

Procedures for Submission of Final Year Projects (FYP) by Students

1. The final year projects/dissertation/thesis to be submitted must be the final version after marked and graded by the supervisors and examiners and have been corrected by the students.
2. The FYP or dissertation/thesis is required to be saved in PDF format only and save in 1(one) PDF file, no separate files for different sections of FYP and dissertation/thesis are allowed. The file size must not be more than 100MB.
3. The **PDF file for students' FYP** naming format should be
Course Code + Year of Submission + Student ID+ Copy No
(eg. CH-2013-1007640-1)
4. The **file for Turnitin report** naming should be '**Turnitin Originality Report**'.
5. The file/file name must be in the format as requested by the University. Failing which you will be rejected for the submission.
6. Please make sure your CD/DVD cover contains your NAME (English & Chinese), REGISTRATION NUMBER and TITLE OF FYP. You may write your particulars on a piece of paper and insert into your CD/DVD envelope together with your CD/DVD.

Cover for CD/DVD

Name: CHAN YIN WEE 陈盈薇

ID No.: 09AAB05951

*Title: 探索盛唐山水诗中的生态观——以王维
与孟浩然的“山”与“水”为考察中心*

*Session: 201201**



**according to the semester
that you submitted your FYP
(eg.201401, 201405,
201410)*

(SAMPLE)