

2019/20 MA Program in Brand and Fashion Management

Fu Jen Catholic University

The Schedule for ‘Submission of Research Proposal’ (SRP/ 研究計畫提審)

Dates	Guidelines for Students and Supervisors	Guidelines for the BFM Office
10/15 (Tue)		<ul style="list-style-type: none"> ■ Make announcement of the schedule for SRP. ■ Send the SRP application form to students.
11/15 (Fri)	<ul style="list-style-type: none"> ■ Hand-in <ol style="list-style-type: none"> 1) The fulfilled SRP application form with supervisor’s signature. 2) The applicant’s study records need to be enclosed. (Student Portal→System Menu→Courses and Academics→Check My Grades) ■ Students have to aware and to remind his/her supervisor regarding to the date of defense. 	
12/20 (Fri)		<ul style="list-style-type: none"> ■ Invite and confirm the address of committee members. ■ The time schedule for each presenter will be announced officially.
12/23 (Mon)		<ul style="list-style-type: none"> ■ Send the address of committee members to presenters.
12/25 (Wed)	<ul style="list-style-type: none"> ■ Hand-in the completed three chapters to the BFM Office via e-mail. ■ The delivery of thesis hard copy to the committee members via post. ◆ Committee members have right to cancel the exam if he/she received the thesis too late. 	<ul style="list-style-type: none"> ■ Send the invitation letters to examiners.
1/3 (Fri)	<ul style="list-style-type: none"> ■ The delivery of PPT file to the BFM Office via email. 	
1/7 (Tue)	<ul style="list-style-type: none"> ◆ The Defense day. ■ For students to prepare : <ol style="list-style-type: none"> 1) PPT file 2) PPT hard copy-1 page with 2 PPT slides ■ Students have to upload the PPT file to computer before defend. 	<ul style="list-style-type: none"> ■ For the BFM Office to prepare : <ol style="list-style-type: none"> 1) Venue and equipment 2) Fees for examiners 3) Tea or Coffee ◆ In the case of exam re-take, students must pay for the exam fees by themselves. ◆ Any incomplete application will be ineligible for the Defense.