

DEPARTMENT OF DIGITAL ARTS AND CREATIVE INDUSTRIES

BACHELOR OF ARTS (HONS)
IN
VISUAL STUDIES (VS)/ FILM and VISUAL ARTS (FVA)

CAPSTONE PROJECT HANDBOOK
(2026-27)

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 outputs 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:

	FVA4302 Research Dissertation	FVA4303 Creative Project	FVA4304 Curatorial Project
No. of Credits	6	6	6
Pre-requisite	nil	yes*	yes*
Project Size	1 student	1-2 students	1-2 students (online exhibition only) 3-4 students (online or physical exhibition) **

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

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

Expected outputs:

FVA4302 Research Dissertation	• Conduct independent research and compose a well-organized dissertation of around 8,000 words in English excluding bibliography, graphics and charts. • The proposed project topics should align with the student's assigned concentration.
FVA4303 Creative Project	• Create an artwork (in a medium studied in courses, such as video or drawing) that demonstrates the student's creativity and showcases technical skills. (Video works should not exceed 10 minutes and must include English and Chinese subtitles; any creative works presented in Chinese must include an English translation). • Creative Statement • End-of-project reflective report • Project Presentation
FVA4304 Curatorial Project	• Mount a virtual or real exhibition with a well-developed curatorial idea (The exhibition text must be written in English.) • Exhibition Statement • End-of-project reflective report • Project Presentation

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.

Late Aug 2026	Release the result of the Capstone Project and Supervisor
Aug to Sept 2026	Preparation stage: Literature review, Preproduction Planning and Drafting the Proposal
30 Sep 2026	Proposal Due
15 Oct 2026	Revised Proposal Due
30 Oct 2026	Approval of the Proposal
23 Feb 2027	Work-In-Progress Presentation for student taking FVA4302 Research Dissertation
1 Apr 2027	First Draft Due (Dissertation)
28 Apr 2027	Submission of Final Research Dissertation/ Creative Project/ Curatorial Project*/**
Early to Mid-May 2027	Project Presentation of Final Capstone Project for student taking FVA4303 Creative Project or FVA4304 Curatorial Project

* Late submission (within 6 hours) will be marked down by 10%; up to 48 hours late will be marked down by 20%; 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.

2. Project Proposal

You must submit a formal written proposal in Term 1. The 1,000-word proposal (10% of total marks) 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

(The proposed project topics should align with the student's assigned concentration.)

- 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 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 cost, promotional material printing, artwork delivery and transportation, software purchases, insurance, and potential sponsorship (if required).

3. Approval of Proposals

The proposal should be submitted to the supervisor for endorsement by 15 October, 2026, and subsequently approved by the DACI Department. Students must work on the approved project proposal. Change of the project topic requires the approval from the DACI Department. To obtain approval, students should submit their application to DACI@LN.edu.hk for consideration. Application deadline is the last day of class of the first term.

4. Work-In-Progress Presentation (for FVA4302 Research Dissertation student only)

Students enrolling in FVA4302 Research Dissertation are required to report their progress by 23 February 2027 in the form of a presentation. The presentation will be graded by the supervisor and another DACI faculty member.

5. Submission of Final Research Dissertation/ Creative Project/ Curatorial Project

Due on 28 April 2027:

Students should submit the final capstone project to Moodle, together with the signed agreement (see appendix 1).

Students of creative/curatorial projects should also submit the end-of-project reflective report to Moodle.

6. Project Presentation (for FVA4303 Creative Project and FVA4304 Curatorial Project student only)

To provide students an opportunity to present their creative works to an audience, each student/team will present their work in English (Creative Project/Curatorial Project) to an assessment panel. The panel consists at least two DACI faculty members (including the project supervisor). Faculty and students may be invited to attend the presentation.

7. Repository Mechanism of Capstone Projects

All capstone projects must be submitted to the department's official repository in the required digital format. The Department will retain submitted projects and may use them for teaching and showcasing purposes. Projects may be featured in accordance with the terms outlined in the copyright assignment agreement. If you have concerns about public use, please inform the Department by email to DACI@LN.edu.hk.

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.

Marking of the final work will be conducted by the supervisor and another assessor; the grade will be assigned based on the mean of the scores given by the two assessors

Grading Criteria:

FVA4302 Research Dissertation

- 30% Continuous Assessment (including project proposal, attendance of meetings, participation, progress, project involvement, attitude, meeting deadlines)
 - 10% Project Proposal
- 70% Final Research Dissertation
 - 20% Work-In-Progress Presentation (15 minutes including Q and A)
 - 50% Research Dissertation

Link to the Syllabus and Rubrics:

[FVA4302 Capstone Project - Research Dissertation](#)

FVA4303 Creative Project

- 30% Continuous Assessment (including project proposal, attendance of meetings, participation, progress, project involvement, attitude, meeting deadlines)
 - 10% Project Proposal
- 70% Final Creative Project
 - 30% Development & Final Art Piece
 - 20% Documentation of work development:
 - 10% Creative Statement (500 words)
 - 10% End-Of-Project Reflective Report (500 words)
 - 20% Project Presentation (15 minutes including Q and A)

Link to the Syllabus and Rubrics:

[FVA4303 Capstone Project - Creative Project](#)

FVA4304 Curatorial Project

- 30% Continuous Assessment (including project proposal, attendance of meetings, participation, progress, project involvement, attitude, meeting deadlines)
 - 10% Project Proposal
- 70% Final Curatorial Project
 - 30% Development & Final Curatorial Project
 - 20% Documentation of work development:
 - 10% Exhibition Statement (500 words)
 - 10% End-Of-Project Reflective Report (500 words)
 - 20% Project Presentation (15 minutes including Q and A)

Link to the Syllabus and Rubrics:

[FVA4304 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.

Assignment of Copyright in Student's Works

This assignment _____ (The title of the Work) is made on _____ (Date) in connection with the student's capstone project at the Department of Digital Arts and Creative Industries of Lingnan University.

Parties

1. _____ (Name of Student) (Student ID No _____)
2. The Department of Digital Arts and Creative Industries of Lingnan University, Tuen Mun, Hong Kong ("The Department").

In consideration of the student being studied at the Department and his/her Work created under the guidance of the Department's instructors, the parties agree as follows:

1. The student hereby assign to the Department the copyright and permission to use, reproduce, publish, exhibit, and distribute the Work, on a voluntary basis.
2. The Department may use the Work for educational, promotional, archival, and administrative purposes, in any format, including print, digital, and online, on the condition that it is non-commercial.
3. The Department will credit the student as the creator of the Work, whenever deemed appropriate.
4. When the student graduates or otherwise ceases to be a student of the University, this agreement remain applicable.

Signed:

_____ (Signature of Student)