

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.**

1. Content

- **Introduction:** Why your group is interested in this project and some background information.
- **Purpose and rationale of the study:** What does your group want to achieve through this project and the rationales behind.
- **Question(s):** What specifically you want to find out?
- **Literature review:** an account of what has been discussed and published on a topic.
- **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?
- **Findings and interpretation:** a detailed discussion of the results.
- **Implications/recommendations:** any workable solution or new development?
- **Reflection paragraph on cross-disciplinary collaboration:** The actual synergy achieved during the project and the process of reflection are rather valuable and of intellectual importance. This session should describe and explain the synergy and applications of cross-disciplinary knowledge and/or non-formal education experiences in the project. The reflection should also involve an evaluation responding the cross-disciplinary collaboration suggested at your project proposal – successfully achieved, partially achieved, revised, unanticipated collaboration and etc, noted that deviation from proposal is common and could be trivial.
- **References / Bibliography; Appendices and/or Supplemental materials, if any**

2. Format and Word Limit

- Can be written in either English or Chinese (subject to the course supervisor).
- 7,000 - 10,000 words (exclude bibliography and appendices).
- All reports must be type written on standard A4 paper in double line spacing with font size at point 12 and margins of 2 cm.
- Use the *Cover Page Template* downloadable at College GE website.

3. Submission

- **Upload to VeriGuide:** All students of the same group should be asked to sign the declaration, each of whom is responsible should there be any plagiarized contents in the group project, irrespective of whether he/she has signed the declaration and whether he/she has contributed directly or indirectly to the plagiarized contents.
- **Submission to Course Supervisor:** The Project report, together with its signed (all members) declaration form and other paperworks which includes individual reflective essay and intra-group evaluation form, should be submitted to course supervisor within 2 weeks after presentation (unless other specified by supervisor).
- **Duplicate submission to College Blackboard:** For project report archive, students have to upload their project report (full report with cover page, content, bibliography, etc.) at the College GECC4130 centralized Blackboard website.