

## 2020 MA Program in Brand and Fashion Management

Fu Jen Catholic University

### The Schedule for **Thesis Defense**(畢業口試)

Dates	Guidelines for Students and Supervisors	Guidelines for the BFM Office
<b>4/21 (Tue)</b>	<ul style="list-style-type: none"> <li>■ Hand-in</li> <li>1) The fulfilled oral exam application form with his/her supervisor's signature.</li> <li>2) The applicant's study records need to be enclosed. (Student Portal→System Menu→Courses and Academics→Check My Grades)</li> <li>■ Students have to aware and to remind his/her supervisor regarding to the date of defense.</li> </ul>	
<b>4/27 (Mon)</b>	<ul style="list-style-type: none"> <li>■ Students have to apply online (Student Portal→System Menu→Dissertation and Thesis Management System) and inform BFM office.</li> </ul>	<ul style="list-style-type: none"> <li>■ The time schedule for each presenter will be announced officially.</li> <li>■ Confirm the address of committee members.</li> </ul>
<b>6/10 (Wed)</b>		<ul style="list-style-type: none"> <li>■ Send the address of committee members to presenters.</li> </ul>
<b>6/15 (Mon)</b>	<ul style="list-style-type: none"> <li>■ Hand-in the completed file of thesis to the BFM Office via e-mail.</li> <li>■ The delivery of thesis hard copy to the committee members via post.</li> <li>◆ <b>Committee members have right to cancel the exam if he/she received the thesis too late.</b></li> </ul>	<ul style="list-style-type: none"> <li>■ Send the invitation letters to examiners.</li> </ul>
<b>6/10 (Wed)</b>	<ul style="list-style-type: none"> <li>■ The delivery of the PPT file to the BFM Office via email.</li> </ul>	
<b>6/29 (Mon)</b>	<ul style="list-style-type: none"> <li>◆ <b>The Defense day.</b></li> <li>■ For students to prepare :                             <ol style="list-style-type: none"> <li>1) PPT file</li> <li>2) PPT hard copy-1 page with 2 PPT slides</li> <li>3) Tea and/or coffee</li> <li>4) Cookies and/or sandwiches</li> </ol> </li> <li>■ Students have to upload the PPT file to computer before defend.</li> </ul>	<ul style="list-style-type: none"> <li>■ For the BFM Office to prepare :                             <ol style="list-style-type: none"> <li>1) Venue and equipment</li> <li>2) Fees for examiners</li> </ol> </li> <li>◆ <b>In the case of exam re-take, students must pay for the exam fees by themselves.</b></li> <li>◆ <b>Any incomplete application will be ineligible for the Defense.</b></li> </ul>

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#### 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
4/13 (Mon)	<ul style="list-style-type: none"> <li>■ Hand-in</li> <li>1) The fulfilled SRP application form with supervisor’s signature.</li> <li>2) The applicant’s study records need to be enclosed. (Student Portal→System Menu→Courses and Academics→Check My Grades)</li> <li>■ Students have to aware and to remind his/her supervisor regarding to the date of defense.</li> </ul>	
5/25 (Mon)		<ul style="list-style-type: none"> <li>■ Invite and confirm the address of committee members.</li> <li>■ The time schedule for each presenter will be announced officially.</li> </ul>
5/29 (Fri)		<ul style="list-style-type: none"> <li>■ Send the address of committee members to presenters.</li> </ul>
6/1 (Mon)	<ul style="list-style-type: none"> <li>■ Hand-in the completed three chapters to the BFM Office via e-mail.</li> <li>■ The delivery of thesis hard copy to the committee members via post.</li> <li>◆ <b>Committee members have right to cancel the exam if he/she received the thesis too late.</b></li> </ul>	<ul style="list-style-type: none"> <li>■ Send the invitation letters to examiners.</li> </ul>
6/17 (Wed)	<ul style="list-style-type: none"> <li>■ The delivery of PPT file to the BFM Office via email.</li> </ul>	
6/22 (Mon)	<ul style="list-style-type: none"> <li>◆ <b>The Defense day.</b></li> <li>■ For students to prepare :                             <ol style="list-style-type: none"> <li>1) PPT file</li> <li>2) PPT hard copy-1 page with 2 PPT slides</li> </ol> </li> <li>■ Students have to upload the PPT file to computer before defend.</li> </ul>	<ul style="list-style-type: none"> <li>■ For the BFM Office to prepare :                             <ol style="list-style-type: none"> <li>1) Venue and equipment</li> <li>2) Fees for examiners</li> <li>3) Tea or Coffee</li> </ol> </li> <li>◆ <b>In the case of exam re-take, students must pay for the exam fees by themselves.</b></li> <li>◆ <b>Any incomplete application will be ineligible for the Defense.</b></li> </ul>