

DEPARTMENT OF DIGITAL ARTS AND CREATIVE INDUSTRIES

BACHELOR OF ARTS (HONS)  
IN  
VISUAL STUDIES

CAPSTONE PROJECT HANDBOOK  
(2023-2024)

LINGNAN UNIVERSITY

## CAPSTONE PROJECT OVERVIEW

The Capstone Project is the culmination of skills, knowledge, and approaches students have acquired across the DACI curriculum, and therefore it is completed under faculty supervision during their final year at Lingnan University. The work represents the pinnacle of programme study and offers students an opportunity to demonstrate capabilities as emerging professionals.

To allow research and creative output to grow organically from students' personal interests, abilities, academic performance, and career goals, capstone projects can be undertaken individually or in groups and adopt one of three forms:

### Capstone Project Options:

|                | VIS4302<br>Research Dissertation | VIS4303<br>Creative Project | VIS4304<br>Curatorial Project  |
|----------------|----------------------------------|-----------------------------|--|
| No. of Credits | 6                                | 6                           | 6  |
| Minimum cGPA   | 2.8                              | nil                         | nil  |
| Pre-requisite  | nil                              | yes*                        | yes*   |
| Project Size   | 1 student                        | 1-2 students                | 1-2 students<br>(online exhibition only)<br>3-4 students<br>(online or physical<br>exhibition)** |

\*for more information on the requirements for capstone projects, please refer to the VS programme curriculum.

\*\*Students pursuing a physical exhibition should obtain approval from the Head of the Department.

### Expected output:

|                               |  |
|-------------------------------|--|
| VIS4302 Research Dissertation | <ul style="list-style-type: none"> <li>• Conduct independent research and compose a well-organized dissertation of 6000 (min) -8000 (max) words in English</li> </ul>                              |
| VIS4303 Creative Project      | <ul style="list-style-type: none"> <li>• Project proposal</li> <li>• Project plan</li> <li>• Prototypes/ sketches/ rough cut</li> <li>• Completed creative work</li> <li>• Presentation</li> </ul> |
| VIS4304 Curatorial Project    | <ul style="list-style-type: none"> <li>• Project proposal</li> <li>• Mount a virtual or real exhibition</li> <li>• A Reflective Report</li> </ul>  |

### Supervision:

The academic staff in the Digital Arts and Creative Industries Department will provide supervision. The role of the supervisor is to guide the student through the entire Capstone process. Therefore, it's necessary for a student to have the same supervisor throughout the project. For academic matters concerning the Capstone Project, students may contact their respective advisors.

## GENERAL GUIDELINES

### 1. Timeline and Deadlines

- During the capstone periods, the student and supervisor should meet at least six times (three times per semester). The suggested meeting times are as follows:
  1. An initial meeting to kick off the project;
  2. A meeting after the project proposal is submitted;
  3. A meeting including a work-in-progress presentation at the end of the first term;
  4. A mid-year evaluation meeting near the start of the second term;
  5. A meeting to check progress in the middle of the second term;
  6. A meeting to review the draft of the dissertation/business proposal (2-3 weeks before the final submission).

It is up to the student and the supervisor to schedule additional meetings if desired.

- Students are advised to strictly adhere to the Capstone Timeline. Please note that the deadline for the Final Dissertation/Creative Project/Curatorial Project is fixed.
- The supervisor and student can agree on different deadlines for all assessed components of the Capstone except the Final Dissertation/Creative Project/Curatorial Project deadline.

|                         |   |
|-------------------------|---|
| 2 May 2023              | Submission of Capstone Project Preference from Student  |
| Late May 2023           | Release the result of the Capstone Project and Supervisor                                     |
| June-August 2023        | Preparation stage: Literature review, Preproduction Planning; Submission of Initial Proposals |
| Early Sep 2023          | Proposal Due  |
| Early Oct 2023          | Revised Proposal Due  |
| Mid-Oct 2023            | Approval of Proposals (all students will receive emails from the undergraduate coordinators)  |
| Mid-Oct - Late Nov 2023 | Commencement of Writing, Research and Development, Production                                 |
| Early Dec 2023          | Work In Progress Presentation to supervisor   |
| Early April             | First Draft Due (Dissertation)  |
| 6 May 2024              | Submission of Final Research Dissertation/ Creative Project/ Curatorial Project*/**           |
| Mid May 2024            | Capstone Project Presentation Day***  |

\* Late Policy: Projects that are submitted after the deadline (but within 6 hours) will be marked down by 10% (A→A-); projects that are up to 48 hours late will be marked down by one letter grade (A→B); projects that are more than 48 hours late will receive the F grade.

\*\*Extensions: If a delay is reasonably expected, Final Project extensions should be requested from the Board of Examiners at least two weeks before the final deadline. Unexpected delays shall be evaluated on a case-by-case basis but must demonstrate extreme need. All extension requests should be properly motivated and include documentation when necessary.

\*\*\* This is a great opportunity for students to showcase their project experience and develop professional skills to enhance their career readiness. Each student/team will be given 10 minutes to present their work (Dissertation/Creative Project/Curatorial Project).

## 2. Project Proposal

You must submit a formal written proposal in Term 1. The 1,000-word proposal will function as an outline for your research dissertation, creative project, or curatorial project.

The following is a suggested proposal outline:

### Research Dissertation

#### Introduction

- A concise description of the project, including the rationale, research objectives, and questions to be addressed.

#### Research problem

- Explicit statement of the problem, issue, or critical focus to be researched.
- Clear, concise definitions of important terms.
- Straightforward statement arguing for the significance of the project.

#### Literature review

- What does previous research reveal about the different aspects of the problem?
- What research questions or hypotheses have emerged from the literature review and how does this project extend/challenge previous work? You may establish the significance of your topic by arguing that the research fills a gap in the literature or provide the possibility for fruitful exploration.

#### Methodology

- What is the theoretical or analytical framework for the investigation?
- What will be used to conduct the research?
- What are the limitations of this methodology? What sources of bias will exist? How will they be controlled?

#### Chapter Outline

#### Works Cited

- Reference list of secondary sources (15-20 entries of scholarly and critical relevance) and a list of primary sources (e.g. films, artworks, and audio/visual materials) useful for the investigation
- Use either The MLA Handbook or The Chicago Manual of Style (consult your supervisor for reference)

## **Creative Project**

Description of Creative Project  
Background Research and Inspirations  
Theme  
Messages/ Objectives  
Outcome, Quantity, and Target Audience  
Design Strategy and Approach

### Tentative Final Work Reference

- Students should submit 3 – 5 artwork references to illustrate their tentative final outcome.
- Works submitted need to be from prominent artists/ designers/ moving-image makers who have been recognized by museums or galleries.

### Working Schedule

- Students should include a work schedule and expected goal(s) in each month for research or actual production that align with the rubrics requirement.

### Creative Portfolio

- Students should include 5- 10 previous works that could demonstrate their interest and skills that relate to the current project.
- Students should 5 – 10 other works by them (if any) to illustrate other skills or themes that the supervisor could encourage students to explore.
- All artwork submissions should include artwork image(s), artwork details, and artwork description.

## **Curatorial Project**

### Exhibition Proposal

- A concise description of the exhibition theme and curatorial framework, including the the proposed exhibition title, objectives, background research, context, and/or inspirations.
- The overview should also include practical considerations: exhibition venue (virtual or physical), design and installation requirements, total budget, promotion, proposed dates, and target audiences.

### Preliminary Artist or Object List

- Students should submit a preliminary list of at least five relevant exhibits with images and captions.
- Artworks may come from contemporary artists or museum collections. Students should consider potential copyright issues and the availability of artwork(s) during the proposed exhibition dates.

### Working Schedule

- The schedule should include tentative dates for preparing and confirming all aspects of the exhibition: research, design, installing artworks, and dismantling the exhibition, as well as promotion and supporting programming, considering manpower, logistics, and parties involved.

### Budget

- A budget should be provided detailing all production costs, including but not limited

to venue costs, loan costs (if required), promotional material printing, artwork delivery and transportation, software purchases (if required), insurance, and potential sponsorship.

**3. Work In Progress Presentation**

The student updates their supervisor on the project's progress near the end of Term 1.

**4. Submission of Final Research Dissertation/ Creative Project/ Curatorial Project**

Due on 6 May 2024: Students should submit the final capstone project to Moodle.

**5. Capstone Project Presentation Day**

Students must present their capstone projects during the VS Capstone Project Presentation Day. Each student/team will be given 10 minutes to present their work (Dissertation/Creative Project/Curatorial Project). The presentation will be evaluated by the capstone project assessment panel consisting of three DA+CI faculty members (including the project supervisor).

## **GRADING**

This Capstone Project uses continuous assessment throughout the duration of the academic year. The major weight of the final grade considers the holistic process of creativity and production. The evaluation is based on time management skills, organizational ability, problem-solving skills, critical thinking, originality, creativity, aesthetic quality, communication appropriateness, decision-making skill, creative use of computer techniques, and self-initiative attitude of the student.

### **Grading Criteria:**

#### **VIS4302 Research Dissertation**

- 30% Continuous Assessment (including project proposal)
- 70% Final Research Dissertation
  - a. 60% Dissertation
  - b. 10% Oral Presentation (10 minutes)

Link to the Syllabus and Rubrics:

[VIS4302 Capstone Project - Research Dissertation](#)

#### **VIS4303 Creative Project**

- 30% Continuous Assessment (including project proposal, project plan, creative journals, and prototypes)
- 70% Final Creative Project
  - a. 40% Final Creative Work
  - b. 20% Written Assignment
    - Artist Statement (500-1000 words)
    - End-of-project reflective report (1,000 words)
  - c. 10% Oral Presentation (10 minutes)

Link to the Syllabus and Rubrics:

[VIS4303 Capstone Project - Creative Project](#)

#### **VIS4304 Curatorial Project**

- 30% Continuous Assessment (including project proposal, and project plan.)
- 70% Final Curatorial Project
  - a. 40% Mounting of Virtual or Actual Exhibition
  - b. 20% Written Assignment
    - Exhibition Statement (500-1000 words)
    - End-of-project reflective report (1,000 words)
- 10% Oral Presentation (10 minutes)

Link to the Syllabus and Rubrics:

[VIS4304 Capstone Project - Curatorial Project](#)

## **ADVICE FOR STUDENTS:**

Advisors should encourage constructive and fruitful discussions with the students.

Students should:

- research and understand the relevant subjects of the project;
- take the initiative to arrange meetings with your advisor;
- hand in required deliverables at a defined deadline;
- be prepared for meetings with the project advisor and ready to adjust methodological and theoretical approaches according to advice provided by the advisor;
- attend all project meetings;
- be conscious of their work methods;
- take notes during supervision sessions and project meetings;
- be aware of the limitation of availability of facilities and equipment on campus.