

Steps of applying thesis defense

First, make sure that you have already got at least 31 credits, including 8 credits for required courses, 15 credits for selective courses, Lecture on Modern Biomedicine (I) & (II), 0 for Laboratory Safety, and 0 for Research Ethics.

1. Apply for oral defense online (refer to file #1), upload files #2 and **Originality Comparison of Research Paper**, press "Print" to get **Application for Thesis Defense Oral Examination**.

(1) **Originality Comparison of Research Paper**: Compare online. [link](#)

(2) The Thesis Advisory Committee comprises three members; two are faculty in the CMU and one is from outside CMU.

The thesis must be submitted to the Thesis Advisory Committee at least one week prior to the defense to allow the members adequate time to review it.

2. Submit documents listed below at least **3 weeks before the defense**:

(1) **Application for Thesis Defense Oral Examination**, which printed online and is filled with the date, the signature of your advisor, and the name and Institute of committee members.

(2) **Transcript of Academic Record**, which is printed by automatic machine at the end of corridor on LiFu first floor, next to restroom and beverage vending machine. Or you may ask the personnel of graduate student affairs, on 6F of LiFu building, for help.

(3) **Thesis draft**, there's no official format for it.

(4) **Advisor's recommendation**, which is file #3, named "3_recommendation of advisor".

3. After application for thesis defense is granted, I'll give you some necessary documents that need to be signed by committee members, such as score report and **Verification from the Oral Examination Committee**.

4. You'll receive a scanning e-file of **Verification from the Oral Examination Committee** after the defense and it is needed for **Electronic Thesis & Dissertations Service** ([link](#))

5. You'll get "**CMU Thesis & Dissertation Copyright License Agreement**" after the **E-thesis service** and the final version of your thesis. Please print out this version with orders (refer to file #5) and cover it in "**Olive green**"(refer to file #6 and #7 for front page format).

6. Submit 2 thesis copies to me and 3 to the library. Please come to me first and I will tell you who to find and how to get diploma of Master degree.

Sincerely,

Christina Chang.

Assistant of IMPBS, CMU.