The Hong Kong University of Science and Technology
President’s Cup
Final Report Submission Guidelines
(Applicable to submissions made on 01 February 2016 and onwards)

I. All semi-finalists are required to submit a final report for consideration of advancing to the final round in the competition.

II. The final reports must be written in English.

III. The final report should be written in publication format which includes
   i) A project title;
   ii) Personal details of the author(s) (i.e., name, student ID, school, department, year of study, e-mail address and phone number);
   iii) An abstract;
   iv) Detailed description of the project;
   v) Discussion; and
   vi) References.

IV. The final report should not exceed 20 pages, including the title page, associated illustration and references.

V. The final report must be accompanied by a completed Supplementary Form, which can be downloaded at the President’s Cup website at http://www.ust.hk/presidents_cup/.

VI. The final report must be endorsed by the project supervisor(s) or faculty member(s). Supervisors should submit the completed Project Evaluation Form directly to the Office of the Dean of Students.

VII. The submission of the final report should be in the following format:
   i) **ONE original hard copy** of the endorsed report
   ii) **SIX photocopies** of the endorsed report
   iii) **ONE scanned copy** of the endorsed original in PDF format

VIII. Submissions of (i) and (ii) can be made by hand to Office of the Dean of Students (Room 4592, Lift 29-30) during office hours; (iii) can be submitted by email to prescup@ust.hk.

IX. The submission must reach the Office of the Dean of Students by the specified deadline. Submissions made after the deadline will not be accepted. No exceptions will be made.