate Students* when preparing their theses. The Handbook is available at <https://gs.hkbu.edu.hk/handbook/handbook-for-research-postgraduate-students>.

If your Supervisor/Department/Faculty/School/Academy requires a bound copy of your thesis for their retention, you may wish to refer to the **Appendix** for a list of binderies providing thesis binding services. A list of editors providing thesis editing services is also provided in the **Appendix** for those in need. Both lists are for reference only. You may source other binderies and editors for services.

Should you have any enquiries, please call the hotline of the Graduate School at 3411 5127.

(Updated 23 March 2021)

*The following lists are given for reference only.  
Students can source other editors and binderies for services.*

#### List of Editors Providing Thesis Editing Service

1. Ms. Yan C. Cheung (freelance)  
Tel: 9833 5540  
Email: [yanyc33@hotmail.com](mailto:yanyc33@hotmail.com)
  
2. AsiaEdit  
Tel: 2590 6588  
Fax: 2856 0735  
URL: <https://asiaedit.com/>  
Email: [cs@asiaedit.com](mailto:cs@asiaedit.com) (quotation) and [admin@asiaedit.com](mailto:admin@asiaedit.com) (payment)

#### List of Binderies Providing Thesis Binding Service

Name of Bindery	Address	Contact
1 Tin Hung Scan Centre 天虹數碼印刷	Rm2215, 22/F. Hong Man Industrial Centre 2 Hong Man St. Chai Wan, Hong Kong	Tel: 2573 0873 Email: <a href="mailto:info@tinhung.com.hk">info@tinhung.com.hk</a> Website: <a href="http://www.tinhung.com.hk/essay1.html">http://www.tinhung.com.hk/essay1.html</a>
2 Martin Book Atelier 馬田裝訂	G/F, 123C Wan Chai Road Wanchai, Hong Kong	Tel: 2117 9770 Email: <a href="mailto:akin.email@gmail.com">akin.email@gmail.com</a> Website: <a href="https://sites.google.com/site/thesisbinding-servicehk/showcase">https://sites.google.com/site/thesisbinding-servicehk/showcase</a>
3 Pupil Ready Service	Shop A06 Basement, Winner Centre 333 Chai Wan Road Chai Wan, Hong Kong	Tel: 2546 2950