Master's Thesis Oral Defense Procedures and Submission Checklist

I. Application for Oral Defense

1.	Thesis draft (at least 20 pages; 28 lines count as one page; figures, tables, and headings are excluded from the page count).
2.	Online oral defense application form (print both pages single-sided; signatures of the student and advisor are required).
3.	Graduate Thesis Review Application Form and Declaration.
4.	Proof of presentation/publication and abstract (in the required paper format). Provide supporting evidence and obtain the advisor's signature, such as proof of an oral conference presentation, poster presentation, or journal submission. If not yet presented or published, sign the declaration.
5.	Certificate of completion of the Academic Research Ethics course.
6.	Application for delayed public release (if applicable under the three relevant criteria; supporting documentation must be attached).

II. Oral Defense Documents (Download from the Department Website)

1.	Thesis Examination Result Notification (2 original copies).
2.	Oral Defense Evaluation Form (one signed copy from each committee member).
3.	Receipt / Income Declaration Form (bank transfer: no signature required; external committee members must provide bank account information; cash payment: signature required).
4.	Thesis Approval Form (3 copies; no alterations permitted; if an error occurs, obtain new signatures).

III. Documents to Submit to the Department Office After the Defense

1.	Thesis Examination Result Notification (2 original copies).
2.	Oral Defense Evaluation Form (one signed copy from each committee member).
3.	Receipt / Income Declaration Form (bank transfer: no signature required; external committee members must provide bank account information; cash payment: signature required).

IV. Thesis Formatting Check

1.	Cover page (the Chinese and English titles must match those on the Examination Result Notification; check spacing and margins).
2.	Preliminary pages (use Roman numerals for page numbers; check margins).
3.	Main text (use Arabic numerals for page numbers; check margins).

V. Uploading the Thesis to the Library System

1.	Ensure the Chinese and English thesis titles match those on the Examination Result Notification.
2.	Enter the names of the oral defense committee members.
3.	Upload the thesis.
4.	For the first authorization item, select immediate public access for all applicable confirmations. If requesting delayed public release, attach supporting evidence and sign the application form. (Delayed release is permitted for the second item, online electronic authorization, and Airiti authorization.)
5.	After approval, download the watermarked thesis file for hardcover binding.

VI. Graduation Clearance Procedures

1.	Graduation Clearance Sign-off Form (after the formatting check, obtain the department office stamp and submit it with the thesis to the Registration Division).
2.	Three hardcover thesis copies (submit to the Office of Academic Affairs, Registration Division, first).
3.	One hardcover thesis copy for the Library.
4.	One hardcover thesis copy for the department office (verify inclusion of the original Thesis Approval Form and Library Authorization Form).
5.	Thesis similarity report (below 30%; student signature required; submit to the department office).
6.	Department of Biotechnology Graduation Clearance Application Form (submit to the department office).