Department of Religion and Philosophy
Bachelor of Arts (Honours) in Religion, Philosophy and Ethics

Honours Project Handbook
2020 - 2021
This Handbook is meant to be used both as a source of reference and as a guide to preparation of the Honours Projects. Students are advised to read through the entire text to obtain an overall view of requirements for the Honours Project.

The content of this Handbook is under regular review and is subject to change at the discretion of the Department of Religion and Philosophy. Suggestions for revision should be directed to the Department Head, or to the Major Co-ordinator. You may also visit the General Office of the Department located at CEC1001, or call at 3411 7280 for further information.
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I. INTRODUCTION

1.1 The Honours Project is an independent research project which represents the culmination of a student's three years of tertiary study and demonstrates the student's knowledge and understanding in the field of religious studies, philosophy or ethics.

1.2 Students are expected to engage themselves in a single, 9-10 months long, independent research activity and to spend about 6-9 hours each week on the Project throughout this period.

1.3 A list of faculty members' areas of research interests for the purpose of the Honours Project supervision will be given to Year 3 students by the end of the sixth week of the second semester. Students will be asked, after full consultation with their Academic Advisers and any other faculty members, to choose a topic in Religious Studies, Philosophy or Ethics and indicate a prospective Chief Adviser within the Department. The more specific the topic, the better it is for students to initiate research.

1.4 Students should submit an honours project title in the application form together with a description in 100 to 200 words of the project by April 30\(^1\), including methodology and a bibliography to indicate clearly the project’s primary and second texts to substantiate its feasibility and academic depth. Late submission may lead to deduction in process grade.

1.5 Approval for all proposals will be done by departmental consensus. If the consensus is not evident, that is, if there is a formal objection raised by any member of the department, the proposal will be subject to a vote, and must earn a two-thirds majority of those voting, in order to be approved. If the proposal fails to earn the two-thirds majority, it will be returned to the student and his/her Chief Adviser for reconsideration in light of the points made in the discussion.

1.6 Each student will be assigned a Chief Adviser, who will be responsible for monitoring the student's progress on the Honours Project.

1.7 An appropriate form must be submitted to the General Office of the Department by September 30\(^2\) of the following academic year when there is any change of the Honours Project title or Chief Adviser.

1.8 The normal scheduled interaction between each student and his or her Chief Adviser may vary according to the student and the nature of the topic selected. This interaction may take the form of an individual or small group tutorial.

1.9 Students are expected to meet their Chief Advisers regularly throughout the entire supervision period. While a student may consult other faculty members for opinions and advice, the Chief Adviser alone is fully responsible for the supervision of the Honours Project.

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\(^1\) If any of the above dates fall on Saturday, Sunday or Public Holiday, the deadline will be postponed to the next working day.

\(^2\) If any of the above dates fall on Saturday, Sunday or Public Holiday, the deadline will be postponed to the next working day.
II. ASSESSMENT SCHEME

2.1 Each Honours Project will be assessed by a Chief Adviser and a Second Examiner. The Chief Adviser and the Second Examiner should meet to agree on a letter grade for the project.

2.2 The Chief Adviser alone is responsible for determining the Process grade, which is meant to encourage students to take their project seriously. The grade should be an accurate reflection of how well the student has demonstrated an ability to produce a good product. In determining this grade, one or more of the following criteria might be useful for some Chief Advisers: written evidence of organized, self-disciplined study; verbal evidence of understanding the topic; willingness to seek help and to improve, when necessary; creative and critical interaction with material being researched; reliability in meeting deadlines.

2.3 Both the Chief Adviser and the Second Examiner will assess the final project (i.e. "product") and will contribute equal weight on the Product Grade.

2.4 Should the Chief Adviser and the Second Examiner fail to come to a mutual agreement, the Programme Management Committee (PMC) will make the final decision.

2.5 The Honours Project will be graded according to the following scale:

a. Process (20%)  
   - Continuous assessment (also see 2.2 and 2.7)

b. Product (80%)  
   - Bibliographic thoroughness
   - Argument and Approach
   - Other Issues

2.6 The following table of conversion is provided as a reference to determine the effect of Process Grade (20%) and Product Grade (80%) on the Overall Grade of an Honours Project. The Overall Grade is the sum of the Process Grade and the Product Grade.

<table>
<thead>
<tr>
<th>GPU for Process, Product and Overall Grades</th>
<th>F</th>
<th>D</th>
<th>C-</th>
<th>C</th>
<th>C+</th>
<th>B-</th>
<th>B</th>
<th>B+</th>
<th>A-</th>
<th>A</th>
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<tr>
<td>Process (20%)</td>
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<tr>
<td>0.00 to &lt;0.10</td>
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<td>0.30</td>
<td>0.37</td>
<td>0.43</td>
<td>0.50</td>
<td>0.57</td>
<td>0.63</td>
<td>0.70</td>
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<tr>
<td>0.00 to &lt;0.40</td>
<td>0.40</td>
<td>1.20</td>
<td>1.48</td>
<td>1.72</td>
<td>2.00</td>
<td>2.28</td>
<td>2.52</td>
<td>2.80</td>
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<tr>
<td>Delimitation of Overall Grade</td>
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<td>0.00 to &lt;0.50</td>
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<td>1.50</td>
<td>1.85</td>
<td>2.15</td>
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* GPU means Grade Point per Unit designated by A. R. for each specific grade.

2.7 To guard against artificial adjustments to the Process Grade, the Chief Adviser should decide this grade independently and inform the General Office of the Process Grade and the G. P. U. before consulting with the second examiner for the Product Grade.

2.8 Plagiarism will lead to a failing grade (i.e. an 'F' grade).
2.9 The following points will be considered in the grading of an Honours Project. They are meant as a guide to help give similar emphasis to the different components by the Chief Adviser and the Second Examiner.

2.9.1 Bibliographic Thoroughness
   a) Has the student done enough literature review?
   b) Does the project reflect a well-considered use of available materials?
   c) Are the citations clear, correct, and thorough?

2.9.2 Argument and Approach
   a) Is the topic clearly defined and are the relevant issues/problems explicitly identified?
   b) Are the arguments in the project internally consistent?
   c) Does the student manifest an appropriate comprehensiveness of understanding in dealing with the topic?
   d) Are the project's conclusions supported by the evidence and the arguments presented by the student?
   e) Does the student employ a creative strategy in handling the topic?

2.9.3 Other Issues
   a) Is the project clearly related to the field of Religious Studies, Philosophy or Ethics?
   b) Is the project presented in clear and intelligible Chinese or English?
   c) Is the project of appropriate length and in accordance with the format and style manual?

2.9.4 Plagiarism
   a) Does the work reflect the student's personal effort, or is there evidence of plagiarism?
III. SCHEDULE FOR THE HONOURS PROJECT

3.1 The schedule for the Honours Project is as below:

- Active Consultation with lecturers for topic selection April of Year 3
- Tentative title submitted to the Department by April 30 of Year 3
- Provisional assignment of Chief Adviser by the Department May of Year 3
- Tentative title approved by the Programme Management Committee June of Year 3
- Amendment of title September 30 of Year 4
- Final assignment of Chief Adviser by the Department Early October of Year 4
- Final title approved by the Programme Management Committee Early October of Year 4
- Department to assign Second Examiner March of Year 4
- Final product submitted to the Department by 5:00 p.m. April 1 of Year 4

3 If any of the above dates fall on Saturday, Sunday or Public Holiday, the deadline will be postponed to the next working day.
IV. GENERAL REQUIREMENTS OF THE HONOURS PROJECT

4.1 The length of the text of the completed project will be 7,000-12,000 words in English (approximately 28-48 pages using 12-pitch font) or 10,000 - 18,000 characters in Chinese. In both cases, this excludes footnotes, bibliography and appendices.

4.2 The Honours Project should be in English. Students who are pursuing research work in areas that are related to Chinese religions, Chinese philosophies or Chinese ethics and who can demonstrate a need to use Chinese to write their Honours Projects should seek prior approval from their Academic Advisers and their Chief Advisers. All the Honours Projects should be endorsed by the Programme Management Committee.

4.3 The required font size for projects written in English is 12-pitch font (that is, 12-character-per-inch font). For projects in Chinese, the 12-pitch font is recommended; but other font types may be used with prior approval of the Programme Management Committee.

4.4 There will be only one submission, that of the final product prepared according to the general requirements described in this section, in order to help assure independence of the students’ work and a firm basis for fair comparisons. Our staff will check to see if these general requirements are met; if these requirements are not met, students will be asked to revise their submission. If students have any doubts about this matter, they should come earlier to the General Office.

4.5 As far as practical ALL projects (written in English or Chinese) should be word-processed on the computer for easy revision. Use the best quality paper and printer available.

4.6 All projects must be typed on white A4 paper.

4.7 All typed projects are to be double-spaced.

4.8 Margins are to be 1.5" for left margin and 1" for top, bottom, and right margins. Whether or not the right margin should be justified is decided by the Chief Adviser.

4.9 3 bound copies of the final project are to be submitted to the Department on or before 5:00pm on April 1, 2021. One copy must be an original and the other two may be originals or copies. All three copies must be identical in content, format, etc. Good quality and clear photocopies should be submitted. Meanwhile, students should also submit the softcopy to the Moodle classroom designated by the Department and do the plagiarism check by themselves at Turnitin at the same deadline. Please note that the date and time of submission at the record of the Department will be in accordance with that of the soft copy submission at the Turnitin.

4.10 One copy of the project will be read and kept by the Chief Adviser; the second copy will go to the Second Examiner and the third copy will be returned to the student after being signed by the Chief Adviser and the Second Examiner. The Second Examiner's copy will become a reference copy to be kept in the Department.

4.11 3 sets of standard covers (see Appendix A) will be provided for all students by the Department, one cover for each of the 3 copies submitted. Students will be notified when the covers are available for collection. If a student requires more than the 3 copies provided, he or she can purchase the covers from the Department.

4.12 The order of the materials included should be as follows (See Appendices):
Note that the title page is counted but not numbered. If the title requires 2 or more lines, single-space the lines and centre the lines. Do not use a period after a centred title.

4.12.1 Acknowledgements page is useful if one wishes to acknowledge assistance or support of public bodies such as libraries and government offices, or individuals. Consult your Chief Adviser if you have any questions as to whether this is applicable to your project.

4.12.2 Appendix or Appendices may be the appropriate place for tables, charts and illustrations, questionnaire data, statistics, and the like if you feel they are too big or disruptive to include in the text. If possible, place each appendix on a new page and number it. If there is only one appendix included in the project, simply put down "Appendix" on the sheet.

4.13 Binding of the final project should be done by the student. Projects should be stapled or bound at standard places at the left margin before they are submitted. Heavy-duty stapler and binding machine suitable for such a process are available at the General Office of the Department.

4.14 Regarding the format, students are free to choose between the Turabian’s, Chicago, or MLA styles. [See the HKBU Library Religion and Philosophy Subject Guide at the following link: https://hkbu.libguides.com/c.php?g=917191&p=6612921]. If you cannot find the above styles suitable for your use, you may follow the guidelines below:

4.14.1 Footnotes are placed at the bottom of the text pages where their corresponding citations appear and should be arranged in numerical order. They have four main uses:

(a) to cite the authority for statements in text – specific facts or opinions as well as exact quotations;
(b) to make cross-references;
(c) to provide a place for material which the writer deems worthwhile to include but which would in the writer’s judgment interrupt the flow of thought if introduced into the text; and
(d) to make acknowledgements.

4.14.2 The first time a work is mentioned in a footnote, the entry should be in complete form; that is, it should include not only the author’s full name, the title of the work, and the specific reference (i.e., volume, if any, and page number), but the facts of publication as well. For a book, the source of information, except the page number(s), should be the title page and copyright page; for a periodical, it should be the cover and the article itself. Once a work has been cited in full, subsequent references to it should be in shortened form. Here are some special examples of footnote extracted from the captioned books for your reference:
(a) If a work has more than three authors, it is usual to cite in the note only the name of the author given first on the title page and to follow it with “et al.” or its English equivalent, “and others.”


(b) For the publication of a series, the citation should include the volume number (or issue number) after the name of the series.


(c) References to magazines and journals should give the volume number in Arabic numerals immediately after the title of the publication.


(d) For reference to a newspaper, the title of the article, the name of the author, the name of the paper, the date, section number and paper number (if any) should be included.


(e) References to interviews conducted by the author of a paper should include the name of the person interviewed; a description of the type of interview conducted, capitalized sentences style; and the place and date of the interview:

5 Mrs. Merle A. Roemer, interview by author, Tape recording, Millington, Maryland, 26 July 1973.

(f) When a specific unpublished document is first discussed in the paper, include the pertinent facts within the text and in summary form within the note.


(g) When a work has once been cited in completed form, later references to it are made in shortened form. “Ibid” stands for all the items of the preceding reference except page number. It also means in the same place.


8 Ibid., 37.

(h) When the author’s name from the preceding footnote is repeated, “Idem”, which means the same person, should be used.


(i) The word “passim” (“here and there”) should be used with discretion. Employ it only in referring to information scattered over a considerable stretch of text, or throughout a chapter or other long section. Give the inclusive page numbers or the chapter number and place “passim” at the end of the reference:

11 W. Kymlicka, *Contemporary Political Philosophy*, chap. 9, passim.

4.14.3 A bibliography lists the sources used in writing the paper. A bibliographical entry should include name(s) of author(s), full title of work, place, publisher, and date of publication. The bibliography is usually arranged in alphabetical order by family names of authors. Below are some examples of bibliography entries:

(a) No author given

*The Bible.* Revised Standard Version.

(b) One author


(c) Editor as “author”


(d) Book in a series


(e) Reprint edition


(f) Articles in Encyclopaedia


(g) Unpublished theses and other papers

Note that “unpublished” is not included in the designation, the title within quotation marks indicating that the work is not published:


4.15 Project written in Chinese should conform to the following technical requirements:

中文論文格式

(一) 論文的正文數字約一萬至一萬八千字(不包括註釋、書目、附錄等)。

(二) 論文宜分章分節，並附有目錄。至於章節數碼之使用，可選擇中國數字、阿拉伯數字、羅馬數字、英文字母等，亦可交錯運用，但必須全文劃一，脈絡清楚，章節分明。
（三）標點符號用法可參考《新華字典》所附“常用標點符號用法簡表”。注意書名號用《 》；文章篇名號用〈 〉；雙引號用“ ”；單引號用‘ ’等。每一標點符號佔一格位置。

（四）文中引用他人著述中之句子時，如篇幅較長或需要博引眾籍以陳述觀點論見，則宜與正文分別排列：將整段引文移入數格。至於整段引文之首行是否再移入兩格，如起段般，以及引文是否起訖處加上引號，亦由作者自行決定，但全文必須前後劃一。

（五）註釋必須用中國數字或阿拉伯數字編號，並依照順序排列在正文之後。註號可加上括弧或圓圈。註號應置頂格，與內容之間隔一格。

（六）提及外國人名中譯時須附原名，如其姓名無定譯，則可選用原名。如:

1. 休斯頓・史密夫（Huston Smith）著，劉安雲譯：《人的宗教：人類偉大的智慧傳統》。台北：立緒文化事業，1998，頁25-40。
2. 杜瑞樂（Joël Thoraval）著，張寧譯：〈葬禮與祈禱的安排香港穆斯林基金總會歷史概貌，1850-1985〉，《廣東民族研究論叢》（第五輯），廣東省民族研究學會、廣東省民族研究所合編，廣東：廣東人民出版社，1991，頁221-248。

（七）註釋除用以抒發己見、節列相反意見、補充正文外，主要是用來說明所徵引材料之出處的。交代資料出處時須詳註出版資料，如:

1. 袁陽：〈中國傳統生死智慧〉，《中國文化論壇》，1994年4期，頁37-41。
2. 孔漢思、秦家懿：《中國宗教與基督教》。香港：三聯，1989，頁37-41。
3. 陳慎慶：〈教派的社會構成：香港牧師教會的個案〉，載於《轉化中的香港：身分與秩序的再尋求》，劉青峰、開小春編，香港：中文大學出版社，1998，頁259-274。
4. 陳慎慶：〈香港基督教社會福利事業的發展〉，《中國神學研究院期刊》，第25期，1998，頁65-83。
5. 謝穎思、陳慎慶：〈皈依宗教與追尋靈性：從超覺靜坐探討香港宗教文化的轉變〉，香港理工大學通識教育中心主辦《本土與全球、身份與差異》第二屆香港文化國際學術會議發表論文，2000。
6. 陳日君：〈再談「無證兒童」就學權利〉，《公教報》第3025期，2002年2月10日。

（八）引用同一書刊或文章時，可用“同上”或略去已交代之出版資料兩種方式，如:

1. 朱熹：《朱子語類》(北京：中華書局，1986年)，頁129-130。
2. 同上，頁132。

（九）論文之末，宜附參考材料目錄。先列書籍，次列論文；首述漢文，後及外文。排列之次序，可依作者姓氏筆劃多寡(外國作者則按姓名字母順序)，或據出版及發表年月先後等為序。如參考書目過長，可考慮剪裁成一“徵引材料目錄”，只列出在註釋中曾徵引者。現舉例如下：

李紹崑：《彌爾敦與禪道》，台北：學生書局，1985年。
李詠儀：〈對《三言》中婦女自殺的倫理分析〉。香港浸會大學宗教及哲學系碩士論文，2001（未出版）。
吳寧遠：〈後現代社會與宗教現象〉，《東方宗教研究》新第5期，1996年10月。
柳田聖山著，吳汝鈞譯：《中國禪思想史》，台北：台灣商務印書館，1992。

V. GUIDELINES FOR THE CHIEF ADVISER AND THE SECOND EXAMINER

5.1 The Chief Advisers are expected to meet their students regularly, either individually or in the form of small group tutorial and to supervise the progress of the students' projects throughout the period.

5.2 The Chief Advisers should leave their students ample scope to demonstrate their ability to work and think independently.

5.3 The role of the Chief Advisers is to help their students (a) to narrow their proposed topics to a manageable size, (b) to develop and clarify their views if necessary, (c) to advise their students on the use of various library resources, (d) to ensure that their students are provided with sufficient resources to complete their projects, and (e) to ensure that their students are working through their projects at an appropriate pace.

5.4 The Chief Adviser should review drafts submitted by students and provide constructive feedback. As to the final product, the Chief Adviser will normally be expected to review the introduction, conclusion, and bibliography as well as the organization of content materials of the project.

5.5 The Chief Adviser should never copy-edit the entire project for the student prior to its formal submission because the project should be a true reflection of the student’s ability and performance. The Chief Adviser, however, may read a small portion of the student's draft project for stylistic changes or grammatical corrections. This should be decided by the Chief Adviser on the basis of the nature of the project, but normally would not exceed about five pages.

5.6 The Chief Adviser alone is responsible for the percentage of the grade assigned to continuous assessment (i.e. "process” grade). The grades and the Grade Point per Unit (GPU) figures of “Process grade” and “Product grade” should be submitted separately by Chief Advisers and Second Examiners. The Chief Advisers and the Second Examiners should decide on the “Product grade” and GPU figure only. The “Process grade” and its GPU figure should be firmly decided by the Chief Advisers ahead of time and be recorded in the General Office, which would then calculate the “Final grade”.

5.7 A record of meetings with the students may be useful for future reference and for the preparation of the progress report.

5.8 The grade "YR" will be recorded at the end of the first semester to indicate that the project is a year-long course. At the end of the second semester the "YR" grade will be changed to whatever grade the students receive for their Honours Projects.

5.9 The Second Examiner is not expected to read any portion of the draft project for the student. And in the reading of the project, the Second Examiner is expected to mark the project independently rather than reviewing the marks of the Chief Adviser. The Second Examiner is not a second adviser.
VI. GUIDELINES FOR STUDENTS

6.1 The Honours Project is a 6-unit course.

6.2 Each student should:
   (a) work independently,
   (b) implement the project plan and monitor its development,
   (c) report to the Chief Adviser on the progress of the project at least as required by the Chief Adviser, and
   (d) observe all deadlines set for various purposes by the Department.

6.3 The deadline for the submission of the project should be strictly observed. Any late submission will be considered on a case-by-case basis, with penalties assessed as is deemed appropriate by the Programme Management Committee.

6.4 Remember that the project is your own responsibility. Do not expect your adviser to provide you with ideas, topics or sources or to copy-edit your text.

6.5 If your project is done on a computer, you should make sure to have a back-up system. Do not rely entirely on the hard disk or the USB flash drive. Computer or computer-related problems will not be considered adequate reasons for late submission of a project. You should print your project several days in advance so that if any problems arise you still have time to correct them.

6.6 If you encounter any serious problem which may result in late submission, you should report in writing to your Chief Adviser at least 48 hours before the deadline.

6.7 Note that proper acknowledgement of sources of information or idea is extremely important. You should cite a source when you quote, paraphrase, or summarize another person's original idea. Any use of reference materials without proper acknowledgement of sources is a serious breach of ethics. Students are reminded to observe at all times the standards of conduct as stated in the University Student Handbook 2019-2020 and to bear in mind that “A student who is found to have committed an act of academic dishonesty such as plagiarism, submission of material(s) for assessment which is not the student's own work, the use of fabricated or copied data for assessment, shall receive an "F" grade for the course. In addition, the case may be submitted to the Student Affairs Committee for further action.” which may lead to suspension of study or dismissal.
VII. STUDENTS’ CHECKLIST FOR THE HONOURS PROJECT

1) Do you have a Chief Adviser?

2) Do you have a Second Examiner?

3) Do you have your project proposal approved?

4) Have you met your Chief Adviser on a regular basis?

5) Is the length of your project acceptable by the course?

6) Is your project word-processed on the computer?

7) Have you used the required size paper?

8) Have you double-spaced your text?

9) Have you set the proper margins for your project?

10) Are the materials included in the project put in the proper order?

11) Have you properly acknowledged sources of information or ideas used in your project and/or on your Acknowledgements page?

12) Have you included a page of acceptance in each of the 3 bound copies submitted?

13) Does your title page meet the standard requirement?

14) Have you made 3 quality copies of your project?

15) Have you bound the 3 copies of the project in the required way?

16) Have you submitted a softopy to the Moodle classroom and do the plagiarism check?
加爾文的民主觀

陳大文

學號 xxxxxxx

二零二一年四月
THE ROMAN RESPONSIBILITY FOR
THE DEATH OF CHRIST: A PATH TOWARD
DIALOGUE BETWEEN JEWS AND CHRISTIANS

BY

CHRISTINE MEI-LI WONG
STUDENT NO.: XXXXXX

April 2021
我們一致通過學生XXX的畢業論文〈XXXXXX〉作為結業要求的一部份，並推薦上述學生接受宗教、哲學及倫理(榮譽)文學士課程委員會審核。

研究進程：________________________ (GPU: ________)
論文得分：________________________ (GPU: ________)
總成績：________________________ (GPU: ________)

（簽名）
指導老師：XXX
日期：________________________

（簽名）
校內評審委員：XXX
日期：________________________
HONG KONG BAPTIST UNIVERSITY

We hereby recommend that the Honours Project by Mr. CHAN Tai Man, David entitled "Ibsen and the May Fourth Intellectuals" be accepted in partial fulfilment of the requirements for the Bachelor of Arts (Honours) Degree in Religion, Philosophy and Ethics.

Continuous Assessment: ___________________ (GPU: ________________)
Product Grade: ___________________________ (GPU: ________________)
Overall Grade: ___________________________ (GPU: ________________)

XXX
Chief Adviser

XXX
Second Examiner

Date: ________________

Date: ________________
謝辭

本畢業論文，承蒙X X X先生悉心指導，得以完成，謹此衷心感謝。又撰寫論文期間，曾得下列人士／機構予以協助，本人併此致謝。

一、XX圖書館
二、XXX先生提供寶貴意見
三、XXX協助問卷調查
四、XXX協助作問卷調查分析

學生：__________ (XXX)
日期：____________
Acknowledgements

Part of the work presented in this Honours Project was done in collaboration with Dr. William Miller while he was Visiting Scholar in the Department of Religion and Philosophy, Hong Kong Baptist University. The interviews described in Table 1 and Fig. 4 of Chapter 2 were done jointly with Dr. John Ellis. The survey described in Fig. 2 of Chapter 3 was performed by Miss Jane Wilson. All other field research described in this Honours Project was my own original work and was carried out by myself under the supervision of Dr. Howard Walters.

________________________________

Student’s Name: XXX

Department of Religion and Philosophy
Hong Kong Baptist University

Date: __________________________
HONG KONG BAPTIST UNIVERSITY
Department of Religion and Philosophy
Honours Project Topic & Adviser Application Form

The completed form, together with an outline of 1 to 2 pages of the project (including the methodology and bibliography), should be submitted to the General Office of Department of Religion and Philosophy [CEC 1001] on or before 5:00 pm, 30 April 2020. Late submission may lead to deduction in process grade.

Student No.: ___________ Student Name: ___________________ Concentration: ____ A/ B/ C/ D / NIL __

Proposed Honours Project Title:
_______________________________________________________________________________________
_______________________________________________________________________________________

My project will be written in Chinese / English * (*delete as appropriate)

I have discussed the above thesis topic with the following three lecturers and have provided an outline and/or selected bibliographies when requested. One of them has kindly agreed in principle to be my Chief Adviser. Nevertheless, I fully understand that the Department will meet and make the final decision on the assignment of Chief Adviser.

Lecturers spoken to:
1. ___________________________________ (Name and signature of lecturer) (preferred Chief Adviser)
2. ___________________________________ (Name and signature of lecturer)
3. ___________________________________ (Name and signature of lecturer)

Does the topic of the Honours Project belong to the area of your concentration? Yes / No/ Not applicable

Student's Signature: ___________________________ Date: ___________________________

Chief Adviser's Comment

The above topic should be further re-defined in order to

1. Relate itself more clearly to the field of Religious Studies, Philosophy or Ethics. □ Yes □ No
2. Relate itself more clearly to the area of the student’s concentration. □ Yes □ No
3. Narrow down the scope. □ Yes □ No

Chief Adviser's Signature: ___________________________ Date: ___________________________
(Name in block: )

Academic Adviser's Comment

The above topic should be further re-defined in order to

1. Relate itself more clearly to the field of Religious Studies, Philosophy or Ethics. □ Yes □ No
2. Narrow down the scope. □ Yes □ No

Academic Adviser's Signature: ___________________________ Date: ___________________________
(Name in block: )
Honours Project Title Amendment Form

*** The completed form should be submitted to the General Office of the Department of Religion and Philosophy***

on or before 5:00pm, 30 September 2020.

Student No.: ___________  Student Name: _________________  Concentration:  A/ B/ C/ D / NIL

Original Honours Project Title: ______________________________________________________

Proposed New Honours Project Title: _________________________________________________

I have discussed the proposed new title with my Chief Adviser and Academic Adviser.

Student's Signature: ___________________________  Date: __________________

Chief Adviser's Comment

1. The new title is a further re-definition of the original.  
   Yes  No
2. The new title is clearly related to the field of Religious Studies, Philosophy or Ethics.
   Yes  No

Please give reasons if the new title differs significantly from the original.
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

Chief Adviser's Signature: ___________________________  Date: __________________
(Name in block: ___________________________)

Academic Adviser's Comment

1. The new title is a further re-definition of the original.  
   Yes  No
2. The new title is clearly related to the field of Religious Studies, Philosophy or Ethics.
   Yes  No

Please comment if the new title differs significantly from the original.
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

Academic Adviser's Signature: ___________________________  Date: __________________
(Name in block: ___________________________)


## Assessment Rubrics of Honours Project

### A. Process Grades (20%)

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Excellent (A and A-)</th>
<th>Good (B+ B, and B-)</th>
<th>Satisfactory (C+, C and C-)</th>
<th>Marginal Pass (D)</th>
<th>Fail (F)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project proposal 5%</strong></td>
<td>4.00 – 3.50</td>
<td>&lt;3.50 – 2.50</td>
<td>&lt;2.50 – 1.50</td>
<td>&lt;1.50 – 0.50</td>
<td>&lt;0.50 – 0.00</td>
</tr>
<tr>
<td>Excellent in explaining the project and providing ample relevant bibliography (both primary and secondary sources)</td>
<td>Good in explaining the project and providing a bibliography relevant to the project</td>
<td>Satisfactory in explaining the project and providing a bibliography relevant to the project</td>
<td>Marginal pass in explaining the project and providing a bibliography relevant to the project</td>
<td>Failed to submit the proposal on time</td>
<td></td>
</tr>
</tbody>
</table>

| **Regular contact with the Chief Adviser with documented evidence 10%** | Showing excellent responsibility to arrange regular appointments with his/her Chief Adviser, discussing chapter drafts or progress made, and revising the project accordingly | Showing good responsibility to arrange appointments with his/her Chief Adviser and revising the project accordingly | Satisfactory in meeting with his/her Chief Adviser and revising the project accordingly | Meeting with his/her Chief Adviser occasionally | Failed to contact the Chief Adviser |

| **Submission of the final project 5%** | Submitted the final draft to his/her Chief Adviser 4 working days before the deadline for final advice | Submitted the final draft to his/her Chief Adviser 3 working days before the deadline for final advice | Submitted the final draft to his/her Chief Adviser 1-2 working days before the deadline for final advice | Failed to submit the final draft before the deadline |

### B. Product Grades (80%)

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Excellent (A and A-)</th>
<th>Good (B+ B, and B-)</th>
<th>Satisfactory (C+, C and C-)</th>
<th>Marginal Pass (D)</th>
<th>Fail (F)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Argument and Approach 40%</strong></td>
<td>4.00 – 3.50</td>
<td>&lt;3.50 – 2.50</td>
<td>&lt;2.50 – 1.50</td>
<td>&lt;1.50 – 0.50</td>
<td>&lt;0.50 – 0.00</td>
</tr>
<tr>
<td>The topic is very well defined and relevant issues/problems are accurately identified. The project contains a well-structured and coherent argument, which is logically developed or well supported by evidence.</td>
<td>The topic is pretty clearly defined and relevant issues/problems are identified. The project contains a clear argument, but the reader needs to reconstruct it from the project (i.e. it is not clearly expressed throughout).</td>
<td>The topic is defined and relevant issues/problems are identified to a certain degree. The project addresses the main theme and argument, although no new insights are provided. It is clear that the author is unable to his/her ideas in a structured way.</td>
<td>The topic is not clearly defined and relevant issues/problems are barely identified. The project lacks focus on the main theme and argument.</td>
<td>The project is largely incomprehensible and/or obviously plagiarized (fully or in substantial parts).</td>
<td></td>
</tr>
<tr>
<td>Criteria</td>
<td>Excellent</td>
<td>Good</td>
<td>Satisfactory</td>
<td>Marginal Pass</td>
<td>Fail</td>
</tr>
<tr>
<td>----------</td>
<td>-----------</td>
<td>------</td>
<td>-------------</td>
<td>---------------</td>
<td>------</td>
</tr>
<tr>
<td><strong>Literature review, Sources and Citations 20%</strong></td>
<td>Review of literature is very comprehensive, relevant and critical. Excellent and documented use of available sources. Citations are clear, consistent and error-free.</td>
<td>Review of literature is comprehensive, relevant and critical. All sources are documented. Citations are clear and few errors noted.</td>
<td>Review of literature is reasonably comprehensive, relevant and critical. Most sources are properly documented. Citations are used and many errors noted.</td>
<td>Review of literature is poor and has very little relevance and critical analysis. Sources are poorly documented.</td>
<td>No review of literatures and relevant reference. No sources are documented and plagiarized materials are noted.</td>
</tr>
<tr>
<td><strong>Clarity and Style 10%</strong></td>
<td>The project is written in a grammatically correct form. Concepts and unfamiliar terms are explained. The project is of appropriate length and is well formatted and proofread, including images, charts, graphs whenever appropriate.</td>
<td>The project is written in a grammatically correct form. Most concepts and unfamiliar terms are explained. The project is of appropriate length and is formatted and proofread, including images, charts, graphs whenever appropriate.</td>
<td>The project contains grammatically incorrect forms. Many concepts and unfamiliar terms remain unexplained or are explained wrongly. The project is not of appropriate length and it lacks proper formatting. Images, charts, graphs (if any) do not enhance the argument.</td>
<td>The project has not been spell-checked and proofread. The reader’s ability to understand the text is compromised by these errors. The project is not of appropriate length and it lacks proper formatting.</td>
<td></td>
</tr>
<tr>
<td><strong>Overall Achievement 10%</strong></td>
<td>The project is a genuine piece of research that directly addresses the topic and main argument, and adds some new insight. It is well structured, thoughtful and well researched. It is clearly related to the field of Religious Studies, Philosophy or Ethics.</td>
<td>The project directly addresses the topic and main argument, and adds some new insight. It is clear that the author is able to his/her ideas in a structured way. It is related to the field of Religious Studies, Philosophy or Ethics.</td>
<td>The project addresses the topic and main argument, although no new insights are provided. It is clear that the author is unable to his/her ideas in a structured way. It is reasonably related to the field of Religious Studies, Philosophy or Ethics.</td>
<td>The project lacks focus on the topic and main argument. It is not related to the field of Religious Studies, Philosophy or Ethics.</td>
<td>The project is largely incomprehensible and/or obviously plagiarized (fully or in substantial parts).</td>
</tr>
</tbody>
</table>
Research Protocol and Documentation for Research Involving Human Subjects

Hong Kong Baptist University requires that all research utilizing human subjects be approved before the research begins. This assures protection of the rights and welfare of persons participating in the research. Any student conducting research on human subjects, they have to complete the “HASC Application Form - Ethics/Human - Student (Full Review)” or the “HASC Application Form - Ethics/Human - Student (Fast Track Review)” depending on the nature of the research the students to be taken. The Full Review Form is applicable for research involving subjects in the category of pregnant women; fetuses; prisoners; human in vitro fertilization; persons with mental or physical disabilities; persons with serious illness; persons who are economically or educationally disadvantaged and minors. For categories other than the mentioned, the Fast Track Review Form should be used. Please submit the appropriate form signed by Chief Adviser, research statement and informed consent statements, and submit these documents to General Office as early as possible before the research begins for further processing.

You can download the form at the website of Graduate School:

****************************************************************************************************
HONG KONG BAPTIST UNIVERSITY
Committee on the Use of Human & Animal Subjects in Teaching & Research (HASC)
HASC/Ethics/Human (Fast Track Review)
(for student projects only)

Important Notes:
(1) All students’ research projects utilizing human subjects are required to seek prior approval from the Faculty/School Dean/Academy Director before commencement of the research project. This assures protection of the rights and welfare of persons participating in the research.

(2) This application is NOT applicable for research involving subjects in the category of pregnant women; fetuses; prisoners; human in vitro fertilization; persons with mental or physical disabilities; persons with serious illness; persons who are economically or educationally disadvantaged and minors*. Should the study involve any of the above subjects, you must consult your Principal Supervisor/Course Instructor and fill out the Full Review form. [*Under Section B Checklist, should any research involving minors in categories 1, 3, 4, 5 & 6, such activities will be qualified for the Fast Track Review.]

(3) All documents must be typed and legible; please use layman terminologies to explain your research project.

(4) Faculty/School Dean/Academy Director reserves the right to return incomplete/outdated application to the SI and this will result in delay in approving the application.

(5) A copy of the approved application should be sent to the HASC via the Graduate School.

Section A. Project Information

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Project Title</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Duration (months)</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Student in charge (SI)</th>
<th>Student no.</th>
<th>Department</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
</table>

Other student(s) involved in the research project

<table>
<thead>
<tr>
<th>Name:</th>
<th>Student no.</th>
<th>Dept</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name:</th>
<th>Student no.</th>
<th>Dept</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name:</th>
<th>Student no.</th>
<th>Dept</th>
</tr>
</thead>
</table>

Section B. Checklist

Check the box(es) for the appropriate category(ies) AND sub-category(ies) that apply to your research project. Your research project is qualified for the Fast Track Review if it falls into anyone of the following categories. In the event that NONE of the following is applicable to your research project, please fill out the Full Review form.

1. Research conducted in an established or commonly accepted educational settings, involving normal educational practices, such as
   - (i) research on regular and special education instructional strategies, or
   - (ii) research on the effectiveness of, or the comparison among, instructional techniques, curricula, or classroom management methods.

2. Research involving the use of research assessment or measurement tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, and that any of the following would be incurred in the study: NOTE ⁴
   - (i) information obtained is recorded in such a manner that the human subject CANNOT be identified, directly or through identifiers linked to the subjects;
   - (ii) any disclosure of the human subject's responses outside the research would NOT reasonably place the subjects at risk of criminal or civil liability or be damaging to the subject's financial standing, employability, or reputation.

3. Research involving the use of research assessment or measurement tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior that is not exempt under paragraph 2, if the human subjects:
   - (i) are elected or appointed public officials or candidates for public office; or
   - (ii) require without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

4. Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens:
   - (i) if these sources are publicly available or
   - (ii) if the information is recorded by the project team member in such a manner that subjects cannot be identified, directly or through identifiers linked to the subject.

   The Student in charge must describe the information provided in the dataset and the number of subjects involved when the data was originally collected.

5. Research and demonstration projects which are designed to study, evaluate, or otherwise examine:
   - (i) public benefit or service programs (e.g. social security, welfare, etc.);
   - (ii) procedures for obtaining benefits or services under those programs;

⁴ NOTE: Include any INSTRUMENT to be used, e.g. questionnaires or surveys. In the case of interviews, include a list (or representative sample) of the questions to be asked. If subjects will do a task, provide a sample copy of the task. Copy for any advertising should be submitted. All information used to recruit subjects (precontact, letters, phone scripts, etc.) must be submitted.
(iii) possible changes in or alternatives to those programs or procedures; or
(iv) possible changes in methods or levels of payment for benefits or services under those programs.

Section C. Research Protocol and Documentation

<table>
<thead>
<tr>
<th>Selection / Recruitment of Subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criteria used to recruit/select subjects.</td>
</tr>
<tr>
<td>You may choose more than one option.</td>
</tr>
<tr>
<td>□ Age □ Sex □ Socio-economic status</td>
</tr>
<tr>
<td>□ Marital Status Others, please specify: ______________________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of subjects to be recruited/selected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type(s) of subjects You may choose more than one option.</td>
</tr>
<tr>
<td>□ Minor No: □ Male No: □ Female No: □ Others ______</td>
</tr>
<tr>
<td>Reason(s) for choosing only Male or Female as subjects (if applicable).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Your relationship with the subjects.</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Teacher/Student □ Superintendent / Principal/Teacher □ Employer / Employee</td>
</tr>
<tr>
<td>□ No relationship Others, please specify: ______________________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rewards to the subjects.</th>
</tr>
</thead>
<tbody>
<tr>
<td>You may choose more than one option.</td>
</tr>
<tr>
<td>□ Monetary Dollar Value:$ _____ □ Gift Dollar Value:$ _____ □ Class credit Credit earned: _____</td>
</tr>
<tr>
<td>Describe the payment arrangements</td>
</tr>
<tr>
<td>Any rewards if the subjects withdraw prior to the completion of the study?</td>
</tr>
<tr>
<td>□ Yes □ No □ N/A</td>
</tr>
<tr>
<td>If Yes, the dollar value is: $ _____ Others: ______________________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Consent from the subjects 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Necessary information will be provided to the subjects so that they can understand their roles and the risks involved in participating in the study?</td>
</tr>
<tr>
<td>□ Yes, each subject will be provided with the Informed Consent Statement.</td>
</tr>
<tr>
<td>□ Yes, each subject will be provided with the Study Information Sheet.</td>
</tr>
<tr>
<td>□ Others, please specify: ______________________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Conduct of the Research Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ By interview Will the subjects be taped?</td>
</tr>
<tr>
<td>□ Yes. I will keep/destroy the tapes within ________ (duration) upon completion of my research study. NOTE 6</td>
</tr>
<tr>
<td>□ No</td>
</tr>
<tr>
<td>Where will the interview take place?</td>
</tr>
<tr>
<td>□ Dismiss from class □ Reading time □ Others:</td>
</tr>
<tr>
<td>Time needed to complete the interview: _______ minutes / hours (please circle)</td>
</tr>
</tbody>
</table>

| □ By questionnaire How will the questionnaires be distributed AND collected? |
| □ By mail □ By Email (Subject should be told that their confidentiality cannot be guaranteed while their data are on the internet) |
| □ Face-to-face □ Others |
| Time needed to complete the questionnaire _______ minutes / hours (please circle) |
| Confidentiality statements are included in the questionnaire |
| □ Yes □ No □ N/A |

| □ Others Describe what the subjects will do (action). |
| Will the subjects be taped? |
| □ Yes. I will keep/destroy the tapes within ________ (duration) upon completion of my research study. NOTE 3 |
| □ No |
| Where will the action take place? |
| □ Dismiss from class □ Reading time □ Others: |
| Time needed to complete the above action _______ minutes / hours (please circle) |
| If the action takes place during class time, what will non-participants do? |
| □ Dismiss from class □ Reading time □ Others: |

<table>
<thead>
<tr>
<th>Record Keeping</th>
</tr>
</thead>
<tbody>
<tr>
<td>Format of recording and keeping the data. You may choose more than one choice.</td>
</tr>
<tr>
<td>□ Paper copies □ Digital/Electronic copies Others, please specify: ______________________________________</td>
</tr>
</tbody>
</table>

5 Signed parental/guardian informed consent must be obtained when minor subjects are involved in the research, but for adult subjects, in most cases, signed informed consent is not required if the project is qualified for this Fast Track Review. However, it is generally required that information about the research will be given to the subjects either in written or oral form by following the “Study Information Sheet”. The Study Information Sheet should contain information listed on Appendix A (Items 1-9) and a sample is also included in Appendix A1 to assist the project team.

6 NOTE: The Research Committee approved that for longitudinal studies, record may be kept up to seven years. Please provide justifications for any period longer than that.
Identifiers are used for identifying the subjects?
☐ Yes. I will keep/destroy the identifiers within __________ (duration) upon completion of my research study. NOTE 3
☐ No

Describe how you will destroy/dispose of the records?

Types of identifiers. You may choose more than one option.
☐ Name ☐ Job Title ☐ Others: _______________________________
The identifiers will be kept for __________ (duration).
☐ Number code. The subject will be identified by the code? ☐ Yes ☐ No
The code list will be stored in ___________________________.
When will the code list be destroyed?

Research Output
How will the report be written?
☐ In aggregate terms.
☐ Individual responses will be described.

Additional methods to preserve confidentiality for any of the procedures

Section D. Approval

I. Declaration by the Student in charge
My project team and I pledge to conform to the following:

As one engaged in investigation utilizing human subjects, I acknowledge the rights and welfare of the human subject involved. I acknowledge my responsibility as project team member to secure the informed consent of the subject by explaining the procedures, in so far as possible, and by describing the risks as weighed against the potential benefits of the investigation.

I assure the Faculty/School Dean/Academy Director that all procedures performed under the project will be conducted in accordance with prevailing standards of research ethics in the academic community. Any deviation of the project (e.g., change in student in charge, research methodology, subject recruitment procedures, etc.) will be submitted to the Faculty/School Dean/Academy Director in the form of an amendment for its approval prior to implementation.

I understand that it is the sole responsibility of the researcher to ensure that the research is in full compliance with the Personal Data (Privacy) Ordinance.

I also undertake to thoroughly inform other students in the project as stated in Section A of the necessary aforementioned details.

Signature: _____________________________(SI)                   Date: _________________________

II. Recommendation by Principal Supervisor/Course Instructor
This protocol for the use of human subjects has been reviewed and I have the following recommendations:

☐ Recommended for Approval ☐ Not Recommended ☐ Withdrawn

Comments/Conditions:

________________________________________

Principal Supervisor/Course Instructor: ________________________    Date: ___________________

III. Endorsement by Department Head
I hereby endorse this application and confirm that under the supervision of the Principal Supervisor/Course Instructor, the SI is appropriately experienced in the work envisaged and that the Department is aware of the protection of the rights and welfare of the persons participating in the research.

Justifications:

________________________________________

Department Head: __________________________ Date __________________

IV. Approval by Faculty/School Dean/Academy Director

☐ Approved ☐ Not Approved

Signature ___________________________ Date __________________________
Important Notes:
(6) All students’ research projects utilizing human subjects are required to seek prior approval from the Faculty/School Dean/Academy Director before commencement of the research project. This assures protection of the rights and welfare of persons participating in the research.

(7) This application is applicable for research INVOLVING subjects in the category of pregnant women; fetuses; prisoners; human in vitro fertilization; persons with mental or physical disabilities; persons with serious illness; persons who are economically or educationally disadvantaged and minors.

(8) All documents must be typed and legible; please use layman terminologies to explain your research project.

(9) Faculty/School Dean/Academy Director reserves the right to return incomplete/ outdated application to the SI and this will result in delay in approving the application.

(10) A copy of the approved application should be sent to the HASC via the Graduate School.

Section A. Project Information

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Project Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration (months)</td>
<td>Start Date</td>
</tr>
<tr>
<td>Student in charge (SI)</td>
<td>Student no.</td>
</tr>
<tr>
<td>Telephone</td>
<td>Email</td>
</tr>
</tbody>
</table>

Other student(s) involved in the research project
Name: Student no. Dept
Name: Student no. Dept
Name: Student no. Dept

Section B. Checklist

Check the box(es) for the appropriate category(ies) AND sub-category(ies) that apply to your research project.

1. □ This project is a clinical study which involves giving intervention and/or inducing potential risks to participants.
2. □ Clinical studies of drugs and medical devices only when condition (a) OR (b) is met.
   (a) Research on drugs for which an investigational new drug application is not required.
   (b) Research on medical devices for which (i) an investigational device exemption application is not required; or (ii) the medical device is cleared/approved labeling.
3. □ Collection of blood samples by finger stick; heel stick; ear stick, or venipuncture as follows:
   (a) from healthy, non-pregnant adults who weigh at least 110 pounds. For these subjects, the amounts drawn may not exceed 550ml in an 8 week period and collection may not occur more frequently than 2 times per week; OR
   (b) from other adults and minors NOTE considering the age, weight, and health of the subjects, the collection procedure, the amount of blood to be collected, and the frequency with which it will be collected. For these subjects, the amount drawn may not exceed the lesser of 50 ml or 3 ml per kg in an 8 week period and collection may not occur more frequently than 2 times per week.
4. □ Prospective collection of biological specimens for research purposes by noninvasive means.
5. □ Collection of data through noninvasive procedures (not involving general anesthesia or sedation) routinely employed in clinical practice, excluding procedures involving x-rays or microwaves.
6. □ Research involving materials (data, documents, records, or specimens) that have been collected or will be collected solely for non-research purposes (such as medical treatment or diagnosis).
7. □ Collection of data from voice, video, digital, or image recordings made for research purposes.
8. □ Research on individual or group characteristics or behavior (including, but not limited to, research on perception, cognition, motivation, identity, language, communication, cultural beliefs or practices, and social behavior) or research employing oral history, focus group, program evaluation, human factors evaluation, or quality assurance methodologies.
9. □ Use of minors under age 18, or economically or educationally disadvantaged persons.
10. □ Use of deception.
11. □ Use of prisoners, pregnant women, fetuses, the seriously ill, or persons with mental disabilities, or incompetent individuals.
12. □ Collection of information or recording of behavior which, if known outside of the research, could reasonably place the subject at risk of civil or criminal liability or damage the subject’s financial standing, employability, insurability, reputation, or be stigmatizing.
13. □ Collection of information regarding sensitive aspects of the subject’s behavior such as: drug and alcohol use, illegal conduct, or sexual behavior.
14. □ This project includes procedures that present more than minimal risk to the subject.
15. □ This project includes procedures not listed above.

NOTE: Minors are defined as “persons who have not attained the legal age for consent to treatments or procedures involved in the research, under the applicable law of the jurisdiction in which the research will be conducted.”
**Section C. Research Protocol and Documentation**

### Summary of the research

Please provide a summary stating the general nature and purpose of the proposed research, and where the study will take place.

### Selection / Recruitment of Subjects

<table>
<thead>
<tr>
<th>Criteria used to recruit/select subjects.</th>
<th>Age</th>
<th>Sex</th>
<th>Socio-economic status</th>
</tr>
</thead>
<tbody>
<tr>
<td>You may choose more than one option.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Marital Status</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Others, please specify:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of subjects to be recruited/selected</th>
</tr>
</thead>
<tbody>
<tr>
<td>List specific eligibility requirements for subjects (or describe the screening procedures)</td>
</tr>
</tbody>
</table>

#### Type(s) of subjects

<table>
<thead>
<tr>
<th>You may choose more than one option.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male (M) No:__________</td>
</tr>
<tr>
<td>Female (F) No.:__________</td>
</tr>
<tr>
<td>Minor (Under age 18) Age range:__________</td>
</tr>
<tr>
<td>Fetuses</td>
</tr>
<tr>
<td>Pregnant women</td>
</tr>
<tr>
<td>Prisoners</td>
</tr>
<tr>
<td>Persons with mental disabilities</td>
</tr>
<tr>
<td>Persons with physical disabilities</td>
</tr>
<tr>
<td>Persons with serious illness</td>
</tr>
<tr>
<td>Persons who are economically disadvantaged</td>
</tr>
<tr>
<td>Persons who are educationally disadvantaged</td>
</tr>
<tr>
<td>Other vulnerable subjects, please specify:</td>
</tr>
</tbody>
</table>

#### Your relationship with the subjects.

<table>
<thead>
<tr>
<th>Teacher/Student</th>
<th>Superintendent / Principal/Teacher</th>
<th>Employer / Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>No relationship</td>
<td>Others, please specify:</td>
<td></td>
</tr>
</tbody>
</table>

#### Rewards to the subjects.

<table>
<thead>
<tr>
<th>You may choose more than one option.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monetary Dollar Value:$__________</td>
</tr>
<tr>
<td>Gift Dollar Value:$__________</td>
</tr>
<tr>
<td>Class credit Credit earned:</td>
</tr>
</tbody>
</table>

Describe the payment arrangements

Any rewards if the subjects withdraw prior to the completion of the study?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If Yes, the dollar value is: $__________ Others:
**Consent from the subjects**

Necessary information will be provided to the subjects so that they can understand their roles and the risks involved in participating in the study?

- Yes, each subject will be provided with the Informed Consent Statement.
- Yes, each subject will be provided with the Study Information Sheet.
- Others, please specify: ___________________________________________

**Conduct of the Research Study**

- By interview

Will the subjects be taped?

- Yes. I will keep/destroy the tapes within ________(duration) upon completion of my research study.
- No

Where will the interview take place?

If the interview takes place during class time, what will non-participants do?

- Dismiss from class
- Reading time
- Others: ___________________________________________

Time needed to complete the interview: _______ minutes / hours (please circle)

- By questionnaire

How will the questionnaires be distributed AND collected?

- By mail
- By Email (Subject should be told that their confidentiality cannot be guaranteed while their data are on the internet)
- Face-to-face
- Others

Time needed to complete the questionnaire _______ minutes / hours (please circle)

Confidentiality statements are included in the questionnaires

- Yes
- No
- N/A

- Others

Describe what the subjects will do (action).

Will the subjects be taped?

- Yes. I will keep/ destroy the tapes within ________(duration) upon completion of my research study.
- No

Will you use an electric device that is attached directly to the subjects?

- Yes
- No
- N/A

Explain how the subjects will be protected from shock:

__________________________________________________________________

Where will the action take place?

If the action takes place during class time, what will non-participants do?

- Dismiss from class
- Reading time
- Others: ___________________________________________

Time needed to complete the above action _______ minutes / hours (please circle)

**Potential risks of the research study**

Any potential risks related to the conduct of the research study?

- Yes
- No
- N/A

Types of risks. You may choose more than one option

- Physical
- Psychological
- Financial
- Social
- Legal
- Others/Details:

Do you have any contingency plan for protecting against or minimizing the potential risks?

- Yes
- No
- N/A

Please explain:

__________________________________________________________________

__________________________________________________________________

**Record Keeping**

Format of recording and keeping the data. You may choose may more than one

- Paper copies
- Digital/Electronic copies
- Others, please specify: ____________________

---

2 Signed parental/guardian informed consent must be obtained when minor subjects and vulnerable adult subjects are involved in the research, but, for adult subjects, it is desirable to obtain the signed informed consent if the project is NOT qualified for the Fast Track Review. However, it is generally required that information about the research will be given to the subjects either in written or oral form by following the “Study Information Sheet”. The Study Information Sheet should contain information listed on Appendix A (Items 1-9) and a sample is also included in Appendix A1 to assist the project team.

3 NOTE: The Research Committee approved that for longitudinal studies, record may be kept up to seven years. Please provide justifications for any period longer than that.
<table>
<thead>
<tr>
<th>choice.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Identifiers are used for identifying the subjects?</td>
<td>☐ Yes. I will keep/destroy the identifiers within ________ (duration) upon completion of my research study.</td>
</tr>
<tr>
<td></td>
<td>☐ No</td>
</tr>
<tr>
<td>How will you destroy/dispose of the records?</td>
<td></td>
</tr>
<tr>
<td>Types of identifiers. You may choose more than one option.</td>
<td>☐ Name ☐ Job Title ☐ Others: ___________________________ (duration). The identifiers will be kept for ________ (duration).</td>
</tr>
<tr>
<td></td>
<td>☐ Number code. The subject will be identified by the code? ☐ Yes ☐ No</td>
</tr>
<tr>
<td></td>
<td>The code list will be stored in ___________________________</td>
</tr>
<tr>
<td></td>
<td>When will the code list be destroyed?</td>
</tr>
</tbody>
</table>

**Insurance (Applicable to clinical research that involves giving intervention/including potential risks to participants)**

**Name of the Insurance Company**

**Estimated insured amount**

**Insurance coverage for the participants**

<table>
<thead>
<tr>
<th>Funding source of the premium You may choose more than one option.</th>
<th>☐ Faculty ☐ Department ☐ Project ☐ Others: ___________________________ Cost Centre to be charged: ____________ Budget Controller:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Budget Controller Signature:</td>
</tr>
</tbody>
</table>

**Research Output**

<table>
<thead>
<tr>
<th>How will the report be written?</th>
<th>☐ In aggregate terms. ☐ Individual responses will be described.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Additional methods to preserve confidentiality for any of the procedures</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Any additional information to which you would like to draw the reviewer(s’) attention</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Section D. Approval

I. Declaration by the Student in charge
My project team and I pledge to conform to the following:

As one engaged in investigation utilizing human subjects, I acknowledge the rights and welfare of the human subject involved. I acknowledge my responsibility as project team member to secure the informed consent of the subject by explaining the procedures, in so far as possible, and by describing the risks as weighed against the potential benefits of the investigation.

I assure the Faculty/School Dean/Academy Director that all procedures performed under the project will be conducted in accordance with prevailing standards of research ethics in the academic community. Any deviation of the project (e.g., change in Student in charge, research methodology, subject recruitment procedures, etc.) will be submitted to the Faculty/School Dean/Academy Director in the form of an amendment for its approval prior to implementation.

I understand that it is the sole responsibility of the researcher to ensure that the research is in full compliance with the Personal Data (Privacy) Ordinance.

I also undertake to thoroughly inform other students in the project as stated in Section A of the necessary aforementioned details.

Signature: ___________________________ (SI)                   Date: _________________________

II. Recommendation by Principal Supervisor/Course Instructor
This protocol for the use of human subjects has been reviewed and I have the following recommendations:

☐ Recommended for Approval       ☐ Not Recommended       ☐ Withdrawn

Comments/Conditions:
_____________________________________________________________________________________________

Principal Supervisor/Course Instructor: ________________________            Date: ___________________

III. Endorsement by Department Head
I hereby endorse this application and confirm that under the supervision of the Principal Supervisor/Course Instructor, the SI is appropriately experienced in the work envisaged and that the Department is aware of the protection of the rights and welfare of the persons participating in the research.

Justifications:
_____________________________________________________________________________________________

__________________

Department Head: ________________________            Date: __________________

IV. Approval by Faculty/School Dean/Academy Director

☐ Approved       ☐ Not Approved

Signature _____________________________            Date: __________________________
INFORMED CONSENT STATEMENT CHECKLIST

- An Informed Consent Statement has two purposes:
  (1) to enable potential research subjects to make an informed choice as to their participation in a study, and
  (2) to document their decision to participate.
  In order to make an informed choice, potential subjects must understand the study, how they are involved in the
  study, what sort of risks it poses to them, and what to do if something untoward happens. The words and
  language used to describe these factors must be understandable to potential subjects.

- A Study Information Sheet has the same purpose listed in (1) above. The subject's participation is considered
  consent; their signature is not required.

- Samples of a Consent Statement and an Information Sheet are provided in Appendix A1 - 4. Following the
  sample format will help to ensure that the necessary criteria for approval are included. Checking off an item as it
  is written into the statement/sheet will assist you in assuring that each element has been addressed in the document.

Items to be included in the Consent Statement and the Information Sheet

Informed Consent Statement required elements: Items 1-9. Each must be included in the informed consent statement
submitted. Study Information Sheet required elements: Items 1-8. Each must be included in the study information
sheet submitted.

These elements are incorporated into the SAMPLES that follow in Appendix A1 - 4.

1. Use the heading "Hong Kong Baptist University, Informed Consent Statement" or "Hong Kong Baptist
   University, Study Information Sheet".

2. List the title of the project as given in Section A.

3. Invite the subjects to participate and state that the study involves research and describe the following:
   a. purpose
   b. procedures (identify any that are experimental)
   c. expected duration of the subject's participation
   d. reasonably foreseeable risks or discomforts
   e. safeguards to be used to minimize risks
   f. any benefits to the subject or to others; or the extent of contribution to the body of
   literature/knowledge

4. Describe the extent, if any, to which confidentiality of records identifying the subject will be maintained.
   If subjects are identified in reports, signed consent is required. If research is conducted over the internet, you
   must tell subjects that you cannot guarantee confidentiality while their data is on the internet.

5. State the terms of subject compensation for study participation, if any. If the subjects will be paid (or receive
   other compensation) for participation, state how and when they will receive payment and/or compensation (i.e.,
   compensation = toys, books, gifts, etc.). List the value of gifts or services. Explain if there will be any partial
   payment if the subject withdraws prior to completion of the study. If class credit will be given, list the amount
   and list alternative ways to earn the same amount of credit.

6. Include an invitation for the subject to ask any questions at any time about the study and its procedures, or their
   rights as subjects. Also, if applicable, include a statement that if the subject experiences adverse effects, the
   project team member should be contacted immediately.

7. Include the project team member's name, address, and telephone number that the subject may use to ask
   questions and report any study related problems

8. Tell the subject that participation is voluntary. Further, state that refusal to participate will involve no penalty or
   loss of benefits to which the subject is otherwise entitled, and the subject may discontinue participation at any
   time without penalty, or loss of benefits to which the subject is otherwise entitled. Tell subjects what will happen
   to their data if they withdraw from the study.

9. Include a statement that says subject has read and understands the consent form, acknowledges receiving a copy
   of the form, and agrees to participate in the study. Provide a line for signature(s) and the date. Provide two
   copies of the Consent Form, one to be retained by the subject and one to be signed by the subject and, if
   applicable, the subject's parent(s)/guardian/legal representative and returned to you.
If subjects are minors use the following guidelines for obtaining consent:

- 6 years old and younger - only parent(s)/guardian/legal representative need sign;
- 7-8 years old - signature of minor is optional, requires signature of parent(s)/guardian/legal representative;
- 9 through 17 years old - requires signature of both minor and parent(s)/guardian/legal representative.

INFORMED CONSENT STATEMENT CHECKLIST (Continued)

When appropriate, one or more of the following additional elements of information (items 10-18) shall also be provided to each subject, in either the Informed Consent Statement or Study Information Sheet:

10. The consequences of a subject's decision to withdraw from the research and procedures for orderly termination of participation by the subject. (Explain what will happen to data if a subject withdraws. If data are gathered that contain subject identifiers, the disposition of the data must be stated.)

11. The approximate number of subjects involved in the study should be indicated when the subject population is small in number. If subjects might be identifiable in reports because individual responses will be described, a statement to this effect should be included in the consent statement or information sheet.

12. If you plan to audio tape, videotape or film the subjects, you have to request permission to do so in writing and indicate how you will be using this material (Research purposes only? Research and instruction? Who will have access to or view the tapes? Will subjects be allowed to preview the tapes? What will happen to the tapes at the end of the study? What will happen to the tapes if the subject withdraws?). All possible uses of the tapes/films/photos (current & future) must be described. If tapes are kept by the SI beyond the end of the study and/or archived, then the following statement must be included: “The tapes/films/photos will not be used for any additional purposes without your additional permission.” and signed/documented consent is required.

13. **IF DECEPTION IS USED**, include a statement to the effect that the research cannot be fully described at this time, but at the conclusion of participation, an explanation will be provided. (Provide a copy of the debriefing script with your packet for Committee review.)

14. Emergency Medical Treatment. If the study involves risk procedures (exercise, medical, stress, alcohol, and so on), the following paragraph is to be included:

   "In the unlikely event of physical injury resulting from your participation in this research, emergency medical treatment will be provided at no cost to you. Be certain that you immediately notify the researcher if you are injured. If you require additional medical treatment you will be responsible for the cost. No other compensation will be provided if you are injured in this research."

15. A statement that the particular treatment or procedure may involve currently unforeseeable risks to the subject (or to the embryo or fetus, if the subject is or may become pregnant).

16. Anticipated circumstances under which the subject's participation may be terminated by the project team member without regard to the subject's consent.

17. Any additional costs to the subject that may result from participation in the research. (If subjects will be charged for participation in the research project, then all costs must be itemized on the consent form. If alternative, non-investigational procedures are available, then these procedures should be discussed and the average costs included in the consent form.)

18. A statement that significant new findings developed during the course of the research, and which may be related to the subject's willingness to continue participation, will be provided to the subject.
SAMPLE

INFORMED CONSENT STATEMENT (for Fast Track Review)

(Include or exclude information as applicable.)
(Item numbers are keyed to the checklist for reference only - do not include in your information sheet.)

STUDY INFORMATION SHEET (item 1)
[List title of study here] (item 2)

You are invited to participate in a research study. (item3) The purpose of this study is _________________________.

(item 3a)

INFORMATION

Describe all procedures, preferably in chronological order, which will be employed in the study. (item 3-b).

State the amount of time required of the subject per session and for the total duration of the study (item 3-c).

If applicable to your study, describe:

The number of subjects that will be participating in the research (item 11).

Information concerning taping or filming (item 12).

BENEFITS

List the benefits you anticipate will be achieved from this research, either to the subjects, others, or the body of knowledge (item 3-f).

CONFIDENTIALITY (item 4)

Describe the extent, if any, to which confidentiality of records identifying the subject will be maintained. OR, explain when and how confidentiality will be broken.

COMPENSATION AND INSURANCE (item 5, if applicable add here)

For participating in this study you will receive ____________. Other ways to earn the same amount of credit are ____________. If you withdraw from the study prior to its completion, you will receive ____________.

CONTACT (items 6 & 7)

If you have questions at any time about the study or the procedures, you may contact the researcher, [name], at [address] and [phone number]. If you feel you have not been treated according to the descriptions in this form, or your rights as a participant in research have been violated during the course of this project, you may contact the Committee on the Use of Human and Animal Subjects in Teaching and Research by email at hasc@hkbu.edu.hk or by mail to Graduate School, Hong Kong Baptist University, Kowloon Tong, Hong Kong.

PARTICIPATION (items 8 & 10)

Your participation in this study is voluntary; you may decline to participate without penalty. If you decide to participate, you may withdraw from the study at any time without penalty and without loss of benefits to which you are otherwise entitled. If you withdraw from the study before data collection is completed your data will be returned to you or destroyed.

(Indicate whether this information will be presented orally or given to the subjects in written form. If provided in written form, duplicate copies are not necessary, as no signature is required.) In nearly all cases, the Committee will require that the information be provided in written form. Should you wish to clarify whether oral presentation is acceptable, please provide the details and send your enquiry to the Committee via email at hasc@hkbu.edu.hk.
CONSENT (item 9)

I have read and understand the above information. I have received a copy of this form. I agree to participate in this study.

Signature of the Subject_________________________________________ Date _______________________
Signature of the Parent(s) / Guardian(s) __________________________ Date _______________________
Signature of the Project team member ____________________________ Date _______________________
SAMPLE

INFORMED CONSENT STATEMENT (for Full/Fast Track Review)

(Include or exclude information as applicable.)
(Item numbers are keyed to the checklist for reference only - do not include in your consent.)

HONG KONG BAPTIST UNIVERSITY
INFORMED CONSENT STATEMENT (item 1)
[List title of project here] (item 2)

You are invited to participate in a research study. (item 3) The purpose of this study is ___________________________. (item 3-a)

INFORMATION

Describe all procedures, preferably in chronological order, which will be employed in the study. Point out any that are considered experimental and explain technical and medical terminology (item 3-b).

State the amount of time required of the subject per session and for the total duration of the study (item 3-c).

If applicable to your study, describe:

The number of subjects that will be participating in the research (item 11).

Information concerning taping or filming (item 12).

A disclaimer for the use of deception (item 13).

RISKS

List the foreseeable risks or discomforts, if any, of each of the procedures to be used in the study, and any measures which will be used to minimize the risks (items 3-d & e).

EMERGENCY MEDICAL TREATMENT (item 14, if applicable add here)

In the unlikely event of physical injury resulting from your participation in this research, emergency medical treatment will be provided at no cost to you. Be certain that you immediately notify the researcher if you are injured. If you require additional medical treatment you will be responsible for the cost. No other compensation will be provided if you are injured in this research.

BENEFITS

List the benefits you anticipate will be achieved from this research, either to the subjects, others, or the body of knowledge (item 3-f).

CONFIDENTIALITY (item 4)

Describe the extent, if any, to which confidentiality of records identifying the subject will be maintained. OR, explain when and how confidentiality will be broken.

COMPENSATION AND INSURANCE (item 5, if applicable add here)

For participating in this study you will receive _____________________. Other ways to earn the same amount of credit are _______________________. If you withdraw from the study prior to its completion, you will receive _______________________.

CONTACT (items 6 & 7)
If you have questions at any time about the study or the procedures, (or you experience adverse effects as a result of participating in this study) you may contact the researcher, [name], at [address] and [phone number]. If you feel that you have not been treated according to the descriptions in this form, or your rights as a participant in this research have been violated during the course of this project, you may contact the Committee on the Use of Human and Animal Subjects in Teaching and Research by email at hasc@hkbu.edu.hk or by mail to Graduate School, Hong Kong Baptist University, Kowloon Tong, Hong Kong.

PARTICIPATION (items 8 & 10)

Your participation in this study is voluntary; you may decline to participate without penalty. If you decide to participate, you may withdraw from the study at any time without penalty and without loss of benefits to which you are otherwise entitled. If you withdraw from the study before data collection is completed your data will be returned to you or destroyed.

CONSENT (item 9)

I have read and understand the above information. I have received a copy of this form. I agree to participate in this study.

Signature of the Subject ___________________________ Date ________________

Signature of the Parent(s) / Guardian(s) ___________________________ Date ________________

Signature of the Project team member ___________________________ Date ________________

NOTES TO PROJECT TEAM:

1. Researchers are urged by HASC to use the wording in the checklist and sample, as it applies to their study, and to follow the format of the sample, unless researcher supported reasons are provided for the alternatives. Use of unnecessary alternative wording or different format may slow down the review process. The form should be written in second person ("You are invited..."). Use of first person ("I") can be interpreted as suggestive and coercive.

   ^This phrase should only be included when the study also requires the use of the Emergency Medical Treatment Statement.

2. Study Information Sheets for mail surveys may take the format of a letter, as long as all the required information is included.

3. If the Informed Consent Statement or Study Information Sheet is to be in a foreign language, submit the foreign language version and an English translation.

4. Be sure to follow the directions in item 9 on the checklist for preparing the signature lines. Separate forms should be prepared when young minors are used; one for the minors and one for the parents. If the minors are age 15 and above a single form may be acceptable with signature lines for both the minor and parent.

5. If your form is more than one page, there should be a line at the bottom of each page for the subject's initials, except for the last page where the signature is obtained.

6. Be sure to include any of the items 10-18 on the Informed Consent Statement Checklist that are appropriate to your study. While items 15-18 are not specifically covered in the sample, if they apply to your study they must be included.
同意書樣本 - 適用於簡易審核

研究題目

背景資料
研究效益
私隱保障（如此項適用可加插在此）
補償及保險安排 (如適用)
聯絡資料
參與條款

備註：有關每項之詳情可參考英文版本
同意書樣本 – 適用於全面/簡易審核

研究題目

背景資料
風險評估
緊急醫療措施
研究效益
私隱保障補償及保險安排 (如適用)
聯絡資料
參與條款

同意書
實驗對象簽署
日期
研究人員簽署
日期

備註：有關每項之詳情可參考英文版本