



BGMEA University of Fashion & Technology

Faculty of Fashion Studies &
Faculty of Textile Engineering

Master of Science (M.Sc.) program in Fashion Design and
Textile Engineering;

Academic guidelines and Notes on Master's Program

Year
2022/2022

Contents

1	ACADEMIC RULES FOR POSTGRADUATE STUDIES	5
1.1	Definitions:	5
1.2	Degree Offered:	5
1.3	Admissions requirements:	5
1.4	Admissions Procedure:	6
1.5	Academic Regulations:	6
1.6	Status of a student	7
1.7	Course Registration	7
1.8	Credit Transfer	8
1.9	Requirements for Continuation of a Program	8
1.10	Grading System:	8
1.11	Conduct of Examination of Theory Courses:	9
1.12	Conduct of Examination of Lab/Studio/Practical Courses:	10
1.13	Qualifying Requirements:	11
1.14	Thesis for M.Sc. in Textile Engineering/ M.Sc. in Fashion Design	11
1.15	Cancellation of Studentship.	13
1.16	Academic Fees.	13
1.17	Effectiveness of this Ordinance.	14
2	THESIS STRUCTURE IN THE M.SC.	15
2.1	Scope of a thesis	15
2.2	Thesis preparation	Error! Bookmark not defined.
2.3	Choosing a thesis topic	15
2.4	Submitting thesis topic	16
2.5	Keeping on top of the thesis process	16
2.6	Working with the Supervisor	17
2.7	Generic structure for thesis	18

2.8	Generic Structure of the project	19
2.9	Submission Format for thesis	19
2.10	General information	19
2.11	Presentation	19
2.12	Style and Language	19
2.13	Word limit	20
2.14	Graphical material	20
2.15	Proof reading	21
2.16	Plagiarism	21
2.17	Referencing	21
2.18	Appendices	21
2.19	Presentation conventions for text and formatting	22
2.20	Assessment criteria	24
	APPENDIX 1 – COVER PAGE	27
	APPENDIX 2 – TITLE PAGE	I
	APPENDIX 3 – ORIGINALITY AND COPYRIGHT STATEMENT	2
	APPENDIX 4 - ABSTRACT	5
	APPENDIX 5 - ACKNOWLEDGEMENT	6
	APPENDIX 6: CONFIDENTIAL RESEARCH STATUS REQUEST FORM	1
	APPENDIX 7: EVALUATION SHEET	2
	APPENDIX 8: THESIS SUBMISSION FORM	4
	APPENDIX 9: PROGRESS REPORT ON RESEARCH STUDENTS – M.SC.	7
	APPENDIX 10: FINAL THESIS SUBMISSION CHECK LIST	9
	APPENDIX 11 : RESEARCH SYNOPSIS FORM (EXPERIMENT BASED)	11
	APPENDIX 12: RESEARCH SYNOPSIS FORMAT (GENERIC)	42

1 Academic Rules for Postgraduate Studies

1.1 Definitions

1.1.1 University means BGMEA University of Fashion & Technology abbreviated as BUFT.

1.1.2 “Syndicate” means the Syndicate of the University.

1.1.3 “Academic Council” means Academic Council of the University.

1.1.4 “AGRC” means the Committee for Academic Graduate Research Committee of the University.

1.1.5 “CPGS” means the Committee Post Graduate Studies in a degree awarding department of the University.

1.1.6 “EC” means Equivalence Committee

1.2 Degree Offered

The Post Graduate degrees to be offered under this Rule are as follows.

1.2.1 Master of Science (M.Sc.) in

- (i) Textile Engineering abbreviated as M.Sc. (TE) (Thesis Based)
- (ii) Fashion Design abbreviated as M.Sc. (FD) (Project Based)

1.3 Admissions requirements

For admissions to the post graduate courses offered by the different faculties, candidate must have a minimum GPA of 3.0 in the scale of 5.0 or its equivalent in the pre-university examinations.

1.3.1 For admissions to the courses leading to the award of the degree of M.Sc. in Textile Engineering/ M. Eng. In TE, a candidate must have a B.Sc. in Textile Engineering or an equivalent Degree from any recognized University/Institute in the relevant/related field with a minimum CGPA of 2.5 in the scale of 4.0 or its equivalent.

1.3.2 For admissions to the courses leading to the award of the degree of M.Sc. in Fashion Design, a candidate must have a B.Sc. or an equivalent Degree from any recognized

University/Institute in the relevant/related field with a minimum CGPA of 2.75 in the scale of 4.0 or its equivalent.

1.4 Admissions Procedure

- 1.4.1 Applications for admission to the above courses shall be invited through regular means of advertisements and shall be received through prescribed application form.
- 1.4.2 There shall be an admission committee in each department as constituted by the respective CPGS. The admission committee will scrutinize the applications.
- 1.4.3 The eligible applicants may be required to appear at a written and/or oral test conducted by the admission committee. The committee on the basis of the admission test results, will approve a list of prospective post graduate students for admission into the postgraduate program of the concerned department.
- 1.4.4 Every selected candidate for the post graduate programs shall have to get himself/herself admitted/registered to the university within the prescribed time limit on payment of prescribed fees and other dues.
- 1.4.5 Eligibility for the admission of foreign students in the aforementioned postgraduate programs shall be examined by the equivalence committee.
- 1.4.6 On the recommendation of the appropriate committee, the rules for admission into post graduate courses at the University may be amended from time to time by the Academic council through Academic Graduate Research Committee.

1.5 Academic Regulations

- 1.5.1 For full time students, the minimum duration of the M. Sc. shall be three (03) semesters. However, a candidate must complete all requirements for the M. Sc. degree within four academic years from the date of his/her first admission.
- 1.5.2 For the part time students, the minimum duration of the M. Sc. courses shall be four semesters. However, a candidate must complete all requirements for the M. Sc. degree within four academic years from the date of his/her first admission.
- 1.5.3 There shall be two semesters namely odd and even, in the academic year. Normally, odd semester will start in March and the even in September.
- 1.5.4 The courses to be offered in a semester shall be determined by the respective department
- 1.5.5 Academic progress shall be measured in terms of credit hours earned by a student. One credit hour for theory course shall normally require one hour of class attendance per week in a semester. One credit hour for thesis and laboratory classes should

normally require three hours of work per week in a semester.

1.6 Status of a student

- 1.6.1 There shall be two categories of students namely
- 1.6.2 i) Full time: A full-time student shall not ordinarily be a full-time/part-time employee of any organization. However, the employees of any organization may be admitted as full-time student only if he/she is on leave or deportation from his/her employer. A full-time student may be awarded teaching/research assistantship in this University. ii) Part Time: student serving in different organization may be admitted as part time students with a written consent from their employer, at least two semesters (not exceeding one calendar year) for the program; and he/she must join the program with the approved leave not later than the beginning of their fourth semester.
- 1.6.3 The head of the department may allow a student to switch from part-time to full-time or vice versa on recommendation of the supervisor (if any). However prior approval of the employer is required for such a change.
- 1.6.4 The CPGS May permit a post graduate students to withdraw his/her name for M. Sc. course for a total period of three academic years on the recommendation of the supervisor (if any)/ advisor. Such withdrawal period will be assessed as academic exemption and will be ignored for the calculation of the total academic years spent by the student to complete the course.

1.7 Course Registration

- 1.7.1 Each registered student to the post graduate program shall be assigned by the respective CPGS, an advisor from the teachers of the department, not below the rank of an assistant professor having Ph.D. degree.
- 1.7.2 Every student in the post graduate program shall have to register the course(s) of the current semester within the prescribed time limit on payment of prescribed fees and other dues prior to each registration for any semester, the advisor/supervisor (as appointed by Articles 9/11 of this Ordinance) Shall check and approve the student schedule for course(s), prerequisites (if any) and the total credit hours.
- 1.7.3 Full-time M. Sc. Student must register a minimum of 12 credit hours and a maximum of 15 credit hours of the theory course per semester in consultation with faculty advisor.
- 1.7.4 A part-time M. Sc. student must register a maximum of six credit hours of the theory course per semester. However, a part time M.Sc. student may register a maximum of 9 credit hours of the theory course per semester.
- 1.7.5 On the approval of the supervisor the concerned Head and the course teacher(s), postgraduate students may be allowed to register theory courses offered by any other department of the university as per the following table:

Degree	Maximum allowable Theory Course	Maximum Allowable Theory hours.
M.Sc. Textile Engineering	8	450
M.Sc. in Fashion Design	8	450

1.8 Credit Transfer

After the first semester the respective CPGS may consider a student's application to transfer the credits earned elsewhere if the following conditions are fulfilled:

- i) The credit should be earned from a recognized University or Institution.
- ii) A maximum of 50% credit hours in the course work may be transferred.
- iii) Credits earned before five academic years from the date of application will not be considered.
- iv) Only B+ or higher grades will be considered.
- v) *Those who have completed the B.Sc. in Textile Engineering degree (4 years) will get the waiver of Technical Textiles and Advanced Materials Processes (Fiber, Yarn, Fabric, Dyeing-Printing, Apparel) & Properties as these subjects are covered in the undergraduate degree.*

1.9 Requirements for Continuation of a Program

- 1.9.1 If F grade is obtained in these or more subjects by a student, he /she shall not be allowed to continue the program.
- 1.9.2 If at the end of the 1st semester, the GPA falls below 2.5 (including C grades) he/she shall not be allowed to continue the program.
- 1.9.3 Minimum Credit Hour Requirements for the Degree.
- 1.9.4 Minimum requirements of the Theory and thesis credit hours to be earned by a student for different degrees are as outlined in the following table:

Degree	Theory	Thesis	Project	Total
M.Sc. Fashion Design	26	6	6	38
M.Sc. in Textile Engineering	32	6	-	38

1.10 Grading System

- 1.10.1 Letter grade system will be applied in assessment of the performance of a student in semester examination. Numerical Marking may be made in answer scripts but all final grading to be reported to the Head of the Department in prescribed form, shall be in the letter grade as outlined below:

Marks obtained	Grades		Grade points
80% and above	A+		4.0
75% to below 80%	A		3.75
70% to below 75%	A-		3.5
65% to below 70%	B+		3.25
60% to below 65%	B		3.0
55% to below 60%	B-		2.75
50% to below 55%	C+		2.5
45% to below 50%	C		2.25
40% to below 45%	D		2.00

Below 40%	F	Fail	0.0
	I	Incomplete	
	S	Satisfactory	
	U	Unsatisfactory	

- 1.10.2 Courses in which the student gets F grades shall not be counted towards credit hour requirements and for the calculation of Grade Point Average (GPA).
- 1.10.3 A student shall get I grade in a course if he/she is unable to complete the course due to any unavoidable circumstances. The student has to complete the course within the next two consecutive semesters, otherwise, he/she will get F grade in that course.
- 1.10.4 Satisfactory (S) and unsatisfactory (U) grade shall be used only as final grade for thesis and non-credit courses.
- 1.10.5 6.2 Calculation of GPA and CGPA

Grade Point Average (GPA) is the weighted average in a semester and is calculated as

$$\text{GPA} = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

Where n is the number of courses complete by the student in a semester with grades not less than C, C_i is the credit hour in a particular course and G_i is the grade point corresponding to the grade obtained by the student in that course.

A Cumulative Grade Point Average (CGPA) shall be also be computed at the end of second and subsequent semesters. CGPA gives the Cumulative performance of the student; and is computed by taking n in the above equation as the total number of courses completed by the student from first semester up to any other semester to which it refers. Both GPA and CGPA will be rounded off to the second place of decimal for reporting.

1.10.6 Students will be able to take improve if the subject grade point is less than 3.5 at particular subject.

1.11 Conduct of Examination of Theory Courses

- 1.11.1 In addition to class tests, assignments and/or examination during the semester as may be given by the teacher(s) concerned, these shall be a writer examination at the end of the semester for each of the courses offered in that semester. The dates of such examinations will be announced by the Head of the respective department at least two

weeks before the commencement of examinations. The final grade in a subject shall be based on the performance in all tests, assignments and/or examinations.

- 1.11.2 The respective teacher(s) of each theory course offered in a semester will be the paper setter and script examiner for the semester examination.
- 1.11.3 The respective course teacher(s) in his/her course in a prescribed form to the Head of the department all will also submit a copy of the same to the Controller of Examination of the University.
- 1.11.4 The Controller of Examination shall keep up –To-date record of all the grades obtained by a student in individual Academic Record and shall announce the same at the end of each semester. Students may collect a copy of transcript from the Controller of Examination at the end of the program, on payment of prescribed fees. However, the copy of the Academic Record Card may be given to the students, on payment of prescribed fees.

1.12 Conduct of Examination of Lab/Studio/Practical Courses

- 1.12.1 In addition to continuous assessments, assignments and/or examination during the semester as may be given by the teacher (S) concerned, there shall be a practical examination at the end of the semester for each of the courses offered in that semester. The dates of such examinations will be announced by the Head of the respective department at least two weeks before the commencement of examinations. The final grade in a subject shall be based on the performance in all tests, assessments and/or examinations.
- 1.12.2 The respective teacher (S) of each Lab/Studio/Practical course offered in a semester will be the paper setter and script examiner for the semester examination.
- 1.12.3 The respective course teacher(S) in his/her course in a prescribed form to the Head of the department all will also submit a copy of the same to the Controller of Examination of the University.
- 1.12.4 The Controller of Examination shall keep up –To-date record of all the grades obtained by a student in individual Academic Record and shall announce the same at the end

of each semester. Students may collect a copy of transcript from the Controller of Examination at the end of the program, on payment of prescribed fees. However, the

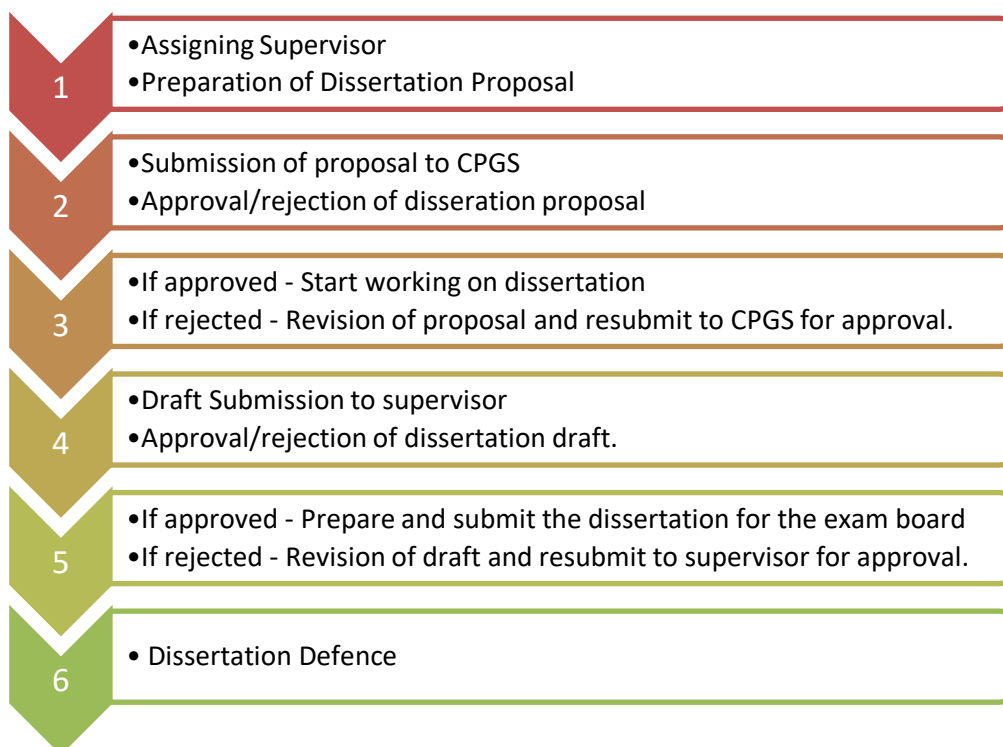
1.13 Qualifying Requirements

- 1.13.1 The qualifying Requirement of the postgraduate degree is that a student must earn minimum CGPA of 3.0 for M.Sc. Textile Engineering/ M.Sc. in Fashion Design
- 1.13.2 The C grade (S) up to a maximum of two subjects may be ignored for calculation of CGPA at the written request of the student that he/she has fulfilled the total course credit hour requirement with the required minimum CGPA in the remaining subjects.
- 1.13.3 In addition to successful completion of course work every student shall submit a thesis on his/her research work or a report on his/her project work fulfilling the requirements as detailed in Articles 1.5.10.
- 1.13.4 M.Sc. Textile Engineering/ M.Sc. in Fashion Design students must have a conference/Journal paper from his/her thesis work.

1.14 Thesis for M.Sc. in Textile Engineering/ M.Sc. in Fashion Design

- 1.14.1 Research work for a thesis shall be carried out under the supervision of a full time teacher of the department, not below the rank of Assistant professor. A co-supervisor (if necessary) from the department/University may also be recommend.

Progression of thesis



1.14.2 CPGS of the department will recommend the supervision for a student in the middle of first semester.

1.14.3 The research work must be carried out in this University. In special circumstances it may be carried out at a place (s) recommended by the supervisor.

1.14.4 The student shall certify that the research work has been done by him/her and that the same work has not been submitted elsewhere for any degree or award (except for publication).

1.14.5 The thesis should demonstrate and evidence of satisfactory knowledge in the field of the research undertaken by the student and must be an original contribution to engineering/science and worth of publication.

1.14.6 Every student submitting a thesis report in partial fulfillment of the requirement of a degree shall be required to appear at an oral examination, on a date fixed by the supervisor in consultation with the head of the department concerned and must satisfy the examiner that he/she is capable of intelligently applying the results of this research to the solution of problem, of undertaking independent work, and also afford evidence of satisfactory knowledge related to the theory and technique used in his/her research work.

1.14.7 *The thesis proposal must be submitted by the date set out by the CPGS. CPGS board consist of CPGS chairmen, all dean, all head who have PhD.*

1.14.8 The following needs to be submitted:

- **Three printed copies of the approved thesis** must be sent to the supervisor, by the deadline;
- **a text-only version of the thesis** must be submitted via online systems to the supervisor for similarity check by the deadline.

1.14.9 Submission arrangements for students with retakes

Students who have failed any postgraduate course units and who are completing course work or examinations for that course will, by default, have the deadline for thesis submission deferred to next semester. This enables the student to be sure they have successfully completed all of their other credits before focusing on their thesis. Please note that this deadline is for students who are completing retake courses **only** and **all** other students will be required to meet the deadline as outlined in **Section** above.

1.14.10 Penalties for Late Submission

It is the student's responsibility to ensure that they are fully aware of these regulations. If anything are unclear regarding any aspect of the regulations, then seek advice from the Program Administrator. Where relevant, students should alert their supervisor to any extenuating circumstances well in advance of the submission deadline. As with coursework assessment, the Mitigating Circumstances mechanism also applies to thesis. Any student who considers that their thesis may be delayed due to 'unforeseen' and 'unpreventable' circumstances should make their case using the late submission form, with supporting evidence and will be allowed a maximum of 2 weeks of extension.

All work to be considered under mitigating circumstances should be submitted as soon as is practicable, but note that any work submitted after the end of declaration of exam board may be too late to be marked and considered in time. Students who fail the thesis may be granted the opportunity to resubmit, depending upon performance in other course units.

1.14.11 Assessment arrangement

Once submitted, the thesis will be assessed by a minimum of two internal examiners. A copy of thesis is sent to the relevant external examiner for the programme, who validates standards. Final marks are confirmed by the Board of Examiners. A full explanation of the assessment criteria for the thesis is set out in **Section 4**.

- 1.14.14 Examination committee for M.Sc. Textile Engineering/ M.Sc. in Fashion Design Thesis: The supervisor in consultation with the head of the department shall propose to the vice chancellor for the approval of academic council a panel of examiner for thesis and oral examination, usually one month before the date of the thesis examination. The examination committee shall be constituted as follows:

Head of the Department	Chairman	Comment
Supervisor	Member	
Co-Supervisor	Member	
One external member from outside the department/University. <i>(At least Associate Professor, Or PhD holder)</i>	External Examiner	Two alternate names should be proposed.
One or two member from within or outside the department not below the rank of Assistant Professor, having research experience.	Internal Examiner	

- 1.14.12 If an examiner is unable to accept the appointment or has to relinquish his appointment before/during the examination, The Vice- Chancellor may appoint another examiner in his/her place in consultation with the head of the department and the supervisor, without, further reference to the CPGS, subject to the approval of Academic Council.
- 1.14.13 The Head of the department will arrange to keep a record of the thesis examination in his possession and send a copy of the report to the Vice- Chancellor/ Controller of Examination in prescribed format, along with the comments of the thesis examiners. In this report he will also confirm that the student has completed the courses and other requirements (if any) for the award of the degree.
- 1.14.14 The student will be assigned grade 'I' if he/she cannot complete his/her dissertation on stipulated time. Timeline can be extended by 2 semesters (excluding the offered semester) upon application.

1.15 **Cancellation of Studentship**

As per existing policy of BGMEA University of Fashion & Technology.

1.16 **Academic Fees**

Academic Fees will be prescribed by the appropriate authority of this University from time to time.

1.17 Effectiveness of this Ordinance

The ordinance will be effective from the 221 batch of Postgraduate student admitted after date of approval of this ordinance by the Syndicate.

2 Thesis structure in the M.Sc. program

Students on all taught Masters programs within the Faculty of Fashion Studies and Faculty of textile Engineering are required to submit a thesis, on a topic approved by the CPGS. Thesis should contain an element of original research.

Students are free to consider a wide range of topics, subject to approval on the basis of supervisory expertise in fashion, design & technology, the feasibility of the topic within the timescale of the program, and the extent to which the topic supplements and extends knowledge gained from following the particular program of study.

These guidelines have been produced to help students with the process of preparing and completing a thesis. The document sets out the initial objectives and requirements of the thesis, advises on thesis preparation, outlines formatting and submission arrangements and details the assessment criteria. Students should use it as an aide-mémoire and the advice of the supervisor.

2.1 Scope of a thesis

The overall aim of postgraduate thesis in the Faculty of Fashion Studies and the Faculty of Textile Engineering are to:

- provide students with an opportunity to plan, manage and conduct a program of research on a topic related to their program of studies;
- further students' knowledge of a relevant body of both academic and policy/practice literature, and to develop powers of critical reasoning;
- allow students to seek new research findings which add to the existing body of knowledge on a particular subject area;
- develop fully students' knowledge of, and competence in, an appropriate range of research methods, including the development of a study hypothesis, an appreciation of the research methodology and analytical techniques to be utilized, the undertaking of a specific research study, the synthesis and evaluation of findings, and a clear statement of conclusions and recommendations;
- develop students' writing, presentation and referencing skills; and
- Develop students' experience of developing and managing a specific program of work through to final submission.

2.2 Choosing a thesis topic

It is important that the students begin the process of choosing a topic as soon as possible. There are, of course, no hard-and-fast rules on how to choose a thesis topic. However, a sensible approach is to identify a broad area of study – for example, related to one of the lecture courses – but then to narrow this down to a set of more focused research questions or hypotheses. It is important to avoid vague and over-generalized topics. Proposals for studies like 'something on sustainability' or 'something on Bangladesh' are insufficiently well-focused. Try to avoid something as vague as 'issues in housing land release', and instead choose something tighter and more focused, like 'Understanding

fashion consumers' attitude and behavioral intention toward sustainable fashion products: Focus on sustainable knowledge sources and knowledge types'.

Secondly, the students must select a topic which interests them and will retain enthusiasm for many months, but also one which is practicable within the available time. This seems an obvious point to make, but one which nevertheless is often overlooked as students select topics which they think will appeal to potential supervisors, but which are of little personal interest. Such an approach is rarely successful since any topic must be of sufficient interest to retain the attention for several months. However, students should avoid an *overly* populist topic: it is advisable to avoid selecting a topic which might appeal to a particular supervisor, or a topic based around some current (but often ill- defined) buzz-word (e.g. 'partnership', 'sustainability', 'Artificial Intelligence' etc.) unless the students can grasp precisely what such a term means, and construct a suitably well-defined and focused research topic around it.

For initial ideas, it is often useful to look through recent Fashion, Design, Fashion business, textile, apparel journals to gain an idea of broad fields of contemporary research interest. Likewise, newspaper stories might stimulate initial ideas, though journalistic writing will need to be translated into suitably robust academic questions and hypotheses. Recently completed theses are held in the BUFT library and can offer some initial pointers about possible research topics. Bear in mind, however, that the quality of earlier theses varies.

2.3 Submitting thesis topic

The students are required to indicate the proposed thesis topic, by completing the **Research Synopsis Form**. It should be noted that:

- It is possible to amend thesis topics/titles after the initial discussions with the allocated supervisor, but a final, formal title must be confirmed within stipulated time.
- It is not required, at the initial stage to agonize unduly about the precise title for the thesis; the topic is of greater importance. Again, the final title, when it has been agreed, needs to be concise.

2.4 Keeping on top of the thesis process

Planning ahead

When planning the schedule, it should be remembered that time and application is only one of the determining factors. Students need to take supervisor's time into account as well as their own when estimating overall time needed; students may find email attachments an efficient way of sending information to their supervisors. Data collection always takes longer than expected, as does, for example, the writing of a literature review, and even the completion of the reference list, so be on the safe side and double the first estimate. If this is a problem, the University can write to the employer to remind them of the time commitments required to complete a thesis.

Organizing and backing up finished work

Organizing completed work is of key importance. Students should build up separate reference files of material as the study develops including notes of all documents read, and photocopies of particularly useful papers or diagrams, and notes of all meetings and discussions. Ensure that all references are complete, using the standard variant of the APA System employed in the Faculty of Fashion Studies and Faculty of Textile Engineering (see Section 3.8). Allow time for the development of ideas and

arguments through revision and redrafting and full discussions of each section of study. Preparing summaries of each section as part of the drafts can help students achieve this.

Remember to make back-up copies of any work held on hard or portable disks or cloud storage services. This can be done using a free web-based 'cloud' service like Dropbox or Google Drive. If students are using a PC or laptop, back-up copies using some of these alternatives. Note that any such 'disasters' of lost work will not justify late submission. Make sure to leave plenty of time to proof read work, format the layout, chase-up any remaining references and print the final copies; these invariably take much longer than expected.

The writing process

A golden rule is to write down as much as possible from as early on as possible – and the task will become easier. There are several good reasons for this advice. For some people, actually getting thoughts and methods down on paper presents one of the biggest stumbling blocks. If students feel this way, take comfort that this is a common feeling. However, this must be overcome early in the process. Quite often, it is difficult to spot the flaws in the reasoning until it is set out on paper, so students are well advised to write up bits and pieces in draft as early as possible. An early session with the supervisor should be followed by a period where students get down on paper and develop ideas that have been mentioned.

Another reason for writing early on is that the supervisor will want to see the reasoning is committed to paper; supervisions based on loose discussion can be a waste of time. Some supervisors claim that the most frequent advice they give students is to "go away and write down everything they have just said". One of the reasons why students might be reluctant to do this is lack of confidence. Many people who have not written such an extended piece of work before are diffident about committing their critical thoughts and methodology descriptions to paper. A more positive reason for getting down to it early is that it will be pleasantly surprising at how many words it takes to put down the ideas. The daunting task of 15,000 words does not seem nearly so unattainable when students realize how many thousands they have already written on literature review and a description of methodology.

2.5 Working with the Supervisor

Supervisory structure

After the research proposal has been reviewed, students will be allocated to a thesis supervisor. Over the course of the remainder of the last semester and through the time prior to submission, supervision will comprise a program of group and individual meetings. Having been allocated to a supervisor, student's first task is to ensure that they are aware when the first supervision session will be. The supervisor will contact students about this. Early supervision sessions are normally on a group basis and focus on assisting students in the framing of their research, and in particular the development of the specific research questions. Subsequent supervisory meetings will focus on the development of the literature review and methodology chapters.

Note that students will normally have a maximum of six or seven individual supervision sessions prior to the submission of the thesis. Therefore there is an onus on the students to use this time effectively, and are required to come to each meeting prepared. Try at all costs to avoid rambling supervisions with vague discussions. Remember that every time students give the supervisor something to read, s/he will need a few days to read it. Supervisions should almost always be based on something written by the students, so that the supervisor can give the feedback on the ideas

and proposed methods. The initiative should be taken by the students rather than the supervisor.

The student's role

The initiative for requesting supervisions lies entirely with the students. Agreed methods of getting in contact with the supervisor: email is usually the best way, and if students wish to see their supervisor, they should make an appointment. The students must ensure that thesis supervisors are kept fully informed on progress and difficulties, and are 'interviewed' with prepared questions at supervisory meetings. Students should submit chapter drafts in advance of meetings in sufficient time to allow for comment and discussion before proceeding to the next stage. The onus is on the students to make sure that they arrange meetings with the supervisor: students will not be 'chased' by supervisors.

The supervisor will almost certainly be supervising a variety of other thesis; therefore, students should not assume that they can immediately recall the last discussion. Supervisions will vary from being group based, to being conducted on an individual manner and always need to be pre-arranged. Students should never expect on-the-spot supervisions. There will also be periods when the supervisor is not available, either because s/he is heavily committed with other duties such as examining, or on leave for work or holiday reasons. It is advisable to make sure that both students and the supervisor are aware of each other's periods of absence.

2.6 Generic structure for thesis

The thesis is likely, in the majority of cases, to be structured along the following lines, although students are free to decide on how to structure their work. The supervisor will have a key role in guiding the students on this process, considering the specific nature of the research topic. It is helpful to have brief introductory and concluding paragraphs for each chapter to introduce its content and draw findings together and link to the next chapter.

The thesis is expected to have a basic structure that typically includes the following components:

- **an introduction** to the study, outlining: (a) **background** to the topic, in terms of key policy and/or research questions, issues and debates; (b) the **shape and scope** of the thesis, outlining for the reader the broad purpose of the study, where students can choose to introduce the overall aim and the objectives of the research (more frequent in quantitative research); (c) an outline of the **structure** of the thesis.
- a **literature review**, which provides an overview of a range of literature relevant to the topic chosen, including appropriate policy documents and technical reports as well as other academic work detailing research findings in the chosen field of study. The purpose is to identify gaps in the overall body of research and to outline the (modest) ways in which the research can fill those gaps and expand the larger body of knowledge. It is *not* simply a summary of everything written on a particular topic; rather, it is an attempt to locate the research within the broader array of knowledge on a particular subject. This, in turn, provides a detailed justification for, and explanation of, the research questions or hypotheses around which the work will be structured.
- the **methodology**, which details the research plan. Students can introduce the overall aim and objectives here, instead of the introduction (more frequent

in qualitative research). Here students introduce their methodological framework and justify its rationale. Students detail how they have implemented the different methods in order to generate and collect data that are used to address the research questions.

- a **results** chapter, outlining the findings of research undertaken (e.g. review of policy and technical documents, interviews with key actors, questionnaire-based surveys, or analysis of data collected from secondary sources such as the Census). (In some cases it may be more appropriate to collapse this chapter with the subsequent one. The supervisor will advise students on this).
- an **analysis and evaluation** chapter, exploring the significance of the results, relating them to the 'bigger picture' issues outlined in the literature review and highlighting the implications in light of the research questions or hypotheses. This chapter can be combined with the results chapter.
- a **concluding** chapter, where students demonstrate how they have met their overall aim and the research objectives, discussing the main findings presented in the previous chapters, and highlighting the implications of the work for policies, practices, theories or techniques, and setting out the ways in which the research has advanced or reinforced knowledge of the chosen subject area.
- a full **reference list**, covering *all* works cited in the main text.
- any other relevant reference materials, which may be presented in the **appendices**.

2.7 Generic Structure of the project

2.8 Submission Format for thesis

2.9 General information

All thesis must be written in English; quotations, however, may be given in the language in which they were written. In exceptional circumstances variation of this regulation may be approved by the CPGS for candidates to submit a thesis predominantly in their language of research.

2.10 Presentation

Marks will be awarded for the degree of professionalism in the style and layout of the thesis. The overall structure must be clearly presented (e.g. with an organized hierarchy of fonts and typefaces for chapter and section headings), with logical layout of chapters and paragraphs, and with text and graphics integrated in an overall 'house' style. For tips on professional style and layout, consult any of the main Fashion Design, Textile, apparel journals in the BUFT Library.

2.11 Style and Language

The aim should be to use simple prose, but with variety in the construction of sentences and an expansive approach to the vocabulary employed. Sentences are best kept short (maximum of around three lines), but their length should be varied to avoid monotony. Paragraphs should be of reasonable length (normally 3-6 sentences in length) and help

to build up the argument sensibly, allowing the reader time to digest one idea or theme before introducing another. Convention requires the use of an *impersonal* style in the narrative past tense, but other tenses may be necessary when, for instance, the writer states an existing or future condition. It is important to adopt a mode of writing which keeps the reader interested, and this can be achieved more easily if the active voice is used (e.g. 'examination of the site revealed...'). Try to adopt this mode of writing right from the start since altering a whole draft can be time consuming. It is also important to use language which is neutral when matters of race and gender are involved. Terminology is often used as verbal shorthand to convey complex ideas (e.g. 'multiplier effect', 'regime approach') and terms employed must be used accurately in the sense by which they are understood among those familiar with the subject.

The most frequently used abbreviations include: *i.e.* (that is), *e.g.* (for example), *etc.* (*et cetera*, other things of the same class), *viz.* (namely), *cf.* (compare with), *no.* (number), *ibid.* (the same place), *idem.* (the same), *sic* (*sic passim*, thus, typically used to denote an error in a quote), *et al* (and others) - be sparing in their use in the main text. Where title abbreviations are used it is common practice to use the full term followed in brackets by the abbreviation on the first occasion of use in the text, and thereafter use the abbreviation only: e.g. Local Enterprise Partnerships (LEPs), Environmental Impact Assessment (EIA). The punctuation between the initial letters of well-known organizations should be omitted in the text, e.g. EU, RTPI. Do not abbreviate units of measurement unless they are preceded by an exact number e.g. 17ft; do not add an s to the plural of an abbreviation e.g. 40cm, 18lb. Where students use a local currency, always provide an international currency equivalent – typically US\$ but GB£ or euros are acceptable.

2.12 Word limit

The word count for thesis is **Minimum 7000 and maximum 10,000 words**. This is a **maximum** word count and should not be exceeded. Markers can take into account minor transgressions of up to 10% within the existing marking criteria, which means that students can lose marks for not being concise and exceeding the word limit.

The **word count includes**: all text, from the title of chapter one to the end of the last chapter, including the body of text, chapter and section titles, table and figure captions, chapter footnotes and endnotes, quotations, tables and figures.

The **word count does not include**: the thesis title, table of contents pages, declaration of originality, lists of tables and figures, acknowledgements, abstract, the reference list and appendices.

Students **must** include a word count on the bottom of the contents page. Failure to indicate the word count, or the provision of a false word count, may lead to disciplinary action. The implications exceeding the word count by more than 10% it will be asked to revise.

2.13 Graphical material

Any graphical figures must be referred to in the main body of text and properly labelled. All illustrations must have a designation, number and title situated immediately above or below, usually with the prefix of Figure or Table in capital letters.

Statistical tables or graphs should normally be no greater than a single A4 size page. All rows and columns should have unambiguous headings, and use ruled lines sparingly. Graphs should only have as many grid lines as are needed for comprehension of trends

and relationships (normally 4/5 being the maximum), and with legends and descriptive notes normally standing clear of the grid lines.

Images, illustrations, figures and graphs must be inserted in their final location in the text. A responsible use of these elements is advisable. The use of words in graphical elements (such as infographic or maps) will be checked by the markers and the student may be requested to present a count of these words.

Tables, containing both numerical or text information, must not be inserted as images and will be included in the word count.

Note also that students should not use the University logo in any correspondence (e.g. letters or online questionnaires).

2.14 Proof reading

The final draft of the thesis should be read, where possible, by another person in order to eliminate errors of syntax and grammar, and any typographical errors which are not picked up by standard word processor spell-checkers. Proof reading is time consuming, but extremely important. In particular, students should take care to avoid long, rambling sentences, pretentious and jargon-ridden prose, and bad grammar. Learn how to use the apostrophe in the correct manner. Avoid vague, vogueish jargon like 'sustainability', 'partnership' or 'stakeholder' unless students are sure of the precise meaning of these. **Note that it is not the supervisor's role to proof-read final drafts.**

2.15 Plagiarism

The University's regulations covering plagiarism (copying work from others without reference to the source) is very strict. It is regarded as a serious malpractice, and may lead to severe penalties for the work submitted as well as being recorded on the student's record. The most common way in which plagiarism occurs is by the verbatim reproduction of another author's work without acknowledgement, or the 'lifting' of a concept from a specific source without attribution. Reports which contain long quotations or illustrations which are not the writer's own work cannot be published without the express consent of the copyright holder, although thesis are not generally perceived to be 'publication'. Full and proper referencing of sources is a vital safeguard against plagiarism.

2.16 Referencing

References must be consistent throughout the thesis. A complete reference list of all literature and other relevant documents must be given and properly referenced using the **APA 6 System**, following the standard guidelines outlined in student handbooks.

All work cited in the main text should appear, fully referenced, in the reference list; all documents should be cited in the main text. This, of course, applies to the final thesis and, indeed, to all work completed throughout the postgraduate studies.

2.17 Appendices

Appendices, if necessary and if relevant, can also be included in the thesis. However, the use of appendices has to be justified and legitimate: they should not just be a repository of disparate information which does not fit anywhere else; nor should they be used to avoid exceeding the word limit. Instead, appendices might usefully contain material such as the list of interviewees canvassed, lists of documents collected, data sources consulted, tables of data, correspondence, questionnaires, or relevant extracts from circulars or statutory regulations. Interview transcripts should not be included in the appendix.

Bear in mind that appendix material is intended for reference only, and consultation is at the discretion of the reader. Critical information must therefore be included in the main text of the thesis.

2.18 Presentation conventions for text and formatting

There are a number of conventions to which must be adhered to when submitting the completed thesis. These are listed below:

<i>Title</i>	The title must be short, unambiguous and accurate.
<i>Title page</i>	See Appendix 1
<i>Table of Contents</i>	A list of contents, giving all relevant sub-divisions of the thesis and a page number for each item (in Arabic numerals throughout). The final word count, including footnotes and endnotes, must be inserted at the bottom of the contents page. If illustrative materials are integrated within the text a separate list of illustrations should be prepared.
<i>List of Illustrations</i>	The term 'illustration' refers to all tables, maps, plans, graphs, diagrams, photographs. The list of illustrations should provide number, title, and page references. This usually appears on a separate page unless included in the table of contents. (See Appendix 6 for example)
<i>Abstract</i>	All thesis must include an abstract. This should be undertaken when the thesis is otherwise complete. The abstract should precede the introduction so that the reader/examiner can quickly see what the text is about prior to more detailed reading. Typically the abstract defines the problems the writer sets out to solve, the main procedures adopted, and the principal results and conclusions; it should occupy a single A4 page and not more than 250 words including the key words, and can be single-spaced. (See Appendix 4 for example)
<i>Acknowledgements</i>	Assistance given to the student in the preparation of their work must be acknowledged, and could include the supervisor and any key individuals (other academics, individuals from the agencies under study etc.) who have helped. Acknowledgments should not normally exceed one page. (See Appendix 5)
<i>Declaration</i>	A declaration stating that: 'No portion of the work referred to in the thesis has been submitted in support of an application for another degree or qualification of this or any

	other university or other institute of learning'. (See Appendix 3)
<i>Originality Statement</i>	See Appendix 3
<i>Copyright Statement</i>	See Appendix 3
<i>Text</i>	Text should be formatted as double or 1.5 spacing, with a minimum font size of 12 for the main text. Single-spacing should be used for indented quotations of more than three lines, footnotes and references. Pages should be single-sided. Chapter headings, section headings should be bold and capitalized; sub-section headings should be bold. Only acceptable fonts are Times New Roman, Arial, Verdana, Calibri and Georgia.
<i>Page sizes</i>	The required size is A4 (197mm x 210mm).
<i>Page numbering</i>	Page numbering must consist of one single sequence of Arabic numerals (i.e. 1, 2, 3 ...) throughout the thesis. Page numbers must be displayed on all pages except the title page. The pagination sequence will include not only the text of the thesis but also the preliminary pages, diagrams, tables, figures, illustrations, appendices, references etc. Roman numerals must not be used for page numbering.
<i>Diagrams and tables</i>	These should be clearly presented, properly sourced, and explained in the text. See Section 3.5 Graphical Material
<i>Photographs</i>	See Section 3.5 Graphical Material
<i>Quotations</i>	Direct prose quotation exceeding three lines of text should be set out in a separate inset paragraph in single line spacing (indented about 25mm to the right and left of the main text), without inverted commas. Shorter quotations should be enclosed within the main text, in double inverted commas. If there are gaps in the quotation use three dots '...' to indicate where the words are left out. For all quotes, the author and page number must be stated. If it is desired to draw attention to a phrase in a quotation do this by italics, but note in the reference whether any italics are in the original or have been added by students as author (e.g. Smith, 2012, emphasis in original; or Jones, 2012, emphasis added).
<i>Footnotes</i>	These should be used very sparingly, if at all. Where footnotes are deemed absolutely necessary, they should be of direct relevance to the topic. They should be placed at the bottom of the page. They should be numbered consecutively throughout the thesis as a whole. The font should be 9 point (in Time New Roman or similar). Text should be single spaced.

References Should be in APA sixth edition style.

Binding Five hard bound copies of the project report are to be submitted for final examination. Hard bound means permanently stitched and bound in BLACK COVER for M.Sc. in TE and GREEN COVER for M.Sc. in FD with the title of the project report and students name clearly inscribed on the title page as per format given in appendix 1.

2.19 Assessment criteria

The four main criteria of assessment are:

1. Breadth & depth of knowledge and understanding
2. Structure, style and argumentation
3. Synthesis and critical analysis
4. Transferable skills

Please note that the overall mark is **NOT** derived from a notional average of the levels achieved for each of the criteria.

#	Numerical Grade		Letter Grade	Grade Point	
1	80% and above		A+	4	Exceptional thesis. Asks excellent research questions. Demonstrates in-depth and very advanced understanding of project context, and addresses wider issues and interrelationships. Shows significant originality in thought. Literature is drawn from extensive sources.
2	75% to less than 80%		A	3.75	Outstanding thesis. Asks excellent research questions. Demonstrates in-depth understanding of project context, and addresses key issues and interrelationships. Shows some ambition and perceptive originality in thought. Literature is drawn from a wide range of sources
3	70% to less than 75%		A-	3.5	Thorough thesis. Asks very good research questions. Demonstrates in-depth understanding of project context, and addresses key issues and interrelationships. Shows independent and

				critical thought. Literature is drawn from a range of sources.
4	65% to less than 70%	B+	3.25	Good thesis. Asks good research questions. Demonstrates sound demonstration of project context, and of key issues and interrelationships. Shows some independent thought. Literature is relevant and generally of good quality.
5	60% to less than 65%	B	3	Fair answer to the research questions, with some omissions. Shows reasonable understanding of the issues, principles, theories, evidence and techniques, perhaps with some confusion/inaccuracies. Mainly derivative from module material or existent literature, lacks evidence of independent thought/research. Literature does not fully cover the ongoing discussion in the topic.
6	55% to less than 60%	B-	2.75	Basic or simple answer to the research questions lacking detail, depth and with significant omissions. Superficial understanding of the issues and some confusion/inaccuracies. Regurgitates literature material, and/or information provided by lecturers, with no evidence of independent thought/research. Literature has significant problems, not engaging with the current research discussions on the topic.
7	50% to less than 55%	C+	2.5	Partial answer to the research questions, with major omissions. Weak understanding of the issues, theories, principles, techniques and evidence, and considerable confusion/inaccuracies. Regurgitates literature or taught or given material with no evidence of independent thought/research. Poor use of the existent literature.
8	45% to less than 50%	C	2.25	Very little understanding to the research questions, with major omissions. Very Weak understanding of the issues, theories, principles, techniques and evidence, and considerable confusion/inaccuracies. Regurgitates literature or taught or given material with no evidence of independent

				thought/research. Very Poor use of the existent literature.
9	40% to less than 45%	D	2	Incomplete, brief and wholly irrelevant research questions. No understanding of the issues and little attempt made to address them. No relevance to taught material, principles, theories, techniques or evidence. Fail to engage with the existent literature on the topic.
10	Less than 40%	F	0	Absent, work not submitted or unacceptable performance, work of no merit

Appendix 1 – Cover page

[Thesis Title]

by

[Students official name]

[last month of the semester student will graduate] 20XX

Presented to the

University name

In Partial Fulfillment

of the Requirements for the Degree of
Master of Science/ Master of Textile Engineering

Department Name

Faculty Name

Appendix 2 – Title Page

[Thesis Title]

by

[Students official name]

[last month of the semester students will graduate] 20XX

Presented to the

University name

In Partial Fulfillment

of the Requirements for the Degree of

Master of Science/ Master of Textile Engineering

Approved by:

[Name, Thesis Supervisor]

[Name, Committee Member]

[Name, Committee Member]

Appendix 3 – Originality and Copyright Statement

Originality statement

I solemnly declare that the thesis submitted is the result of my independent research work under the guidance of my supervisor. Except for the content cited in the text, this paper does not contain any other individual or collective published or written work results. Individuals and collectives who have made important contributions to the study of this paper have been clearly indicated in the paper. The legal results of this statement are for my own account.

Name and Signature of Thesis Author:

Date:

Copyright Statement

The author of this thesis is fully aware of the provisions of BGMEA University of Fashion and Technology on retaining and using thesis. It can compile all or part of the content of the thesis into the relevant database for retrieval, and use copying methods such as photocopying, reduction or scanning to save and compile for reference and borrowing. It is agreed that the school will send copies and diskettes of the thesis to relevant state departments or institutions. (This authorization statement applies to confidential thesis after decryption)

Name and Signature of Thesis Author :

Name and Signature of supervisor :

Date :

Date :

Declaration

This is to certify that this thesis work titled

"....." submitted by
Mr/Ms. *Name of Student* and ID is an authentic thesis work carried out under my supervision
and
guidance and for the purpose of fulfilling the standard requirement for the partial fulfillment of
the
degree of Master of Science in Textile Engineering / Master of Science in Fashion Design.
The work embodied in this thesis has not been submitted elsewhere for a degree.

(Name of the Supervisor)
and place:

Signature, date

Appendix 4 - Abstract

Abstract

Example:

With an increasingly connected world, the apparel industry has transformed within the 21st century, to an accelerating business strategy, called fast fashion. This process has utilised the technology advances, trade expansion and lifestyle adjustments which have also accelerated. The fast fashion strategy aims to provide stylish and affordable clothes to the masses, by reducing expenses and time in the manufacturing processes. Retailers who have adopted fast fashion have been rewarded with accumulating profit as overconsumption is driving this industry. Despite this success, environmental concern has been neglected resulting in high levels of environmental damage, which generally have gone unnoticed by the consumers. This research project was conducted to critically analyse consumption norms for females aged from 18-25, in relation to fast fashion and environmental damage. This study adopted a methodological triangulation, in the form of questionnaires and semi-structured interviews. The use of a mixed method approach established general consumption norms through collecting 100 responses, whilst the semi-structured interviews provided analysis of respondents' attitudes towards apparel consumption. The research has found that a large proportion of consumers are affected by fast fashion and increasing consumption. The reasons found for increasing consumption was increasing trend turnover, the importance of appearance and poor quality clothing. This study also recognised that there was a lack of awareness and a disconnection to the environmental issues. In addition, there was a common belief for the need for more advice and guidance on how to shop for clothes sustainably.

Keywords: Fast Fashion, Environment, Textile, Consumption

Appendix 5 - Acknowledgement

ACKNOWLEDGEMENTS

(Write acknowledgment here. Use Times New Roman 12, Italic, justified, 1.5 line spaced).

I would like to thank Honorable Founder Chairman, Board of Trustees, Mr. Muzaffar U. Siddique, BUFT, for not only for his tremendous academic support, but also for giving me/us so many wonderful opportunities and logistic supports to do this project.

Special thank goes to my/our enthusiastic Prof. Dr. S.M. Mahfuzur Rahman, Vice Chancellor, BUFT and Prof. Dr. Engr. Ayu Nabi Khan, Pro Vice Chancellor, BUFT, who so generously inspired & contributed to do this type of project work.

Special thanks go to my enthusiastic supervisor, Name of Supervisor. It has been an amazing experience and I/we thank him/her wholeheartedly, not only for his/her tremendous academic support, but also for giving me so many wonderful opportunities.

Similar, profound gratitude goes to HOD (Name with position)), who has been a truly dedicated mentor.

I/we would like to extend thanks to all of persons, who contributed to the work presented in this project. Specially I/we have to mention the name of Lab Personnel Mr./Mrs-

Finally, thanks go to some technical persons (mention their names) and Lab-Men/Women for almost unbelievable support.

Appendix 6: Confidential Research Status Request Form

BGMEA University of Fashion & Technology (BUFT)

M.Sc. Program

Confidential Research Status Request Form

Student Name:

ID:

Department/Faculty:

Program:

Tentative Title of Synopsis:

Comments by Supervisor:

Supervisor(s):

Signature:

Date:

Comments by Chairman, CPGS:

Head of the Department:

Signature:

Date: _____

Appendix 7: Evaluation Sheet

Examiner's Name	Name & Designation	Date of Viva	Project Type
Title of the thesis			
Name of the Candidate		Student Id	

Your comments and suggestions are an important part of the review. Please support your quality assessment and recommendation with additional comments on a separate sheet.

Evaluation Criteria:

Please give your evaluation as per following instruction, along with a through explanation (if necessary).

Questions	Rating (Poor/Average/Good / Very good/Excellent)
1. The title is clear & it is adequate to the content of the Report <i>(Please Insert your comments)</i>	
2. The abstract clearly presents objects, methods & results. <i>(Please Insert your comments)</i>	
3. There are few grammatical errors & spelling mistakes in this Report <i>(Please Insert your comments)</i>	
4. The study methods are explained clearly. <i>(Please Insert your comments)</i>	
5. The body of the Report is as per standard & does not contain errors. <i>(Please Insert your comments)</i>	

6. The conclusions or summary are accurate & supported by the content.	
<i>(Please Insert your comments)</i>	
7. The references are comprehensive and appropriate.	
<i>(Please Insert your comments)</i>	
8. How does this manuscript advance this field of research and/or contribute to the literature?	
<i>(Please Insert your comments)</i>	

Overall Recommendation (mark an X with your recommendation)

Accepted, no revision needed	
Accepted, minor revision needed	
Return for major revision and resubmission	
Reject	

Comments and suggestions to Examiner:

Comments and suggestions to the Supervisor:

Signature of Examiner

Date:

Appendix 8: Thesis submission form

BGMEA University of Fashion & Technology (BUFT)

THESIS/DISSERTATION SUBMISSION FORM

(To be submitted together with 3(B.Sc.) or 5 (M.Sc.) SOFT BOUND (not comb binding) copies of thesis/dissertation through the supervisor)

TO BE COMPLETED BY CANDIDATE

Name of Candidate

ID

Number.....Nationality.....
.....

Contact Address.....

E-mail.....

Telephone.....

Year of 1st Registration..... Degree Sought.....

(Please attach evidence/relevant documents)

Thesis Title.....

Name of

Supervisor(s).....

Candidate's Signature.....

Date.....

B) TO BE COMPLETED BY HEAD OF DEPARTMENT

CONFIDENTIAL INFORMATION:

Name and address of Internal Examiner:

(Pls. attach completed data sheet if not submitted to CPGS already)

i.
.....

Name(s) and address (es) of External Examiner(s):

(Pls. attach completed data sheet if not submitted to CPGS already)

i.

ii.

Have the Internal and External Examiners indicated their availability and consented to examine the thesis/dissertation within the prescribed time (i.e. 4-8 weeks)?

I confirm that I have been in touch with the above examiners within the last one month and they have indicated their willingness and availability to examine the thesis/dissertation within 4 to 8 weeks

No, I have not been able to reach the above examiners within the last one month.

Date on which the above-named examiners were approved by the Faculty Board:

.....

Signature and official stamp of HOD.....

Name..... Date.....

PLEASE FORWARD BOTH FORMS AND 2 COPIES (B.Sc.) OR 3 COPIES (M.Sc.) OF THE THESIS/DISSERTATION TO THE SCHOOL OF GRADUATE STUDIES

FOR OFFICIAL USE ONLY

Thesis/Dissertation submitted by:.....

Name.....

Signature..... Date.....

Date received at concerned department

Full Name of receiving officer.....

Signature..... Date.....

Appendix 9: Progress report on research students – M.Sc.

BGMEA University of Fashion & Technology (BUFT)

PROGRESS REPORT ON RESEARCH STUDENTS – M.Sc.

(TO BE SUBMITTED AT THE END OF EACH MONTH)

STUDENT'S PARTICULARS

1. Name of Candidate.....
2. ID Number.....
3. Degree Sought.....
4. Date of First Registration for Graduate Program.....
5. Full-time/Part-time (Indicate as appropriate).....
6. Required date of Completion.....
7. Thesis/Dissertation Title/Area.....
8. Location of Research Activity.....

ASSESSMENT BY SUPERVISOR(S)

1. How often do you see the student?.....
2. Does he/she participate actively in Seminars?.....
3. Approximate percentage of research work completed.....
4. Problem (if any) being encountered by the student.....
5. Expected date of completion.....
6. Assess the student's performance in the areas stated on the scale below:

Area of assessment	Excellent	Very Good	Satisfactory	Poor
Initiative				
Commitment to Project				
Progress Made				

15. Overall assessment of student.....

Signature of Principal Supervisor

Date.....

Signature of other supervisor(s).....

Date.....

STUDENT’S REMARKS/COMMENTS ON ASSESSMENT

16. How often do you see your supervisor.....

20. Comments on assessment:

Signature of student

Date

REMARKS BY HEAD OF DEPARTMENT

Signature of Head of Department

Date

Appendix 10: Final Thesis Submission Check List

Students need to check the draft for what might be termed continuity errors. Roughly speaking, this means checking that the whole text is consistent with itself from beginning to end. If there is any change in some sections, there might be section headings to re-number, for example. To help eliminate such errors, here is a checklist:

- are the headings and sub-headings in the contents list the same as those in the text?
- have the lists of tables and figures as well as chapters been given in the contents?
- are all chapters, sections, sub-sections numbered consecutively? Numberings from earlier versions may persist and students may have two chapter 4s or no chapter 6. Using the automated Table of Contents wizard in Word can help enormously in this respect.
- are all the cross-references to other sections of the study correct?
- do all the references in the text have a corresponding entry in the reference list, with the same date as the reference in the text?
- When referring to an article within an edited collection, is the full book reference, with editors, as well as the chapter reference included?
- are all the references complete, i.e. is the publication date and place, as well as the publisher's name included?
- tables: check that their numbers and titles are correct, and that references to them in the text are correct.
- figures: as for tables
- Is all the calculations in your tables checked? Are the totals in the tables correct?
- is there enough labelling information in the tables and graphs? (e.g. if percentages is referred, is it clear exactly what they are percentages of? Is it clear whether raw scores or percentages are being referred to?)
- Are all the figures to the same number of decimal places calculated?
- are the abbreviations consistent?

None of these proof-checking tasks are the responsibility of your supervisor

Note about Binding:

Five hard bound copies of the project report are to be submitted for final examination. Hard bound means permanently stitched and bound in BLACK COVER with the title of the project report and students name clearly inscribed on the cover as

Appendix 11 : Research Synopsys Form (Experiment Based)

**BGMEA University of Fashion & Technology
M.Sc. Program**

RESEARCH SYNOPSIS

Title of the Project

Name Registration Number

Supervisor

Dr. xyz

Co-Supervisor (s)

Date of Submission: 20-09-2022

Synopsis Defense Request Form

Name: _____ Registration No.: _____

Cell: _____ Email address: _____

Department/Faculty: _____ Program: _____

Tentative Title of Synopsis: _____

Name of Supervisor(s): 1) _____

Name of Co-Supervisor(s): 1) _____ 2) _____

Attempt No.: _____ Previous AGRC- CPGS Decision (if any): _____

Previous Comments by AGRC-CPGS (if any): _____

Certificate by the Supervisor

It is certified that the student has finalized synopsis under my supervision as per standard format and guidelines. The Turnitin® similarity index (plagiarism) of the synopsis is below 20%. The student has finalized PPT presentation under my supervision and given multiple rehearsal presentations in my presence.

Other comment: _____

Enclosed documents:

1. 10 Hard copies of synopsis
2. Turnitin® similarity index report

Student's Signature: _____ Supervisor's Signature: _____

Co-Supervisor' Signature: _____ Date of Submission: _____

This Section to be filled by Director Graduate Program FET

Date of Receipt of Synopsis: _____ Expected Date of Presentation: _____

Remarks: _____

Signature of Director Academic Graduate Research Committee: __

Table of Contents

Table of Contents

i

1. INTRODUCTION	1
1.1. Background.....	1
1.2. Literature Review	1
1.3. Research Gap.....	1
1.4. Specific Objectives and Scope of the Project.....	1
2. EXPERIMENTAL.....	1
2.1. Materials	1
2.2. Equipment.....	1
2.3. Methods.....	1
2.4. Timeline of the project.....	2
2.5. Proposed Cost	2
3. REFERENCES	2
4. INSTRUCTIONS FOR AUTHORS.....	2

1. Introduction

1.1. Background

Background should include the following:

- A brief introduction to the subject area on which the research is intended
- A brief introduction to the research problem
- Significance of the research problem

1.2. Literature Review

Literature review should address the following questions:

- Who are the significant researchers in your intended area of research? What they have already done? How did they do it? What were their materials and methods? What were their findings? What is already known and well-established?
- What are the gaps in the previous research that you would like to fill?

1.3. Research Gap

1.4. Specific Objectives and Scope of the Project

Give specific objectives and scope of the research project

2. Experimental

2.1. Materials

- Tentative list and specifications of the materials (fibres, yarns, fabrics, etc.) required for the research project

2.2. Equipment

- Tentative list of production/processing/application equipment/apparatus
- Tentative list of testing equipment

2.3. Methods

- Proposed research design (number of planned experiments, input variables, output variables, noise variables etc.)
- Production/application/processing methods to be used
- Testing methods to be used & availability of the required testing equipment
- Data collection, presentation and analysis plan

2.4. Timeline of the project

The tentative time line of the project should be given as gant chart.

2.5. Proposed Budget

The estimated cost of the project should also be mentioned. Add quotations if the required purchase for one item is more than 25000.

2.19.1 List of expendable required for proposed Work

Sr. No.	Item	Quantity	Approx. Cost
1			
2			
3			
4			
5			
Total:			

3. References

Include list of references mentioned in all the previous sections. Strictly follow IEEE style of referencing, which is available online.

4. Instructions for Authors

The synopsis should be on 8 ½ by 11 in. paper, using portrait orientation. Paragraphs should be block style (no indents) and 1.5 spaced, using justified paragraph alignment. Do NOT start new sections on a new page if space is available on the previous page. Double space between paragraphs, before headings. Leave 1” margins on all four sides of the paper. Number your paper (including the 1st page) on the bottom center footer section of each page. The preferred font for the main text is Times or Times New Roman, 11-point size. The title of your synopsis should be centered on page 1 of the paper. Please type in 18-point font size. The preferred font style is Calibri. Headings should be typed in bold capital letters font size 12 and aligned flush with the left-

hand margin of the column. Subheadings should be underlined, typed with the initial letter of each word capitalized, and placed flush with the left-hand margin of the column.

Appendix 12: Research Synopsis format (Generic)

FORMAT OF SYNOPSIS (M.Sc.)

Given below is an outline for synopsis writing. It provides guidelines for organization and presentation of research in form of synopsis as well as organization of material within each section. Contents in each section tell what needs to be included in each section and how sequence of this content can be consistent across different Departments as well as within a Department.

For overall format guidelines please follow APA format prescribed by your discipline but stay consistent.

Overall synopsis organization

Title Page: Title of the study, Participant (Student)'s name, Supervisor's name, Name of the Department, Institute

List of Contents

Summary / Abstract (150-200 words)

1. Introduction (2-4 pages)

- Give Background information e.g. prevalence, statistics etc.
- List down conceptual Definitions of the Constructs Under study
- Provide brief overview of theories / Models linking the topic to the available body of knowledge
- List down the theoretical frame work you will base your research work on.

2. Literature Review (2-4 pages)

- It mainly consists of review of existing relevant and related research
- Subsections can be included based on the nature of your work.
- Presents relationships between different specific constructs the researcher wants to study i.e. specify the relationships between and among variables
- Correlates and predictors of outcome variable identified in research
- May consist of a combination of mathematical, graphical, and/or diagrammatical presentations
- Provide an overview of Indigenous Researches i.e. overview of relevant research done in Bangladesh

Statement of the Problem

- Identify the research gaps and justify the conduct of the study
- It serves as a guide in formulating the specific objectives of the study

Significance / Rational of the Study

- It refers to justification, importance, and vital contribution of the findings of the study / research and its likely benefits.
- Why is it worth doing?
- While the particular topic and its context will determine a study's significance and contribution of a study in terms of: adding to the existing knowledge in the area; policy considerations; implications for practitioners etc.

Objectives of the Study

List down main objectives of the Study

Hypotheses / Research questions

- States the researcher's expectations concerning the relationships between the variables or differences in groups or treatment conditions in research

3. Methodology (2-3 pages) Research Design

- Specify whether descriptive, causal/explanatory, correlational, comparative, exploratory, evaluative or combination of two or more designs
- Design: Strategy & Frame work
- What strategy is proposed, quantitative or qualitative?
- If both quantitative/qualitative (mixed method) approaches are targeted then what would be the mixture of the proposed strategies.

Sample/ Participants

- The sampling strategy, especially whether it is probability (its type), non probability (its type), or both and what claims will be made for the generalizability of findings.
- Inclusion / exclusion criteria of the sample
- How Sample will be recruited and approached
- What would be the Sample size and how the size will be determined

Operational Definitions of the Variables (optional)

- Define constructs of the study as they will be measured / assessed
Data Collection Techniques / Assessment Measures
- Whether you will use already developed Instruments Used (provide detail).
- Whether Instruments will be development, (give detail)
- Other ways of eliciting Data (qualitative e.g. focus group discussion, interviews, texts etc)
- Material and method for observations

Procedure

- How the data will be collected i.e. taking necessary approvals /permissions, logistic arrangements and assessment etc

Ethical Considerations: consent/access/and participants' protection

- List down issues like informed consent, anonymity, confidentiality of data, data storage, and the use of the results etc.
- Other can be study specific like intervention and advocacy etc. etc.

4. Proposed Analyses

- Indicates the most appropriate analysis used for both quantitative (descriptive, inferential statistics) and qualitative data.
- Mathematical expressions must be italicized and numbered accordingly
- All models/equations must be properly numbered
- All major/key variables must be properly measured/categorized, indicating their specific units of measure.
- The sources of formulas must be indicated in the text.

5. Limitations & Delimitations (if Applicable)

- Limitations refer to limiting conditions or restrictive weaknesses
- Delimitations refer to defining the limits or drawing the boundaries around the study, and showing clearly what is and what is not included.

6. Time Frame of Dissertation

Must be provided for planning.

7. List of References

- Follow APA, Chicago or any other format prescribed for your discipline for writing references
- Ensure to match list of references with those given in citations.

8. Appendices

- Participant Information Sheet, Letter for permission, Participant Consent form, Measuring instruments
- Interview guides, observational schedule, Assessment tools
- Example of pilot study or any other data/work already completed.