1. Apart from collecting theses, the University Libraries offers a service for the binding of theses or dissertations submitted to the University of Hong Kong in partial fulfilment of requirements for a higher degree. Theses/dissertations so bound will be in the binding format in accordance with University regulations. (see “Binding Specifications for theses/dissertations submitted for HKU higher degrees”)

2. Higher degree students who wish to make use of this service should bring their theses/dissertations to register at the Librarian’s Office. All copies should be in a form that is ready for binding and students should ensure that all pages are correctly collated and that none is missing.

3. The Libraries may be able to bind theses/dissertations for non-HKU higher degrees, provided that the binding format does not deviate too much from the HKU format. Clear instructions must be given upon registration at the Librarian’s Office, but the Libraries reserves the right to determine whether to accept these for binding.

REGISTRATION

4. Students should bring copies of their theses/dissertations ready for binding to register at the Librarian’s Office, 4th Floor, Main Library (New Wing), during office hours (Monday to Friday: 8:45 a.m. – 1 p.m., 2 p.m. – 5:45 p.m.). Requests for service outside office hours can be made by calling 3917-2249.

TURNAROUND TIME

5. Normal turnaround time is approximately 10 to 14 working days from the date of registration. It may take longer if there are holidays in between.

6. The student will be notified by mail when the bound copies are available for collection. The student is responsible for delivering the necessary bound copies to his or her department along with the signed “Thesis Submission Form”. Details on theses submission are available at http://etd.lib.hku.hk. The department will then send a bound copy to the Libraries. The thesis will be accessioned, catalogued and added to the University Archives. The whole process will normally be completed within a few months from the date of the Congregation at which the author’s degree is conferred.
7. Effective 1 September 2017, the binding charge for theses/dissertations submitted for HKU degree is $195 per volume (subject to revision from time to time) and the binding charges for Non-HKU degrees is $245 per volume (including the Master of Arts-Recreational and Sports degree jointly offered by HKU and the Victoria University). These charges are subject to revision.

8. At the time of registration, the author of the thesis/dissertation will be notified of the total amount due together with a pay-in slip with which payment can be made to any Hong Kong Bank branches.

9. The bound copies are available for collection in the Librarian’s Office on presentation of the customer’s copy of the pay-in slip as proof of payment.

10. Individual faculties or departments may wish to submit theses/dissertations for binding on behalf of their students. If so, they should undertake to ask students concerned to sign the “Thesis Submission Form” which should be sent to the Libraries together with the theses/dissertations. If the theses/dissertations are to be handled by external binderies, the faculty/department is responsible for ensuring that the right binding format is adopted (see “Binding specification for theses/dissertations submitted for HKU higher degrees”).

11. Binding charges for theses/dissertations submitted via faculties/departments shall be charged to departmental accounts and the Libraries shall not be responsible for collecting these charges from individual students. Faculties/Departments must indicate the account to be debited at the time of registration. A special handling charge of HK$50 per copy will be imposed on requests from MPhil/PhD/SJD students for express binding before the Congregation.

12. For inquiries about the above services, please contact:

Binding of theses – Librarian’s Office (Tel: 3917-2249)
Other inquiries related to theses – Information Services Division (Tel: 3917-2203)

August 2017
Librarian’s Office