

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 **Student academic ethics statement (file #2)**, **Originality Comparison of Research Paper**, and **Recommendation of adviser (file #3)**. Then press "Print" to get **Application for Thesis Defense Oral Examination**.
*please note that the print date of **application** should be before official deadline of thesis application. **Dec 10th 2021 is deadline for Fall semester 2021.**
*** Please arrange defense date earlier before Jan 22nd 2022.**
 - (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 **2 weeks before the defense**:
 - (1) **Original hard copy of Application for Thesis Defense Oral Examination**, which should be filled with the date of defense, the signature of both student and advisor, and the details of all committee members.
 - (2) **Transcript of Academic Record (Chinese version)**. Please ask the personnel of graduate student affairs on 6F of LiFu building to help you print out the transcript. (NT\$20 for Chinese version. NT\$40 for English version.)
 - (3) **Thesis draft**, there's no official content format for it. You may follow Lab's rule.
 - (4) **Original hard copy of Advisor's recommendation** (file #3).
 - (5) **Original hard copy of Student academic ethics statement** (file #2).
 - (6) **Application form for video conferencing**
*Only non-CMU committee members are allowed to attend through video conferencing.
*Regulations of video conferencing might change according to latest Covid-19 epidemic situation, please double check with IMPBS office ahead.
3. After application for thesis defense is granted, you'll be provided some documents to be signed by committee members at defense, such as **Score Report Cards** and **Verification from the Oral Examination Committee**. Please make sure all documents are signed correctly and hand back to me after defense.
*If hold by video conferencing, **please record the whole defense process into a video** and submit to me afterwards.
4. You'll receive a scanning digital file of **Verification from the Oral Examination Committee** needed for **Electronic Thesis & Dissertations Service** ([link](#)).

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

6. Submit 2 thesis hard copies and 1 digital copy to me, 3 hard copies 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.