**元智大學 生物與醫學資訊碩士學位學程**

**碩士生一般生 論文口試流程檢核表**

**Checklist of thesis oral examination process for Master’s students**

**Graduate Program in Biomedical Informatics**

**Yuan Ze University**

請檢視下方各項目是否已達成，並交由系辦承辦人打勾。於每次有相關論文口試文件須請指導教授或系主任簽名時，附上這張表供老師查閱。

Please check whether the following items have been achieved, and give the form to the department contact person to sign.

Attach this form for the professor to check every time when you need the department head or the advisor to sign degree related documents.

1. 修畢學術研究倫理教育課程。

Complete Academic Research Ethics Education Course.

1. 修滿二十四學分（含抵免但不含研究專題及書報討論），其中本系選修至少十二學分。

Obtain twenty-four credits (including transferrable credits but excluding credits from Special Topics and seminar courses). Twelve credits must be obtained from elective courses offered by the department.

1. 完成論文計畫審查(經由系內二位專任助理教授以上教師審查通過)。

Present a thesis proposal to be reviewed and approved by two faculty members in the department with the rank of assistant professor or above.

* 已繳交碩論文計畫書審查申請表(一份)。

The application form for review of the Master’s thesis proposal has been submitted

* 已繳交碩論文計畫書審查意見表(依委員人數)。

The review comments of the proposal have been submitted

1. 完成正式論文口試。

Pass the thesis oral examination for a Master’s degree.

* 繳交指導教授推薦函(一份。指導教授簽名)。

Submit recommendation letter from the advisor.

* 繳交口試評分表(依口試委員人數。各委員簽名)。

Submit Evaluation form.

* 繳交口試委員審定書(三份。需系主任簽名)。

Submit approval page.

* 繳交口試費收據。

Submit receipts of committee fee.

1. 上傳論文電子檔。

Upload thesis file in pdf format.

* 上傳延後公開申請書掃描檔(須符合延後公開條件才可申請)。

Fill out and upload the Application for Embargo of Thesis/Dissertation if needed.(must meet the deferred disclosure conditions before applying)

1. 繳交論文紙本(兩本)。

Submit two hard copies of the dissertation.

* 繳交授權書紙本(包含國圖以及元智各一份)。

Submit the authorization form.(including National Taiwan Library version and YZU version)

送審人簽名Student／日期Date：

承辦人簽核Contact Person／日期Date：