

# Instructions for the master's degree Examination of the Institute of Biomedical Engineering

Revised 2025.3.12

Procedure	Description
1. Preparation of documents and the filling of applications	<ol style="list-style-type: none"> <li>1. Conduct a thesis similarity report, submit the comparison results to the supervisor for review, and complete the <b>paper similarity comparison report</b><sup>1</sup> (Document 1) , <b>similarity comparison checklist form</b> and <b>thesis/dissertation affidavit</b> (Document 2 and 3, on the website) .</li> <li>2. Apply to the Division of Registration for an <b>official transcript</b> (Document 4), with an official stamp from the division.</li> <li>3. Students will need to Log in to the school's academic affairs information system website through the following link: <a href="https://www.ccxp.nthu.edu.tw/ccxp/INQUIRE/">https://www.ccxp.nthu.edu.tw/ccxp/INQUIRE/</a>→Graduate Degree Examination→ Log in, and enter the relevant information. The system will then automatically send an email to notify the institute office of their examination qualification. Following examination and approval from the school, students will need to print: one <b>Application Form</b> (Document 5), one <b>Advisor Approval Form</b> (Document 6), one <b>Oral Defense Form</b> (Document 7), and copies of the <b>Graduate Student Oral Defense Grade sheets</b> (Prepared according to the number of members) (Document 8).<sup>2</sup></li> <li>4. Download the <b>graduation notice</b> (Document 9) from the institute website and get the student's advisor to sign it.</li> <li>5. <b>The above 9 documents should be submitted to the institute office for application no later than 3 weeks before the date of the oral examination.</b></li> <li>6. After the review, the office will return the following three documents: letters of recommendation, examination approval letter, and the thesis oral examination transcript. Students will need to submit these to the test committee for grading on the day of the exam. The rest of the documents will be sent to the department of registration for review. Following approval, the oral test will be prepared accordingly.</li> </ol>
2. Scheduling of the oral examination	<ol style="list-style-type: none"> <li>1. The advisor and the student should contact their Oral Examination Committee and send a copy of their thesis. The office will then send the Oral Examination Committee Appointment Letter.</li> <li>2. Students will receive the oral examination members' subsidies and receipt the day before the oral examination<sup>3</sup>.</li> </ol>

	3. There should be 3-5 committee members for the oral examination. The instructor is an ex officio member and cannot be the moderator. The moderator shall be recommended by the participating members.
3. During and after the oral examination	<ol style="list-style-type: none"> <li>1. The oral examination venue shall be arranged by the student. Tea and serviettes can be provided by the institute office, but students must arrange for meals – if any – themselves.</li> <li>2. The oral examination committee's subsidies and receipt shall be handed to them on the day of the exam. Any receipts thereafter should then be handed over to the institute office upon completion for reimbursements.</li> <li>3. The original transcript of the oral examination, a photocopy of the approval letter, a photocopy of the letter of recommendation, and the revised thesis should be sent to the registration office for record keeping. Students should keep the original copy of the approval and recommendation letters, and students do not need to submit these to the university.</li> </ol>
4. Handling of school leaving procedures	Students should follow the "Department Procedures for Graduates of National Tsing Hua University" to complete their school leaving procedures. One copy of the revised thesis <sup>4</sup> should be submitted to the library, and the university will get it converted to hardcover. The institute will not need to pay for the hardcover conversion.

Notes:

1. Go to the Computer and Communications website of NTHU → Teaching Services → Turnitin, an article plagiarism detection tool → Complete the comparison as soon as possible and send the report to the instructor for review. After the review has passed, students will need to ask their advisors to put a signature on the blank space. This rule does not apply to students admitted before the 2018 academic year.
2. After the examination and approval, corrections of any information must be updated in the school affairs information system, and the paper copies of the score sheet, approval letter, and recommendation letter must be simultaneously revised, and the advisor will need to sign it accordingly.
3. The expenses and subsidies related to the oral examination include: (1) the supervisor's guidance fee; (2) the supervisor's oral examination fee, and up to 2 oral committee members (up to 3 in total, reimbursements for the 4<sup>th</sup> and above committee member must be paid by the supervisor with other sources of funding); (3) the off-campus oral examination commissioned transportation costs.
4. The thesis must be the latest correct version, including: (1) the title of the thesis cover, the names of the advisor and students should be in both Chinese and English; (2) the recommendation letter of the advisor and the approval of the oral examination committee; (3) the abstract in both Chinese and English; Power of Attorney (the "Application Form for Postponing the Publication/Removal of Paper Dissertations of the National Library of China" should be affixed to the postponing publication of the paper version - it can be downloaded from the various forms of the registration group).