

The Hong Kong Polytechnic University
Department of Industrial & Systems Engineering

Dissertation Handbook

For

**MSc in Industrial Logistics
Systems**

Dissertation (ISE529)
Programme code: 45089

November 2012

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1 Introduction

The dissertation (ISE529) comprises a single piece of work. The work should be of a standard, which manifests the student's ability to undertake an applied research or theoretical research within the professional context of Logistics areas. The objective of this work is to enhance the competence of the students in conducting research and development relating to Logistics in their companies. Creative skills and innovative thinking in the application of advanced knowledge and theory that learned in this programme to solve real industrial problem should be demonstrated.

The dissertation carries a weight equivalent to 9 credits or three taught subjects. It represents around 420 hours of student effort. Students will continue with their jobs while they work on their dissertations. The subject of the dissertation will preferably be related to the students' employment.

The normal period for completion of a dissertation is 3 semesters. Students who are not able to complete their dissertations within the normal period may apply on the advice of the supervisor to extend the dissertation registration beyond the normal period but within the maximum period of 4 years. (The maximum period of registration for all students is four year from the date of registration and application for extension will only be approved under exceptional circumstances.)

Students usually continue with their jobs while they work on their dissertations, the subject of the dissertation is preferably related to the student's employment. The dissertation should be an exposition of a student's own work and ideas. Where others have had an input (e.g. in a team situation) this should be clearly identified. Since the subject areas of dissertations are so diverse it is impossible to define a standard approach to content, but included, should be an introduction and definition of objectives, a literature survey, a review of the problem followed by a description of the student's approach to solving the problem, the results or findings, an intellectual analysis of the results or findings, and finally a logical review of the conclusions drawn.

The dissertation should be an exposition of a student's own work and ideas. Where others have had an input should be clearly identified (e.g. in a team situation). Plagiarism is unacceptable. Expulsion may be imposed in cases of proven plagiarism (See **Appendix One**).

2 Preparation for Dissertation Proposal

Students registered for the Master of Science (MSc) award will be advised to register for their dissertation after completion of their fourth subject. However, they will not be allowed to register for their dissertation if they have achieved a GPA of less than 2.5. The deadline for first submission of project proposal is on or before week 4 of the semester in which the student first registers for dissertation.

Students are encouraged to initiate dissertation topics relating to their employment. However, students may take up campus-based dissertations in cases of difficulty. A seminar will be given to the students to assist them writing a dissertation proposal. The

purpose of the dissertation seminars is to enable participants to identify and define a problem for valid research, to develop their abilities to identify and evaluate appropriate research methods, and to provide a framework from which participants can begin their own research work. The content of some of the seminars will include research methods, research design, analysis of data, presentation of findings, and ethical and legal considerations. In general, a dissertation proposal should consist of the following:

- objectives
- content which includes innovative features, challenge, academic value and applicability
- methodology
- references
- scheduled programme of work
- description of facilities required and justification
- starting date and expected completion date

Student should approach a prospective professional supervisor and explain their requirements and roles. They should obtain their agreement to act as a professional supervisor. In addition, students must also find an academic supervisor, who is a member of the University and has the knowledge of the student's selected dissertation project. The monitoring, support and assessment of the dissertation project is the joint responsibilities of the two supervisors.

In order to maintain the standard of the MSc degree, the Programme Committee stipulates that the professional supervisor should be a suitably qualified and be held in a fairly senior position in the student's company; a professional supervisor should have a degree or equivalent professional qualification with at least 7 years postgraduate experience.

The roles of a professional supervisor are:

1. To monitor the progress of the dissertation project over a specified period of the programme;
2. To liaise with the academic supervisor in order that the project is progressed according to the project objectives and methodology and must be both industrially and academically relevant;
3. To read and assess the completed written dissertation in order that the quality of content and presentation must be maintained; and
4. To act as a member of the Assessment Panel in an oral examination so that the dissertation's overall breadth and depth of knowledge can be adequately evaluated.

Subsequent to the dissertation seminar, the student should prepare a dissertation proposal in a standard format using a synopsis form (**Form ISE 100**) in consultation with the academic and professional supervisors. The following web-site addresses may help you to identify suitable academic supervisor.

Staff Profile:

http://www.ise.polyu.edu.hk/staff_profiles/staff_profiles.html

Staff Directory:

https://www2.polyu.edu.hk/TD/td_dq.htm?cDept=ISE&cSorF=B&cName=&cPost=All

You may contact PolyU's Information Technology Service Office at telephone: 2766 5900 if you have login problem.

Students are expected to submit their dissertation proposal to the Dissertation Coordinator for approval. One should aware that approval to commence a dissertation is by no means automatic. There will be cases where a student is not permitted to proceed with a dissertation.

3 Progress

Once a dissertation proposal is approved, the student shall proceed at once to carry out the work. The amount of effort required by students in the dissertation should clearly be reflected in the quantity and quality of the final submission. In assessing the standard of dissertations, supervisors will be seeking to ensure that the student has met with the aims of this part of the programme.

The student and academic supervisor should contact each other from time to time to discuss progress against the agreed programme. The responsibility for arranging meetings between student and academic supervisor is shared by both parties. The academic supervisor will provide guidance to complement that available within the student's employing organization and advise the student about the style of presentation of the dissertation. Academic and professional supervisors will liaise as circumstances require. The academic supervisor will be available for consultation on a regular basis both at the University and at the student's workplace according to circumstances.

A professional supervisor is to be able to assess the student's effort in the workplace, assist in the conduct of the oral examination, and provide assurance that the student's work has been independently done. If the work for the dissertation forms part of a group endeavor within the student's organization, it is essential that the student's personal contribution can be identified and that the professional supervisor can speak for the part which the student has played. In cases where no suitable professional supervisor can be found, a student may find a second academic supervisor to take the place of the professional supervisor. If the dissertation topic is based in the student's workplace, visits to the student's place of work by the academic supervisor(s) will be necessary.

4 Assessment

Under normal circumstances, with the agreement of the supervisors, students may prepare for assessment after satisfactory progress. **FOUR** unbound copies of the dissertation shall be submitted, together with a Dissertation Submission Form (**Form ISE 101**) to the academic supervisor and one copy shall be kept by the student one month prior to the end of the semester.

After submission of the unbound copies of the dissertation the academic supervisor shall make arrangements with the assistance of the department on a mutually convenient time and place for an oral examination at which the other assessors will be present. The Assessment Panel will consist of three categories of member, namely, the supervisors (academic, professional and co-supervisor if relevant), a second assessor who is a subject

expert from the Department of Industrial & Systems Engineering, or from another department in the University, or from industry, to be nominated by the academic supervisor and approved by the Dissertation Coordinator where approval authority has been delegated by the Programme Committee; and a moderator appointed by the Programme Chairman or the Dissertation Coordinator to provide quality control.

The date set for the oral examination shall allow sufficient time for the Assessment Panel to read the submission and should normally be no later than one month after submission of the dissertation.

After conducting the oral examination, the assessment panel will jointly allocate a grade guided by some weightings, which may vary depending on the nature of the project. The recommended weightings is: Progress 20%, Report 50% and Oral 30% (Total 100%). After the oral examination, the academic supervisor shall the Report on Dissertation Assessment (**Form ISE 102**); extra papers can be attached if necessary. This report must be signed by all who participated in the Assessment Panel, and be forwarded to the Dissertation Coordinator. The deadline for submission of the report of the Assessment Panel to the Dissertation Coordinator is two weeks before the meeting of the Subject Assessment Review Panel.

5 Format and Presentation of Dissertations

5.1 General style

The dissertation shall be submitted on A4 size paper (210 mm x 297 mm) of good quality. There shall be a margin (before trimming) of 40 mm at the left hand (binding) edge, 25 mm at the top and right margins and 15 mm below the last line of footnotes. The text shall be placed on one side or both sides, the latter being encouraged wherever possible.

All physical measurements reported in the dissertation shall be in the SI system of units (Système Internationale d'Unités). Where, for example, in the review of literature, quantities are expressed in other units, the corresponding SI values should also be quoted.

5.2 Material Preceding the Body of Text

- A blank sheet
- Title page of dissertation - this shall not be numbered
- Pagination of material preceding the body of the text is to be in small Roman numerals. All page numbers should be placed at the centre of the bottom of the page.
- Copyright notice (if any)
- An abstract of not less than two hundred and not more than five hundred words shall be a part of each dissertation and will contain information on all the substantive features of the work. The top page of each abstract shall contain the following statement:
- *Abstract of dissertation entitled:*

submitted by _____

for the degree of MSc in Industrial Logistics Systems
at The Hong Kong Polytechnic University in (month and year).

- Acknowledgements - should be made to supervisors and to persons who have provided special assistance
- A table of contents should be provided which lists the abstract and all main sections thereafter. Material preceding the body of the text shall be paginated using small Roman numerals. Arabic numerals shall be used for the main body of the text. All page numbers should be placed at the centre of the bottom of the page
- A list of Illustrative Materials should be provided, if needed. The listing of page references for illustrative materials such as tables, maps and figures will immediately follow the table of contents on a separate page or pages having the same style as the table of contents page. Illustrative materials shall have titles and be numbered in Arabic numerals

5.3 The Body of the Text

The body of the text is to be double-spaced; footnotes are to be single-spaced. Pagination of the body of the text is to be in Arabic numerals. The pagination begins with the first page of the first chapter and runs through material following the body of the text. All page numbers should be placed at the centre of the bottom of the page. Footnotes shall be placed at the bottom of each page rather than at the end of each chapter or at the end of the dissertation. A line shall be drawn beneath the text across the page to separate the text from the footnote. Care should be taken to complete a footnote on the page where it is mentioned in the text, in order to avoid continuing it on the following page. Footnotes should be numbered consecutively and start with number one - (1) - on each page.

References shall be presented alphabetically, using the reference citation format for academic journal papers, conference papers, research reports and books in an internationally accepted format used by the discipline in which the study lies. (See **Appendix One** for more advice.)

5.4 Material Following the Body of the Text.

- Pagination of material following the body of the text is to be in large Roman numerals. All page numbers should be placed at the centre of the bottom of the page
- Materials shall have titles (if applicable) and be numbered in Arabic numerals
- Some typical materials are: appendix or appendices, bibliography, oversize maps, CDs, floppy disks, etc. in pockets

6 Binding of Dissertations

After assessment, students will have their dissertations bound by outside binderies at their own expense. All dissertations should be bound with hard covers, with golden blocking on the front cover and on the spine. The color should be navy blue. A list of outside binderies providing such service, together with a rough sketch of a bound dissertation, is set out on **Appendix Two**.

Two final copies should be submitted and students should prepare the form Undertaking to Accompany Library Copy of Dissertation (**Form ISE 103**). These final copies of the dissertation shall be checked and approved by the academic supervisor using the specified form (**Form ISE 104**). This shall be done within one month of the dissertation oral examination and be submitted to the Dissertation Coordinator.

Two of copies will be lodged in the University Library and the Academic Supervisor. These copies shall be bound, in one volume in accordance with the standard layout approved by the Librarian. Before the Library copy is sent to the Library by the host department, students are required to sign an undertaking (**Form ISE 103**) based on the Library regulations currently in force.

Guidance Notes on Avoiding Plagiarism, on Bibliographic Referencing and on Photocopying of Copyright Materials

The University views plagiarism and copying of copyright materials, without the license of the copyright owner, as a serious disciplinary offence. These guidance notes aim to help students of the University comply with the institution's policy on plagiarism in coursework, bibliographic referencing and photocopying of copyright materials.

What is plagiarism?

'To take (words, ideas, etc.) from someone else's work and use them in one's own work without admitting one has done so.' (*Longman Dictionary of Contemporary English*, 1987)

'... The action of using or copying someone else's idea or work and pretending that you thought of it or created it.' (*Collins Cobuild English Language Dictionary*, 1987)

'... The taking and using as one's own of the thoughts, writings, or inventions of another.' (*Shorter Oxford English Dictionary*, 1973)

'To steal or pass off (the ideas or words of another) as one's own: [to] use (a created production) without crediting the source: to commit literary theft: [to] present as new and original an idea or product derived from an existing source.' (*Webster's Ninth New Collegiate Dictionary*, 1987)

'The appropriation or imitation of another's ideas and manner of expressing them ... to be passed off as one's own.' (*Macquarie Dictionary*, 1985)

The above definitions all suggest that plagiarism involves the idea of intending to plagiarize; it is important to realize that this dishonest intention will be assumed. Excuses such as 'having forgotten' to insert quotation marks, or 'not having remembered' that an idea was someone else's, or 'having thought the reader would understand' that a passage was a paraphrase of someone else's words cannot be accepted. In a similar way, it will be assumed that those who walk out of a shop carrying goods for which they have not paid intended not to pay for them, and hence can be accused of shoplifting.

In short, it is students' responsibility to avoid any possible suggestion of plagiarism in their work. The golden rule is 'if in doubt, acknowledge' - this should be followed in all 'grey areas', i.e. cases in which you are not sure whether the acknowledgement of a source is necessary or not.

How are sources referred to?

There are two ways of referring to a source: by using direct quotations, or by paraphrasing the author's words. Each of these is exemplified below.

Using direct quotations

- A quotation integrated with the text, e.g.
'The coal reserves,' said Thomas J. Johnson (1982, p.21) 'will not deplete as rapidly as oil reserves', and this claim is already being borne out by experience.

- A quotation presented as an indented paragraph, e.g.
Conflict within the marketing channel required its own definitions, and one of the first of these was established by Stern and Gorman (1969, p.58). Their view was that a conflict was a process of system changes: '... a change occurs in the task environment or within a channel member's organization that eventually has implications for the channel members ... when the other affected members perceive the change as cause of frustration, a conflict situation emerges.'

Note the use of the three-full-stop device (...), separated by one space from the preceding and/or following words, to indicate a word or words have been omitted from the original. (The assumption is, of course, that the omission has *not* changed the sense of the author's words.)

Secondly, note the use of square brackets, [], to indicate that a word has been added or replaced to clarify (but not of course to alter) the author's original meaning, e.g.

Original Registers are, then, types of text, not types of discourse, since they are not defined in terms of what kind of communication they represent.
Quotation '... [registers] are not defined in terms of what kind of communication they represent' (H.G. Widdowson, 1973).

Thirdly, note that where the original itself includes a word or words between inverted commas or quotation marks, a quotation should reproduce this by using double inverted commas between single ones, or vice-versa, e.g.

Original One obvious development within a pedagogical grammar would be to use Searle's illocutionary acts to fill in Halliday's "relevant models of language".
Quotation As Widdowson (1973) points out: 'One obvious development within a pedagogical grammar would be to use Searle's illocutionary acts to fill in Halliday's "relevant models of language"', but this suggestion has yet to be followed up. (Alternatively: "... Halliday's 'relevant models of Language' ")

Fourthly, note that italics in the original may be reproduced by underlining in a quotation. If the underlining is not the original's, then this should be made clear. The usual method is to add a note in brackets after the quotation: (my emphasis), (my underlining) or (emphasis added). If one wants to make it quite clear that the emphasis is the original's, one can add: (emphasis as in the original).

Paraphrasing the author's words

Paraphrasing is not simply altering a word here and there, but rather rewording the original - either to shorten/summarize or to expand/clarify. Paraphrasing often leads into 'grey areas' where one may be unsure of whether or not plagiarism could be alleged, so remember the golden rule: 'if in doubt, acknowledge'. In particular, a lengthy piece of paraphrasing (say, several paragraphs) should remind the reader at frequent intervals - at least once per paragraph - of the source.

- Paraphrasing which shortens/summarizes, e.g.

Original 'There are many abusive parents for whom [therapy] groups may be the only answer, not only because of the quality of services offered, or the potential benefits they promise, but chiefly for the fact that a group of this type is the only service that some abusive parents will attend and participate in.' Blizinsky, M. (1982, p.311)

Paraphrase Martin Blizinsky (1982:311) believes that therapy-group sessions may be the only answer for some abusive parents, being the only programme in which they will participate.

- Paraphrasing which expands/clarifies, e.g.

Original 'although photosynthesis is the principal autotrophic process, chemosynthesis also occurs'. (I. Pearson, 1978:135)

Paraphrase As Pearson points out (*English in Biological Sciences*, 1978, p.135), although photosynthesis - the process by which plants make their own food with the help of sunlight - is the major self-feeding process, synthesis involving chemical reactions also takes place.

How to cite bibliographic references

The following guidance notes, which aim to help students with bibliographic referencing, address the question of how, rather than whether, to acknowledge the sources.

Bibliographic references identify the work in question (usually either a book or an article), and give sufficient information on the author, title, publisher and date of publication for this identification to be quite clear and unambiguous. Such references are normally written according to fixed conventions, which it is sensible to follow; one set of these conventions is outlined below.

For books: author's surname first, followed by the initials of his/her other name(s), then by the full title of the book *underlined*; this underlining will be replaced by italics in printed text (as opposed to typescript or handwriting). There then follows the place of publication - usually a city - then the name of the publisher, and lastly the date of publication, e.g. Crane, D. *Invisible Colleges*. Chicago: University of Chicago Press, 1972.

Where there is more than one author, the examples are:

- Crystal, D. and Davy, D. *Advanced Conversational English*. Harlow: Longman, 1975.
- Brazil, D., Coulthard, M. and Johns, C. *Discourse Intonation and Language Teaching*. Harlow: Longman, 1980.

Where the book is a collection (of articles or monographs) rather than a single text, the examples are:

- Pride, J.B. ed. *Sociolinguistic Aspects of Language Learning and Teaching*. Oxford: Oxford University Press, 1979.
- Richards, J.C. and Nunan, D. eds. *Second Language Teacher Education*. Cambridge: Cambridge University Press, 1990.

For articles in a collection: similar to book references, but the author and title of the article come first, e.g. Pennington, M.C. A professional development focus for the language teaching practicum. In Richards, J.C. and Nunan, D. eds. *Second Language Teacher Education*. Cambridge: Cambridge University Press, 1990.

For articles in a journal (serial): much as above, except that information on the journal replaces that on the book (collection), e.g. Stieg, M.F. The information needs of historians. *College and Research Libraries*, 1981, 42(6), 549-560.

The figures '42(6)' mean 'volume 42, no.6'; the figures '549-560' mean 'pages 549 to 560'. Note also that capital letters are not usual in the titles of articles (though in those of books, of course, they are).

Bibliographic references can be placed as footnotes to the text, or far better, listed alphabetically (by author) in a 'bibliography' at the end of the text. If a bibliography is used, references in the text need only state the author(s) and the publication date, e.g. Conflict within the marketing channel required its own definitions, and one of the first of these was established by Stern and Gorman (1969).

If the bibliography contains two or more publications by the same author(s) in the same year, identify them as 1969a, 1969b, etc.

If the text does make references to books/articles in this way, then the bibliography should put the publication date after the author's name, rather than at the end, e.g. Crane, D., 1972. *Invisible Colleges*. Chicago: University of Chicago Press.

Finally, minor differences from the above conventions may be found, as between one published bibliography and another, but these are unimportant; what does matter is that consistency in following one set of conventions is ensured. Not only should the information in the bibliography be correct in every detail (author's name and initials, publisher's name, etc.), complete typographical accuracy - spacing, punctuation, etc. is also very important. Thorough proofreading is essential here, as in the rest of the text, and is a measure of the care that have been taken; conversely, a text full of 'typos' (typographical errors), misspellings, inconsistencies, etc. is not only evidence of carelessness but also very irritating for the audience - the reader - and thus obviously counter-productive.

Illustrations, Graphs and Tables

“Illustrations, Graphs and Tables -- It is permissible in the dissertation to copy diagrams from the work of others provided appropriate reference is made in the figure caption or table heading. If the material is modified to incorporate the results or work of others the reference should be a form of ones such as “adapted from Smith & Jones (1994)”.

Photocopying of Copyright Materials

The University considers the protection of intellectual property as a serious matter and copying of copyright materials, without the license of copyright owner, may be regarded as a statutory offence. Students should comply with the Copyright Ordinance then prevailing at all times.

Under the Copyright Ordinance, a copyright in a work is infringed by a person who without the license of the copyright owner, among other things, copies the work, issues or makes available copies of the work to the public. Copying of a work means reproducing the work in any material form, including storing the work in any medium by electronic means. Making copies of the work available to public includes putting it on the Internet.

Any printed material in book or volume form which carries a claim to copyright either on the reverse side of the title page, or next to it, is copyright protected. All materials in all periodicals are normally presumed to be copyright protected.

Under Hong Kong Law:

- A person who, without the license of the copyright owner sells, offers for sale or distributes an infringing copy of the work for the purpose of trade or business commits an offence punishable by a fine of HK\$50,000.00 in respect of each infringing copy and imprisonment for 4 years, the person is also subject to action for damage (or for handing over the profits) by the copyright owner.
- It is also an offence if a person who, without the license of the copyright owner, distributes otherwise than for the purpose of trade or business to such an extent as to affect prejudicially the owner of the copyright, an infringing copy of a copyright work, the person will also be liable in the same way as mentioned above.

There are certain acts permitted in relation to copyright works. In general, fair dealing with a work of any description for the purposes of research or private study does not infringe any copyright in the work.

Librarian of a “specified library” may, if the prescribed conditions are complied with:

- (i) make and supply a copy of an article in a periodical without infringing any copyright in the text; or
- (ii) make and supply from a published edition a copy of part of any other work.

The prescribed conditions includes the following :

- that copies are supplied only to persons satisfying the Librarian that they require them for purposes of research or private study, and will not use them for any other purpose;
- that (i) no person is furnished with more than one copy of the same article or with copies of more than one article contained in the same issue of a periodical; or (ii) a copy of more than a reasonable proportion of any other work;
- that persons to whom copies are supplied are required to pay for them a sum not less than the cost attributable to their production.

Every person to whom a copy is supplied must personally sign a declaration (a stamped or typed signature, or the signature of an agent is not sufficient) in the following form:

1. I request a photocopying of and declare that it is for the purpose of my research or private study only and not for circulation or further reproduction or any other purpose.
2. I further declare that the copy has not been previously supplied to me.
3. I undertake to accept the full responsibility of this photocopying and indemnify the University any liability incurred in relation to this photocopying should a dispute concerning copyright infringement arise.

Signature

.....

Name

.....

Date

.....

Witness

Name

The above declaration must be completed on every occasion and handed in to the appropriate library office. Failure to do so may lead to legal action being taken by the copyright owner.

There are further exceptions regarding the use of copyright materials for educational purposes. Copyright in a work is not infringed by its being copied, to a reasonable extent, in the course of instruction or of preparation for instruction, if the copying is done by a person giving or receiving instruction; and is not by means of a reprographic process.

A page to declare the originality of your dissertation needs to be added before the Abstract with the following wordings:

CERTIFICATE OF ORIGINALITY

I hereby declare that this dissertation is my own work and that, to the best of my knowledge and belief, it reproduces no material previously published or written nor material which has been accepted for the award of any other degree or diploma, except where due acknowledgements has been made in the text.

Student Name

Name of binderies providing dissertation binding service

Mei Tak Book Binding

G/F
14 Fu Shin Street
Tai Po Market
New Territories
(Tel: 2656-4198)

Pupil Ready Service

Upper Basement
27 Hing Hon Road
Sai Ying Pun
Hong Kong
(Tel: 2546-2950)

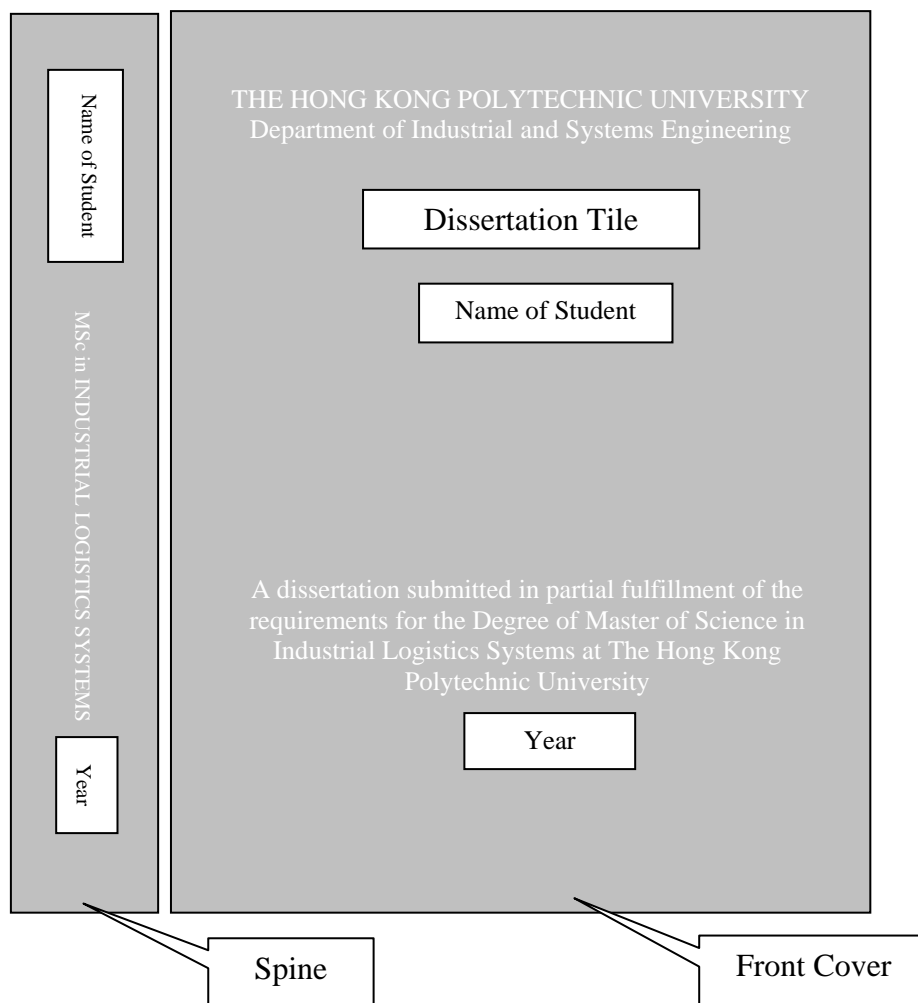
Ngai Mei Book Shop

27B Hing Hon Road
Sai Ying Pun
Hong Kong
(Tel: 2547-1581)

Dolby Binding Company

G/F., 29C Pok Fu Lam Road
Hong Kong
(Tel: 2858-8086)

Rough Sketch of a Bound Dissertation



Master of Science in Industrial Logistics Systems Synopsis

This form should be typewritten. All sections should be completed in full. All sections are to be completed by the student except Section 4-6. The completed form should be sent to the Dissertation Coordinator for approval no later than the last day of a semester. In signing this form, the Dissertation Coordinator confirms that the student is registered on dissertation and the proposal is of an acceptable academic standard.

*(Remarks: The form can be downloaded from
http://www.ise.polyu.edu.hk/academic_program/mscils/download.htm)*

Section 1 : Student Details

Student's Name :

PolyU ID No. :

Tel No. :

Fax No. :

Intake Year:

Subjects taken so far (include title, grade, and academic year for all subjects for which a grade has been obtained)

Section 2 : Supervisor Details

Academic Supervisor's Name, Qualifications and Department :

Professional Supervisor's Name, Qualifications, Position, and Affiliation :
(or Second Academic Supervisor's Name, Qualifications and Department)

Professional Supervisor's Address :

Tel. No. :

Fax No. :

Section 3 : Details of Dissertation Topic

Dissertation title :

Signature of student :

Date :

Section 4 : Comments of Academic Supervisor

Signature :

Date :

Section 5 : Comments of Professional Supervisor/2nd Academic Supervisor

Signature :

Date :

Section 6 : Decision of Dissertation Coordinator

Approved/Referred back for improvement/Rejected

Name:

Signature :

Date :

Objectives of the Project

Content

(Innovative features, challenge, academic value and applicability of the project)

(Cont'd)

(Cont'd)

Methodology

References

Scheduled programme of work

Description of facilities required and justification (if applicable)

(Also detail any other supporting facilities obtained elsewhere)

Expected completion date :

Student's Signature

Master of Science in Industrial Logistics Systems Dissertation Submission Form

*(Remarks: The form can be downloaded from
http://www.ise.polyu.edu.hk/academic_program/mscils/download.htm)*

Section 1 : To be completed by the student

Student's Name : _____ PolyU ID No.: _____

Dissertation Title : _____

Signature : _____ Date : _____

Section 2 : To be completed by the Industrial Supervisor/Second Academic Supervisor

- # I agree that the dissertation is ready for submission.
 I do not agree that the dissertation is ready for submission. My specific views on the shortcomings have been made known to the student.

Name: _____ Position: _____

Company: _____

Tel No.: _____ Email: _____

Signature : _____ Date : _____

Section 3 : To be completed by the Academic Supervisor

- # I agree that the dissertation is ready for submission.
 I do not agree that the dissertation is ready for submission. My specific views on the shortcomings have been made known to the student.
 I am satisfied with the title proposed by the student.
 I have amended the title proposed by the student to:

.....

I have nominated(tel:.....) as a second assessor for this dissertation.

Name: _____

Signature : _____ Date : _____

Section 4 : To be completed by the Dissertation Coordinator

- 4.1 I acknowledge the receipt of the dissertation
4.2 I *approve/do not approve the appointment of the second assessor as proposed.
4.3 I recommend the appointment of _____ as the moderator for this dissertation.

Name: _____

Signature : _____ Date : _____

Please '√' as appropriate.
* Please delete as appropriate.

Master of Science in Industrial Logistics Systems Undertaking to Accompany Library Copy of Dissertation

*(Remarks: The form can be downloaded from
http://www.ise.polyu.edu.hk/academic_program/mscils/download.htm)*

Author : _____ PolyU ID No.: _____

Title : _____

Date awarded : _____

1. I agree that my dissertation may be consulted in The Hong Kong Polytechnic University Library, according to current Library regulations.
2. I hereby grant The Hong Kong Polytechnic University the right to reproduce and distribute my dissertation in any format, in whole or in part, for private study or research, on the understanding that any copy is not further reproduced or published in any form without my written consent.
3. I understand that the dissertation will be kept in Closed Reserve for _____* years. It may then be put in the Circulation Section at the University Library's discretion.

Signed: _____

Name: _____

* Please complete this item. THREE years is the suggested length of time.

**Master of Science in Industrial Logistics Systems
Final Bound Dissertation Submission**

*(Remarks: The form can be downloaded from
http://www.ise.polyu.edu.hk/academic_program/mscils/download.htm)*

Student's Name : _____ PolyU ID No.: _____

Dissertation Title : _____

Date of Oral Examination: _____

I have gone through the final version of the dissertation and confirm that all the necessary modifications/corrections have been properly done. These would include the suggestions given by the assessment panel.

I am also satisfied with the overall result and, hereby, would like to grant the submission of the final copies of the dissertation.

Academic Supervisor: _____

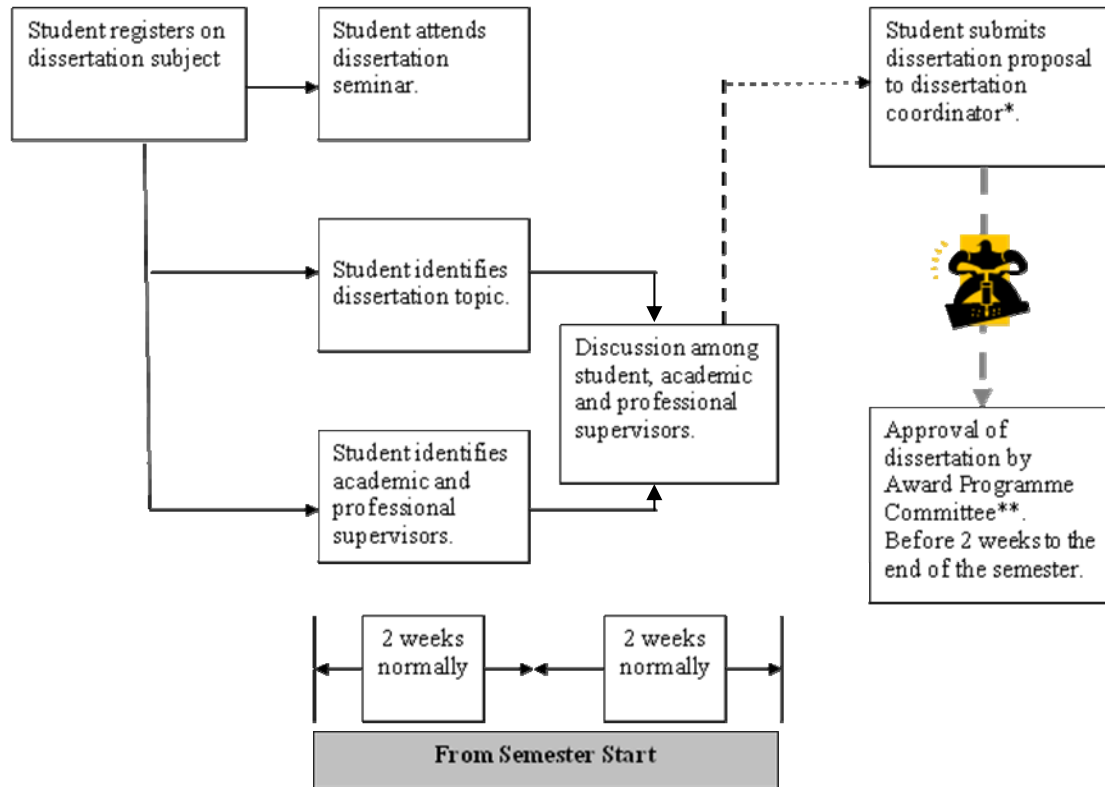
Signature

Name & Department

Date: _____

Note: This shall be done within one month of the dissertation oral examination and be submitted to the Dissertation Coordinator via the academic supervisor.

Flowchart of Project Proposal Process



Footnote: * The deadline for first submission of project proposal is on or before week 4 of the semester in which the student first registers for dissertation.

** The approval of dissertation should not be later than the last teaching day of the semester in which the student first registers for dissertation.

** See "Flowchart of Dissertation Process" in the Dissertation Handbook for MSc in Industrial Logistics Systems.

Flowchart of Dissertation Process

