Steps of applying thesis defense (113-2 Spring semester 2025)

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 attachment #1, 2nd part), upload 3 files listed below, then press "Print" to get Application for Thesis Defense Oral Examination.
   *The printed date of the **application** should be earlier than official deadline of thesis application.
   *June 6th is deadline for applying defense in Spring semester 2024.
   (1) **Student academic ethics statement** (attachment #2)
   (2) **Originality Comparison of Research Paper (<30%)**: Compare online by Turnitin(link)
   (3) **Recommendation of adviser** (attachment #3)

2. Submit documents listed below at least **2 weeks before the defense:**
   (1) **Original hard copy of Application for Thesis Defense Oral Examination**:
   *Please complete the signatures of both student and adviser.
   *Please arrange defense date earlier than July 17th.
   *Oral Examination Committee(abbr. OEC) comprises 3 members, 2 of them should be faculties of CMU, and the other should be from off-campus.
   (2) **Academic Record Transcript (previous years, Chinese version).**
   ***In Ying-Cai campus**, please use printers to print out transcript of previous years. The printers locate at 1F of Hu-Chu building and at the doorway outside 105 Hall on 1F of Lifu Teaching Building.
   ***In Shui-Nan campus**, the printer locates right next to 7-11, on 1F of Solicitude Building. Or you may ask faculties of Office of Graduate Student Affairs, on 10F of Excellence building, to help you print out transcript. (NT$20 for Chinese version. NT$40 for English version.)
   (3) **Thesis draft (digital file)**
   *Content should including:
   Chapter 1. Introduction
   Chapter 2. Materials & Methods
   Chapter 3. Result
   Chapter 4. Discussion
   (4) **Original hard copy of Advisor's recommendation** (attachment #3).
   (5) **Original hard copy of Student academic ethics statement** (attachment #2).
3. The thesis must be submitted to the OEC at least 1 week prior to the defense to for their review.

4. After application for thesis defense is approved, you'll receive documents needed to be signed by OEC members at the defense, such as **Score Report Cards** and **Verification of the Oral Examination Committee.** Please make sure all documents are signed correctly and hand back

to the office before July 24th.

5. You'll receive a digital file of **Verification of the Oral Examination Committee** needed to insert into thesis afterwards.

6. Thesis Comparison Procedure: (refer to attachment #1, 3rd part)
   (1) After revise your thesis under adviser or OEC's instruction, the content of thesis needs to be carried out the similarity comparison by Turnitin. Pls upload the similarity report, with percentage lower than 30%, to Student Information System (abbr. SIS).
   * Upload route: SIS /applications/Application for the final originality comparison of thesis.
   (2) Pls print out **CMU Final Thesis Academic Ethics and Originally Comparison Statement**, sign it, and upload to SIS. You may download this statement at same page of uploading similarity report.
   (3) It takes about 3~5 working days to apply for thesis comparison, please inform IMPBS office for review after the upload is completed.

7. Submit thesis to **Electronic Thesis & Dissertations Service** (refer to attachment #5; link). After **E-thesis service** is completed, you'll get **CMU Thesis & Dissertation Copyright License Agreement** and the final version of your thesis. Please print out and bind this version in required binding orders, and cover it in "**Yellow**".
   *Thesis format pls refer to attachment #6.

8. Submit thesis and receive diploma:
   (1) At IMPBS office: 1 hard copy and digital file
   (2) At CMU library: 2 hard copies
   (3) At Office of Graduate Student Affairs

   *The final date for receiving diploma is August 29th. Otherwise student needs to pay tuition fee again to receive diploma in September.

   *If thesis contains information pertaining to national secrets, or files for patent registration, or withholds according to the law, you may apply for embargo for no longer than 5 years. Pls bring 3 documents listed below to CMU library along with thesis copies. Pls note that reasons including unpublish data for research journal or conference will not be accepted.
   (1) Application for Embargo of Thesis/Dissertation of China Medical University (link), 1 original copy.
   (2) Application for Embargo of Thesis/Dissertation of NDLTD (link), 1 original copy.
   (3) Related documents, 2 copies.