

2023/2024 MA Program in Brand and Fashion Management

Fu Jen Catholic University

The Schedule for Thesis Defense

Dates	Guidelines for Students and Supervisors	Guidelines for the BFM Office
11/10 (Fri)	<ul style="list-style-type: none"> ■ Hand-in <ol style="list-style-type: none"> 1) The fulfilled oral exam application form with his/her 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 be aware and to remind his/her supervisor regarding to the date of defense. 	<p>Download Oral Defense Application Form: https://reurl.cc/XVxVRD</p>
12/01 (Fri.)		<ul style="list-style-type: none"> ■ Confirm the address of committee members.
12/13 (Wed)	<ul style="list-style-type: none"> ■ Students have to apply online (Student Portal → System Menu → Dissertation and Thesis Management System) and inform BFM office. ■ Turnitin Report 	<ul style="list-style-type: none"> ■ The time schedule for each presenter will be announced officially. ■ Send the address of committee members to presenters.
12/18 (Mon)	<ul style="list-style-type: none"> ■ Hand-in the completed file of thesis 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.
12/27 (Wed)	<ul style="list-style-type: none"> ■ The delivery of the PPT file to the BFM Office via email. 	
1/2 – 1/5	<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 3) Tea and/or coffee 4) Cookies and/or sandwiches ■ 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 ◆ 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.