



BGMEA University of Fashion & Technology

Faculty of Textile Engineering

Master of Science (M.Sc.) in Textile Engineering

Academic Guidelines and Notes on Master's Program

1 Academic Rules for Postgraduate Studies

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

Degree offered

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

Master of Science (M.Sc.) in Textile Engineering, abbreviated as M.Sc. in TE

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.

For admissions to the courses leading to the award of the degree of **M.Sc. in Textile Engineering**, 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.

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.

Admissions Procedure

Applications for admission to the above courses shall be invited through regular means of advertisements and shall be received through prescribed application form.

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 postgraduate students for admission into the postgraduate program of the concerned department.

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.

Eligibility for the admission of foreign students shall be examined by the equivalence committee.

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.

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:

- Eligibility for the admission shall be examined by the equivalence committee.
- The credit should be earned from a recognized University or Institution.
- A maximum of 50% credit hours in the course work may be transferred.
- Credits earned before five academic years from the date of application will not be considered.

Academic Regulations

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 five academic years from the date of his/her first admission.

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.

The courses to be offered in a semester shall be determined by the respective department.

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.

■ **Course Registration**

■ 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.

■ 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 shall check and approve the student schedule for course(s), prerequisites (if any) and the total credit hours.

■ 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.

■ 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:

Table 1.1: Program

Degree	Theory	Thesis	Total
M.Sc. in Textile Engineering	32	6	38

Grading System

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:

Table 1.2: Grading system

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	

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).

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.

Satisfactory (S) and unsatisfactory (U) grade shall be used only as final grade for thesis and non-credit courses

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 C umulative 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.

Conduct of Examination of Theory Courses

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.

The respective teacher(s) of each theory course offered in a semester will be the paper setter and script examiner for the semester examination.

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.

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.

Qualifying Requirements

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

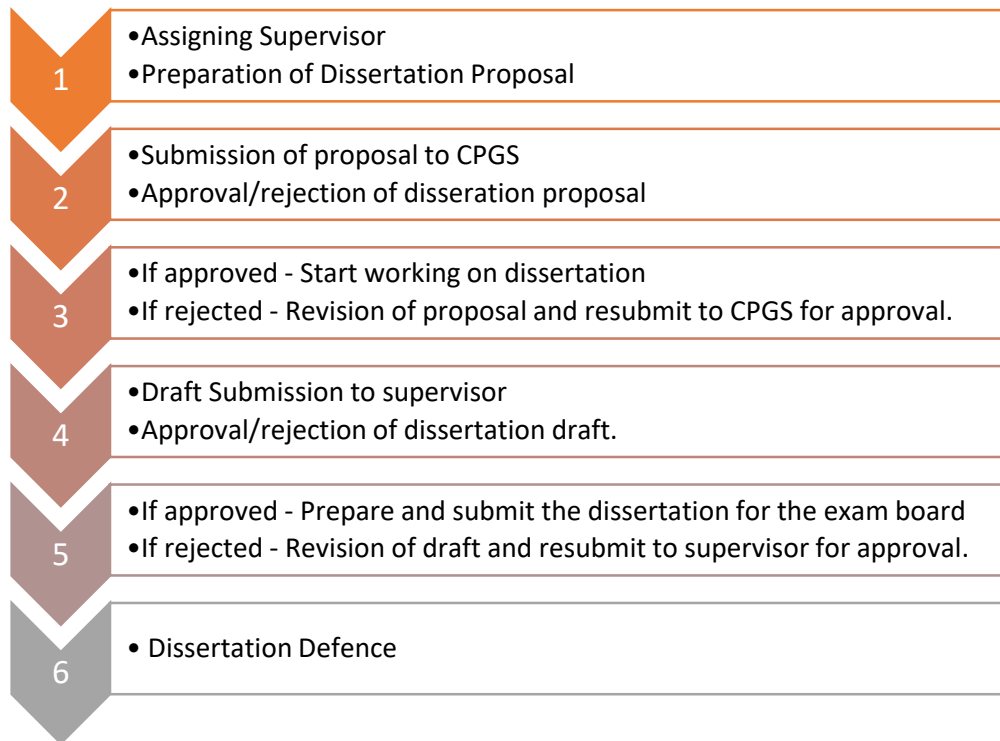
The C grade (S) up to a maximum of two subjects may be ignored for calculation of CGPA at the written request of the student that he/she has fulfilled the total course credit hour requirement with the required minimum CGPA in the remaining subjects.

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 thesis work fulfilling the requirements as detailed in Articles 1.5.10.

M.Sc. Textile Engineering/ M.Sc. in Fashion Design students must have a conference/Journal paper from his/her thesis work.

Thesis for M.Sc. in Textile Engineering

Progression of thesis



Responsibilities for Student, Supervisor, and Examiner

Responsibilities of student for the thesis

The students carrying out a final-year thesis are expected to undertake the following responsibilities:

- At first, supervisors will assign by the thesis offering committee. The admin will notify the students. At that time, students can discuss with supervisors and get further knowledge about the topic.
- The student will undertake the thesis under the guidance of the supervisor.
- The student should complete the thesis, write a draft report, and submit it to the supervisor for comments/corrections in the 17th week of the semester.
- The number of words in the thesis report **should not be less than 6000 words.**
- Students should have a preliminary discussion with supervisors before starting the thesis.

- This thesis is a compulsory course module; hence, it is required to meet and discuss thesis-related matters regularly with the supervisor. Contacting through official channels such as emails is also recommended.
- The student should maintain a work diary and need to update the diary regularly with critical decisions after meeting with the supervisor.
- Students are highly encouraged to refer to academic journals while they are conducting a literature search and research tasks. If any research paper is inaccessible, students can request it from the supervisor. The supervisor may take the necessary actions to provide the paper for his/her best.
- The students should keep informed supervisor if any problems arise and interrupt their thesis work.
- The students should maintain a friendly environment with supervisors and colleagues in laboratories. If the student requires to access university assets such as computers, routers, sensors, etc., they need prior approval through the proper channel. On such occasions, students should be responsible for the assets and should avoid misusing them.
- Development of a thesis proposal.
- Complete the proposal form and submit it to the supervisor.
- The students should take the necessary actions to finish composing the thesis report and presentation slides, providing enough time to review by supervisors (at least a week ahead). Students need to make all marked corrections by the supervisor before submitting the final thesis report.
- The submitted thesis report should be the final version of the thesis, and all corrections given by the supervisor should be done in the report.
- Submit three copies of the report to the supervisor.
- Make an oral presentation of the thesis to the examination committee at a time and place specified by the thesis offering committee. During the presentation, the student will be expected to answer all questions from the committee.
- Make corrections to the report as required by the examination committee and submit a single soft-bound corrected version to the supervisor for checking.
- The corrected report must submit to the supervisor and examination board members for approval.

Responsibilities of a supervisor for the thesis

A supervisor is usually a full-time department member with the minimum rank of lecturer, two years of teaching experience at the university level, and evidence of recent or current thesis activity. The supervisor is expected to help the student under their supervision by following ways to complete the final year thesis.

- Confirm that the student has been registered for the thesis.
- Advise the student on the university regulations and deadlines for completing the thesis.
- Keep records of the meeting using the supervision record from the student until the result is published.
- Guide students to formulate an appropriate thesis proposal and outline of the thesis.
- Provide academic guidance to the student throughout the report.
- Inform students of the progress of their work if it is satisfactory.
- Advise students to improve their research activities, composing thess and presentations.
- Review the draft of the thesis presentation slides and provide suggestions to improve them.
- Act as one of the examiners on the submission of the thesis.
- Check the thesis report (1) to ensure that it complies with the formatting requirements; (2) for plagiarism using university-approved software (see the section on academic misconduct) and attach the plagiarism report to the submission form.
- Give corrections if required.
- Conduct examination.
- Guide students to make corrections according to the opinion of examination board members.
- Check the corrected report to ensure all corrections have been completed.
- After getting approval from examination board members, the supervisor will submit the final results.

Responsibilities of an examiner for the thesis

The primary role of the examination committee is to evaluate the thesis according to university regulations. The committee usually consists of the supervisor and two other internal examiners. The responsibilities of the examination committee are:

- Evaluate the thesis work and written report.
- Conduct and evaluate the oral examination.

- Give corrections/suggestions if required.
- Complete all the forms necessary for assessing the thesis and submit these to the supervisor.

■ Academic misconducts

Plagiarism includes presenting ideas, words, data, diagrams, illustrations, or other output as original pieces of work or without proper acknowledgment (including appropriate identification and referencing) of the source.

To address the issue of plagiarism, the following procedures will be followed for the thesis:

1. Students are encouraged to make multiple submissions of the thesis to University-approved plagiarism detection software and to receive a report(s) accordingly.
2. Supervisors need to use plagiarism detection software to generate a report attached to the submission form.
3. Plagiarism should not exceed **40%** of the text (in phrases of 6 or more matching words), excluding the reference list.
4. Where the percentage of plagiarism exceeds this limit will be referred to the Disciplinary Committee of the University, and penalties will be imposed if the allegations are upheld. On the advice of the examination committee, thesis with 40% plagiarism would normally require the student to rewrite the concerned sentences/paragraphs again and to resubmit their thesis report.

2 The Thesis Report Writing Guidelines

A student must prepare 3 (three) neatly typed copies of his thesis/internship report per the format given below.

■ Details of the order of sections of the thesis report

- **Cover page:** It should consist of the title of the thesis and information about the student. **See the sample on page number 35.**
Color: The color of the thesis report will be black. The lettering in all cases will be in golden color, center justified.
- **Title page:** It should consist of the title of the thesis and information about the student and supervisor. **See the sample on page number 36.**
- **Declaration of originality:** The **student** will certify the originality of the thesis work. **It should be stand-alone. See the sample on page number 37.**

- **Certificate:** The **supervisor** will certify that the Report has not been submitted anywhere for graduation. **See the sample on page number 38.**
- **Declaration of Examiner:** The **examiners** will give the clearance about the report. **See the sample on page number 39.**
- **Acknowledgments:** The students should acknowledge the assistance given by their supervisors, organization, and any other persons that have helped them in the planning, conduct, analysis, or reporting of the thesis. **It should be stand-alone. See the sample on page number 40.**
- **Abstract:** This is an outline of the study question, aims and objectives, background literature, methods, results, key conclusions, and recommendations. This should be 200-250 words long, clear, and easy to follow. It is recommended to include brief quantitative or qualitative outcomes drawn from the thesis. It should be on a separate page and self-contained.

The entire document's font is "Times New Roman" size 12 (1.5 line space), regular, and justified except for headings. **It should stand alone and not reference** sections, figures, or references in the Report.

- **Table of contents:** It should contain the numbers and heading of all the preliminary pages following the chapters, sections, and subsections of the text, including references and appendices, described consecutively and should indicate the page where the item starts. It is also suggested the numbering of pages should be in Roman (i, ii, iii, ...) up to "List of tables." From Chapter 1: Introduction, the page number should be in Arabic Numeral (1, 2, 3.....). Students are advised to follow this style. Students must use the Table of contents option of Word software. **See the sample on page number 41.**
- **List of figures:** The number and caption of each figure, including the page number where it is located in the text, should be provided consecutively and chapter-wise. **See the sample on page number 41.**
- **List of tables:** The number and heading of each Table, including the page number where it appears in the text, should be provided consecutively and chapter-wise. **See the sample on page number 41.**
- **The main body of the thesis report**
 - ❖ **Chapter 1 Introduction:** State (1) the purpose of the investigation, (2) the problem being investigated (statement of the problem), (3) the background (context and

importance) of the problem (citing previous work by others), (4) objectives of the work (5) approach to solve the problem, and (6) the criteria for your study's success.,

❖ **Chapter 2 Literature review:**

The purpose of this section is to share with the readers the existing research in this area and some issues that researchers have not been able to address. The literature review thus describes and analyzes previous research on the topic. This section demonstrates a particular research problem considering different potential dimensions. Students are expected to conduct a thorough literature review on the current work of the research problem and structure the review with a smooth flow to make it easy to understand by the reader. It may be useful to do a chronological format where you discuss from the earliest to the latest research, placing your research appropriately in the chronology.

❖ **Chapter 3 Materials & Methods:** This section describes in detail how you performed the study. This chapter also outlines how you analyzed your data. The processes and procedures that were followed in carrying out the study are discussed under the following sub-headings:

Materials: Describe the materials used and how they functioned in the study. If you use a piece of equipment, you must give the model number, company, and state where the company resides (as a two-letter abbreviation). Be careful not to describe procedures in this section. It would help if you clarified what purpose the machines and materials serve.

Methods: Describe and justify the data-gathering Method used. Carefully summarize each step in the execution of the study. Indicate what a typical test, trial, or session involved.

❖ **Chapter 4 Results & discussions:** It will relate to your literature review and introductory thesis statement. This section includes the entire outcomes of the thesis. This section includes qualitative or quantitative measures in figures, graphs, and tables. All tables, figures, and charts should be numbered consecutively throughout the thesis and labeled with a clear and concise descriptive title. Students should pay attention to effective presentation techniques while drawing figures and graphs.

The proper interpretation of the findings presents in the discussion section. Any limitations in the Method should also be referred to here. Examiners expect students to acknowledge these limitations as integral to the thesis evaluation.

❖ **Chapter 5 Conclusion & recommendations:** This section summarizes the key results and the conclusions that the student can draw from these results. It also needs to reflect the initial thesis aims and objectives.

- **Recommendations:** It is good to make recommendations or to suggest directions for further research on the thesis findings.
- **References:** The references can be books (monographs), journal articles, letters, abstracts, patents, conference and symposium papers, media articles, and any form of published literature or comment on both offline and online forms. It is important that every claim of scientific fact the students make is supported by a valid, relevant, and accessible reference. Every idea, argument, quotation, or paraphrase of someone else's work is correctly attributed to its source.

The list of references should only include works cited in the text and have been published or accepted for publication.

❖ **Reference style: Data references should be cited by following APA (sixth edition).**

3 Formatting information for thesis report

- **Language:** The thesis report must be written in acceptable and formal English.
- **Page size:** All text should be written on white A4 paper on one side of each sheet.
- **Main body font size & style**

The font size of text: 12

Font style: Times New Roman 12 pt fully justified.

Line Spacing: 1.5

Font color: Black

Heading style: Chapter Title-16 (BOLD) should be centered. It should be stand-alone. Text in the chapter titles should be in sentence case.

Heading 1: Times New Roman, bold font style, size 16. For example, **(1)**

Heading 2: Times New Roman, bold font style, size 14. For example, **(1.1)**

Heading 3: Times New Roman, bold font style, size 12. For example, **(1.1.1)**

Running headlines: Times New Roman, bold font style, size 12 For example, **(1.1.1.1...)**

Pagination:

- Use the automatic page numbering function to number the pages.
- Page numbers should be placed at the **bottom right** of the page, and the font size should be 12 pt. Numbering should start from the **title page**.

- Before the Introduction chapter, the page number should be **Roman (e.g., i, ii, iii)**.
- From the introduction chapter to the end of the book, page numbering should be **numerical (1, 2, 3...)**
- All pages must be numbered in proper sequences from the Introduction to the end of the Report, including pages on figures, tables, and appendices.

Use tab stops or other commands for indents, not the space bar.

- **Word limit:** Minimum **6000** words for **thesis report**. The number of words in the **internship report** should be **8000-12000**.
- **Margin:** The top, bottom, right, and left margins should be 1 inch. All paragraphs should start from the left margin. For example: use the normal margin of word application.
Save your file in Docx format (Word 2007 or higher) or doc format (older Word versions).
- **List of abbreviations of Technical Symbols and Terms:** The page of the list of the abbreviations of the Technical Symbols and Terms should be incorporated following the page of the list of Tables and Figures.
- **Figure resolution, placement, and numbering:**
 - Combination artwork should have a minimum resolution of 300 dpi.
 - **Figures should be centered between the left and right margin.**
 - Figures should be consecutively numbered per chapter.
- **Figure caption:**
 - Each figure should have a concise caption describing accurately what the figure depicts.
 - **The figure caption must be placed below the figure. Font size: 12, Font style: Times new roman, regular. All figures' captions should be centrally aligned.**
 - Figure captions begin with the term **Fig.** in bold type, followed by the figure number, also in bold type (For example, **Fig. 3.1:** caption)
 - Figure parts should be denoted by lowercase letters (a, b, c, etc.). (**Fig. 3.1: (a)**, caption, **(b)** caption).

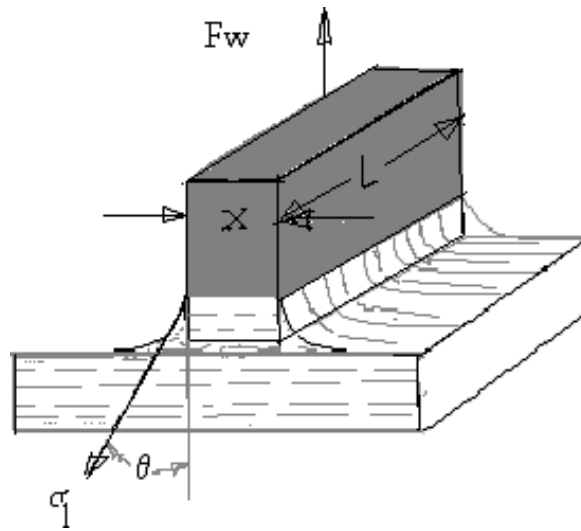


Fig. 3.1: Model

i. Table formatting

- Use the table function, not spreadsheets, to make tables.
- The text in the table should be written in **Font size: 12, Font style: Times new roman. The text position should be center of the box.**
- Tables should be consecutively numbered per chapter
- **Tables caption must be placed above the Table. Font size: 12, Font style: Times new roman, regular.** (For example, **Table 3.1: xyz**)
- All tables should be centrally aligned with captions at the top center.

Table 3.1: Sample table

ii. Formulas and equations

- When presenting mathematical material, the equation editor of the word processing program should be used.
- All equations should be centrally aligned.
- The main font is Times new roman 12 pt, regular.
- Equations should be consecutively numbered per chapter

For Example:

$$V = IR \quad (2.1)$$

- iii. **References:** APA (sixth edition) referencing styles may be used as a standard format.
- iv. **Copyright note:** "BGMEA University of Fashion & Technology" should be mentioned in the footer.

4 Examination and Assessment Guidelines

Pre Defense: Student must attend pre-defense to pass the thesis topic. The CPGS will conduct the examination.

The postgraduate students are directed to obey the following guidelines while preparation of their synopses presentations.

1. The PPT presentation should cover over all contents of the synopsis especially the following headings:
 - I. Title page (1 slide)
 - II. Brief introduction (1-2 slides)
 - III. Research gap & Research Problem (1 slide)
 - IV. Aims and objectives (1 slide)
 - V. Materials & Methods including the testing Methods. (1-2 slides)
 - VI. Design of experiments (1-2 slides)
 - VII. Expected Outcomes (1-slide)
 - VIII. Project Timeline (1-Slide)
 - IX. Expected Budget (1-Slide)
 - X. Key references (1 slide)
2. The number of slides should be below 15.
3. The font size of headings should be ≥ 44 bold and that of text ≥ 32 bold.
4. Slide design should be simple with clear contrast of text.
5. Maximum time of presentation will be below 10 minutes.
6. There must be no mismatch between the contents of PPT presentation and that of synopsis.

Final Defense Students will be notified of the date and venue for the oral presentation through the thesis supervisor after submitting the final version of the thesis.

The examination committee shall be constituted as follows

Table 4.1: Examination committee

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.
Two members from within or outside the department not below the rank of Associate Professor.	Internal Examiner	

Thesis presentation guidelines

The presentation slides should organize in the same flow used for the thesis. The title, supervisor name, and student Id number on the first slide should be clearly shown. Students should pay special attention to the best practices for making an effective presentation. The recommended structure for the presentation is as follows:

1. First slide with title, supervisor name, and student index number
2. Introduction
3. Problem statement
4. Aims & Objectives
5. Literature Review
6. Methodology
7. Results
8. Discussion
9. Conclusion
10. Recommendation
11. References

■ The evaluation system for the thesis

This section is addressed to supervisors and examiners. It provides information on general considerations and assessment criteria for the thesis. It also guides students about what examiners will look for in examining thesis.

■ Grading policy for the thesis

The evaluation will be conducted in the final phase by reviewing the submitted thesis report. This assessment carries 100 marks for the final results of the thesis. The examination committee members, including the supervisor, will grade the undergraduate thesis. In this regard, the weight of marks distribution will be as follows:

- Thesis report (supervisor)- 40%
- The Report will be evaluated by the examination committee (Presentation and viva)- 60%. Each examiner can give marks as follow:
 - Examiner (supervisor) -20% (Presentation 10%, Viva -10%)
 - External Examiner -20% (Presentation 10%, Viva -10%)
 - Examiner 1 - 10% (Presentation 5%, Viva -5%)
 - Examiner 2 - 10% (Presentation 5%, Viva -5%)

■ Evaluation criteria for the thesis report

The evaluation will be conducted in the final phase by reviewing the submitted thesis report. The thesis report carries 40 marks. While the thesis may vary from one to another in scope and way of presenting the facts, examiners and supervisors may wish to consider the following points:

Table 4.2: Evaluation criteria for the thesis report

Criteria	Marks (40)
Background, novelty, literature review <ul style="list-style-type: none">• Are the background conditions and motivation described in sufficient detail to provide a rationale for the thesis?• Are the thesis aims well formulated?• Are relevant concepts and empirical studies in open literature critically reviewed?• What is the novelty of this work?	10
Maintaining the structure and flow of the thesis	5

<ul style="list-style-type: none"> • Is the methodology fit with the aims and the stated problems of the study appropriately? • Is the methodology consistent and reflecting an adequate amount of effort for an undergraduate student? 	
Results and analysis <ul style="list-style-type: none"> • Are the findings and experiences well summarized? • Are the findings well discussed, and are the implications valid for the candidate's situation and conditions? 	10
Writing style, spelling, formatting and grammar correctness, etc.	10
Sincerity and attendance	5

■ Evaluation criteria for the thesis defense

The oral presentation will be conducted after submitting the thesis report. This assessment carries 60 marks to the final year thesis's final results. Each examiner can give a maximum of 10 marks for the presentation and 10 for viva. The evaluation criteria are as follows:

Table 4.3: Evaluation criteria for the thesis work presentation and viva

Criteria	Marks (20)
Knowledge about the thesis work	05
Results and Discussion.	05
Writing style, spelling, formatting, and grammar correctness, etc.	05
Quality of oral presentation: Presentation style, time management, slide organization, etc.	05

5 Summary:

These guidelines are intended to provide standards of good practice for the supervision of graduate thesis. The student, supervisor, chairperson, and examination committee members must all be aware of their responsibilities for ensuring satisfactory progress and assessment of the thesis.