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**THE UNIVERSITY OF HONG KONG LIBRARIES**  
**BINDING SERVICE FOR HIGHER DEGREE STUDENTS OF HKU**  
**AND THESES COLLECTION**

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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 Lending Services Counter. 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 Lending Services Counter, 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 Lending Services Counter, 2<sup>nd</sup> Floor, Main Library (New Wing), one hour before library closing on Monday to Saturday, except public holiday. (<https://lib.hku.hk/general/hours/index.html>)

**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 theses 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.

## **BINDING CHARGES, PAYMENT METHOD, COLLECTION**

7. Effective 1 September 2021, the binding charge for theses/dissertations submitted for HKU degree is \$320 per volume for 1 copy, and \$285 per volume for 2 copies or more (subject to revision from time to time) and the binding charges for Non-HKU degrees is \$390 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 theses/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 Lending Services Counter on presentation of the customer's copy of the pay-in slip as proof of payment.

## **SPECIAL ARRANGEMENT FOR BINDING VIA FACULTIES/DEPARTMENTS**

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\$80 per copy will be imposed on requests from MPhil/PhD/SJD students for express binding before the Congregation.

## **INQUIRIES**

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

Binding of theses – Administrative Services Division (Tel: 3917-2249)

Other inquiries related to theses – Learning and Research Services Division (Tel: 3917-2203)

October 2021

Administrative Services Division