

## Steps of applying thesis defense (Fall semester 2023 | 112-1)

First, make sure that you have already got at least 31 credits, including **Required courses** 8 credits, **Elective courses** 15 credits, **Lecture on Modern Biomedicine** 2 credits, **Laboratory Safety** 0 credits, and **Research Ethics** 0 credits.

1. Apply for oral thesis defense online (refer to file #1), upload 3 files listed below, then press "Print" to get **Application for Thesis Defense Oral Examination**.

\*please note that the printed date of the **application** should be earlier than official deadline of thesis application. **December 8<sup>th</sup> 2023 is deadline for applying defense in Fall semester 2023.**

2. **Student academic ethics statement (file #2)**
3. **Originality Comparison of Research Paper**: Compare online. [link / directions](#)
4. **Recommendation of adviser (file #3)**

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.

**\* Please arrange defense date earlier before January 22<sup>th</sup> 2024.**

\*The Thesis Advisory Committee comprises 3 members; 2 are faculty in the CMU and 1 is from outside CMU.

- (2) **Transcript of Academic Record (previous years, Chinese version)**. In YingCai campus, Please use printers at 1F of Mutual Aid (HuChu) building and the other one next to 105 Hall on 1F of Lifu Teaching Building to print out Transcript of previous years. In Shui-Nan campus, you may use printer next to 7-11 on 1F of Mercy building (Care building), or go to Office of Graduate Student Affairs on 10F of Excellence building and ask staff in helping print out transcript. (NT\$20 for Chinese version. NT\$40 for English version.)

- (3) **Thesis draft (digital file & hard copy )**. 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. The thesis must be submitted to the Thesis Advisory Committee at least 1 week prior to the defense to allow the members adequate time to review it.

4. After application for thesis defense is granted, you'll receive documents needed to be signed by committee members in 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. **\*Students should complete this step before January 26<sup>th</sup> 2024.**

~~\*If hold by video conferencing, please record the whole defense process into a video and submit to me~~

~~afterwards.~~

- 5 You'll receive a scanning digital file of **Verification from the Oral Examination Committee** needed for **Electronic Thesis & Dissertations Service** ([link](#)) afterwards.
- 6 After **E-thesis service** is finished, you'll get **CMU Thesis & Dissertation Copyright License Agreement** and the final version of your thesis. Please print and bind this version in [required binding orders](#), and cover it in "**Orange**" (refer to file #5 and #6 for front page format).
- 7 Submit 2 thesis hard copies of thesis and 1 digital copy to me, 2 hard copies to the library. Please come to IMPBS office first and will inform you next steps in collecting degree diploma.

**\*Students should complete this step before February 8<sup>th</sup> 2024.**