

## Spring 2023 Graduation Defense (Degree Examination) Orientation

**Registration Section** 

2023 Feb. 21st



TMU home-page→ Office of Academic Affairs→ Registration Section→ Graduation Defense



## **Important Timetable(1)**

Electronic Thesis

Review Thesis Doc

Thesis Doc

Apply Defense Hold



\*The final version will be announced on Mar. 15, 2023 after the Academic Affairs Meeting

Date	Target	Actions
2023.02.20-03.17 5 P.M.	Student	Apply graduation defense & upload threshold documents
2023.04.01-04.30	Student	Upload English name on the degree diploma
*2023.03.20-03.26	Advisor	
*2023.03.27-04.09	Administrative Prof.	Deview Students? Application
*2023.04.17-04.23	Director of Department	Keview Students Application
*2023.04.24-04.30	Dean of College	
*2023.05.10-07.21	Student	Hold the graduation defense

## **Important Timetable(2)**

Electronic Thesis

Review Thesis Doc.

Thesis Doc

Apply Defense Hold



\*The final version will be announced on Mar. 15, 2023 after the Academic Affairs Meeting

Graduation Procedure

Date	Target	Actions	
*Deadline: 2023.07.18 <u>5 P.M.</u>	Student (optional)	Apply cancellation of graduation defense	
Deadline: 2023.06.09 5 P.M.	Student (optional)	Apply "suspension" of Spring 2023	
*Before 2023.07.27	Student	Submit final Thesis and related documents to department	
Before 2023.07.31 <u>5 P.M</u> .	Student (optional)	<ul> <li>Submit hardcopy application of "preserving passed degree exam scores"</li> <li>•students who passed the defense but are unable to submit thesis before 31<sup>st</sup> Jul, and still have "study year".</li> <li>•student who apply it will graduate next semester.</li> </ul>	
*Before 2023.09.08	Student	Finish the Graduation Procedure (obtain the degree diploma)	

## **Graduation Defense Procedure**

Procedure

Apply Defens Hold

Defense

Submit

Thesis Doc



For students who passed graduation defense, graduation requirements, and submitted thesis with related documents, from Aug. 1<sup>st</sup> 2023 will be marked as graduated in TMU system.



## **Apply Graduation Defense-Qualification**



- According to the "TMU Notes for Course Selection and Registration" Article Ill, students must complete "Research Ethics" course before applying for a degree examination.
- According to the "TMU Enforcement Rules for the Master's and Doctoral Degree Examinations": Students must have completed all required courses and obtained all required credits and requirements stipulated by their institute/department and completed research ethics courses then are eligible to apply degree examination.
- Before applying, students must consider and value their situation and can follow TMU's required timetable and procedure, including defense holding and thesis submission.
- Students shall finish following requirements before applying for the graduation defense:
  - ✓ Already passed the "Research Ethics" Course
  - ✓ Select "Thesis" /"Dissertation" Course this semester
  - ✓ Ph.D. program students pass the qualifying exam
  - ✓ Meet graduation credit requirements

**Fimetable** 

✓ Meet graduation threshold and upload evidence materials

## **Apply Defense (1)**

Apply Defense

**Fimetable** 

Upload evidence of your finished graduation requirement. The requirements are from your department and program, if you have any questions please contact them directly.

你教条体(Acadomic)	[Edit Window] - Add	Clear Save
註冊繳費 學籍(Enrollment Status) 抵免作業(Course Credit Waiver) 課程課務(Curriculum)	Items * : SCI, SSCI, A&HCI, EI, THCI Core paper  Step 2  Protection of qualified SCI, SSCI, AddHCI, EI, THCI Core paper  Note : Note : Step 2  Step 2	Step 4 SCI, SSCI, A&HCI, EI, Program in Medicine, pr co-supervisor otherwise the also relevant to the student's Dissertation.
選課(Course Selection) ▼	Student Note *: SCI Accepted Letter	
核心能力 畢業學分進度查詢(Credit Progress) Requirements for Graduation (Student Form) Res Step 1 研究所	Upload Related Document : SCI Accepted Letter Attach File Please save the file after uploading a Step 3 Description Delete I SCI Accepted Letter	
Defense) 教學評量(Course Evaluation) ▼		Clear Save
	Select All Deselect all Delete [1] [Each Page 20 Results	Page 1 Total 1 Pages, Total 1 Results 1
	Year of Admission Department Items	Student Note Review Status
	□ Edit 105 International Ph.D. Program in Medicine7 SCI, SSCI, A&HCI, EI, THCI Core paper	SCI Accepted Letter Unviewed
	[1] [Each Page 20 Results	Page 1 Total 1 Pages, Total 1 Results)

Select All Deselect all Delete



## **Apply Defense (2)**

Graduation Procedure

Electronic Thesis

學程       、         核心能力       、         學菇(Enrollment Status)       、         「花免作業(Course Credit 、       、         Waiver)       、         成績(Score)       、         工業学分進度査詢(Credit 、       ・         Progress)       ・         遺譲(Course Selection)       ・         研究所學位考試(Graduation Application Defense Application Defense Application Application Application Defense Application Application Defense Application Application Defense Application Application Application Defense Application According To the Notes For Course Selection And Registration* Article III, students who apply for the degree examination And according To the Notes For Course Selection And Registration* Article III, students must complete "Research Ethics* course before applying For a degree examination Article III, students must complete "Research Ethics* course before applying For a degree examination Article III, students must complete "Research Ethics* course before applying For a degree examination Article III, students must complete "Research Ethics* course before applying For a degree e	炎務系統(Academic) ▲	Result	
Graduation Defense         Application       Step 1         Amendment Committee       [Note]         Members       [Note]         Cancel Graduation Defense       1. Students who apply for the degree examinations must meet the requirement of "TMU Implementation Guidelines Of Master And Ph.D. Degree Examination         And according To the "Notes For Course Selection And Registration" Article III, students must complete "Research Ethics" course before applying For a degree examination.         2. Before applying, please read the study regulation Of respect department/program & information Of graduation defense orientation. Student must prepare and the study regulation of the automation	學程 核心能力 學籍(Enrollment Status) 抵免作業(Course Credit Waiver) 成績(Score) 畢業學分進度查詢(Credit Progress) 選課(Course Selection) 研究所學位考試(Graduation ▲ Defense)	Degree Program : Doctoral Degree Student ID : Period of Application : 1112 DEG2011_Graduation Defense App Select all Deselect all Delete seleted item No matching data!! Select all Deselect all Delete seleted item	Step 2       Add Clear Search         Department : 7       Name :         Reivew Status :       All         Vilication
<ol> <li>Students or completed requirements And upload the evidence on the system.</li> <li>Students must provide originality reports Of plagiarism detection To committee members On the day Of graduation defense. Students who did Not provid report cannot hold the defense. For the detection tool please use "Turnitin".</li> <li>Students whose application was conditionally And temporarily approved by the respect department/program, And held the graduation defense, however, meet the graduation requirement, will be deemed As fail On graduation defense For 1 time.</li> </ol>	Graduation Defense Application Amendment Commutee Members Cancel Graduation Defense	<ol> <li>Students who apply for the degree examinations must r And according To the "Notes For Course Selection And Re examination.</li> <li>Before applying, please read the study regulation Of res evidence Of completed requirements And upload the evid 3. Students must provide originality reports Of plagiarism report cannot hold the defense. For the detection tool ple 4. Students whose application was conditionally And temp meet the graduation requirement, will be deemed As fail</li> </ol>	[Note] meet the requirement of "TMU Implementation Guidelines Of Master And Ph.D. Degree Examination" Artic egistration" Article III, students must complete "Research Ethics" course before applying For a degree spect department/program & information Of graduation defense orientation. Student must prepare the dence On the system. In detection To committee members On the day Of graduation defense. Students who did Not provide the ease use "Turnitin". porarily approved by the respect department/program, And held the graduation defense, however, did Not On graduation defense For 1 time.

Timetabl

Apply Defense Hold Defense Submit Thesis Doc. Review Thesis Doc.

## **Apply Defense(3)**

Apply Defense

hesis Do

Timetable

Must click "submit". Application did not submit before the deadline will be deemed as fail application. After submitted, any revision please contact the advisor to return the application during their review period. (3/20-3/26)

[Information]		Back to	Search Clear Save Submit					
Degree Program :	Doctoral Degree	Department :	Ph.D. Program in School of Pharmacy					
Grade Level :	4							
Advisor :	Chiu, Shih-Jiuan	Co-Advisor : Hsieh, Chien-Ming St Cien-Cien						
Student ID :	D301108013	Name : MADE ARY SARAS						
Application Date :	111/09/23	Reivew Status :	To be reviewed					
I have advisor's permission to propose the graduate exam * :	● Yes ○ No	I have submitted my thesis/dissertation draft for comparison on Turnitin(depends on the requirement of the department/program) * :						
I have finished all the credits required for graduation in accordance with related requirements * :	• Yes O No Resu Students who apply Degree Examination "Research Ethics" co	It of Academic Credit Progress for the degree examinations must meet the requirement of "TMU Implementation Guic n" Article II. And according to the "Notes for Course Selection and Registration" Article III purse before applying for a degree examination.	delines of Master and Ph.D. I, students must complete					
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Thesis/Dissertation Title (English) * :	Test <u>Test Test Test</u> Test Test Test Test Test Test Test	t Test Test Test Test Test Test Test Tes	"Submit"					
Upload Thesis/Dissertation	Please save the fi	Select File Description: Attach File Attach File Attach File						
(please following the	Preview	Description						
requirement of the	Delete 🖪	Report of Plagiarism Detection						
department/program)	Delete 🖪	thesis draft						

## **Apply Defense(4)**

Returned application shows on the Homepage.

sis Do

Submit <u>Thesis D</u>oq

Apply Defense Hold

Defense

- Click Home page→Find "System Info" →click the English hyperlink→"Details"
  - →After revised must click "Save" & "Send"

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待辦事項					step.	1	
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Step 2 Student De	partment	Student ID	Student	Previous	a		
Details Master Program	n in Graduate lical Sciences	SAMPLE	SAMPLE	Please revis	se	Find the reasons	
[Information]						Step 3 Save	
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Grade Level : 2	2					<b>Revise the applica</b>	atioi
Student ID : Name : and save the revisio						sion	
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## **Apply Defense(5)**

■ After submitted, back to the research and click "procedure" to follow up the application reviewing by every section. Click "Details" to find the application.

Apply Defense

Thesis Do

Timetable

Every section has the required period to do the review, please refer to the graduation defense timetable this semester

4	Period of Application	Application Date	Student ID	Thes	is/Dissertation Title (Chinese)	Thesis,	/Dissertation Ti	tle (English)
Procedure	SAMPLE	SAMPLE	SAMPLE	Test Test Test Test Test Test Test Test Test Test Test Test	st Test Test Test Test Test Test Test st Test Test Test Test Test Test Test	Test Test To Test Test To Test Test To Test Test To	est Test Test Test est Test Test Test est Test Test Test est Test Test Test	t Test Test Test t Test Test Test t Test Test Test t Test Test
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FLO3020_	Search Proce	edure cess Date /13 11:06:43	Proce Student's App	dure	Department International Ph.D. Program in Medici	ne OO	Reviewer	Comment
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## **Apply Defense(6)**

Graduation

Electronic

After approved by every section, the Registration Section will propose the official document. After the official document also approved, student could check the committee members on the system by clicking "Details"

	Period of Application	Application Date	Student ID	Thesis/Dissertation Title (Chinese)	Thesis/Dissertation Title (English)	Reivew Status
Details Procedure	SAMPLE	SAMPLE	SAMPLE	Test Test Test Test Test Test Test Test	Test Test	Approved



Apply Defense

Hold

Defense

Submit

Review

Thesis Doc

Graduation Defense Committee Members

[TMU Personnel: 4Members/Non-TMU Personnel: 3Members/Total: 7 Members]

Role	Inside/Outside TMU	Name Name	Institute	Department	Title/Position	Committee member's qualification meets regulation
Advisor	Inside	Ma, 00-00	TAIPEI MEDICAL UNIVERSITY		Professor	V
Co-advisor	Outside	Emily Borwn	UNSW Sydney	School of Public Health and Community Medicine	Research Fellow	Must be determined by the conference of department
Co-advisor	Inside	Su, 00-00	TAIPEI MEDICAL UNIVERSITY		Associate Professor	V
Committee	Outside	Harry Clearwater	Jozef Stefan Institute	Department of Intelligent Systems	Assistant Professor	Must be determined by the conference of department
Committee	Outside	Wu, OO	National Taiwan University	School of Pharmacy	Professor	V
Committee	Inside	Chang, OO-OO	TAIPEI MEDICAL UNIVERSITY		Professor	V
Committee	Inside	Zhang, OO-OO	TAIPEI MEDICAL UNIVERSITY		А	V

## **Notifications-Before Hold Graduation Defense**

#### **Submit** Originality Report of Plagiarism Detection

• Student must provide "Originality Report of Plagiarism Detection" to committee members during the graduation defense. Please use "Turnitin" as detection tool

#### Hold the physical graduation defense

• Student must hold the physical graduation defense in TMU campus (including ShuangHo campus). Video conference is not accepted.

**Apply on System-Amendment of Committee Members** 

• Deadline: 21<sup>st</sup> Jul. 2023

Hold

Defense

Timetable

**Apply on System-Cancellation of Graduation Defense** 

• Deadline: 5:00 P.M. 18th Jul. 2023

#### Situations that Deemed as Fail on Graduation Defense

- Fail score on defense
- Pass the defense however fail on the understudying graduation credit (cannot apply preserving passed degree exam scores)
- Did not hold the defense before deadline and not apply for the cancellation
- Did not submit required thesis documents before deadline (2023.07.31 5 P.M)

## **Thesis Documents Submission & Review**

Graduation

Procedure





**F. Evidence** (provide NCL)

Apply Defense

Hold

Submit

Thesis Doc.

Review

Thesis Doc.

## **Thesis Documents Review**



#### **Department name must be correct**

- Refer to the official program/department name
- Download it from website of Office of Academic Affairs→Registration Section→Graduation Message

### **Thesis title shall be consistent in all documents**

l'hesis Do

• Includes Chinese(if you have one), letter case(upper case, lower case) and punctuation

#### Thesis cover and spine

**Fimetable** 

- Format & color follows regulation of department
- Both Chinese and English department name shall be identical with each other

### Modified documents: Advisor Should sign or stamp on it

- Advisor shall stamp or sign at where you fixed (stamp at the edge of fixed)
- Advisor cannot be substituted by co-advisor/director/other professors





**TMU Thesis Certification** 

Graduation

Procedure

Hold

Defense

Defense

Submit

Review

Thesis Doc.

Electronic





### Original Confidentiality Agreement & Sign-in Form

Graduation Procedure

Submit Thesis Doc.

Hold Defense Review Thesis Doc.

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## **Evaluation Sheet**

Graduation

Procedure

Electronic

Thesis

Apply Defense Hold

Defense

Submit

Thesis Doc

Review

Thesis Doc.





## **Originality Report of Plagiarism Detection**

Graduation

Procedure

#### Page 1.

Apply

Defense

Hold

Defense

Submit

Review

Thesis Doc.



#### Page 2.



 Use the final version of your Thesis
 The % requirement depends on the regulation of your department & the advisor



**NCL Application for Embargo of Thesis** 

Graduation Procedure

Submit Thesis Doc. Review Thesis Doc.

Hold Defense

Apply Defense

國家圖書館學位論文延後公開申請書 <sup>編號:</sup> Application for Embargo of Thesis/Dissertation <sup>申请日期:民國年月</sup> Application Date: / / / (YYYY/MM/DD)	bound original hardcopy in your 1 <sup>st</sup> thesis
申請人姓名       學位類別 Graduate Degree       □得士Master □博士Doctor       B*菜年月 Graduate Date (YYYY/MM)       2023.06         學校名稱       臺北醫學大學Taipei Medical       条所名稱       醫學科學研究的時間       2023.06         小iversity       University       School/Department       醫學科學研究的時間       2023.06         前文名稱       ① 夢夜機窗       Contains information pertaining to the secret.       ● 書利事項,申請素號:       ●         「Bissertation       □夢友機窗       Contains information pertaining to the secret.       ●       ●         「書利事項,申請素號:       Filing for patent registration number       ●       ●       ●         「Withheld according to the law. Please specify.       ■       ■       ●       ●         中請項目       □       ○       ○       □       ■       ●         ○ptions       belay public access to the printed copies of my thesis, but leave the online bibliographic record open to the public.       □       ■ <t< th=""><th></th></t<>	
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(以下由國國填寫 For Internal Use)	<ul> <li>How the task based and task based based</li></ul>

## **Application for Embargo of Thesis**

Students who will public thesis immediately don't need to submit it

<u>Electr</u>onic

Review

Thesis Doc

### Instruction of application

Timetable

Туре	Item	Notice	Note	
	Contains information pertaining to the secret		_	
Reason for Embargo	Filing for patent registration (registration number)	Must provide evidence materials	If registration number unavailable yet, please mark "Preparing to register, and I will provide the registration number after finished." with evidence. (please provide the number to NCL)	
	Withheld according to the law. (Please specify)	-	_	
Ontions	Delay public access to the printed copies of my thesis	Public thesis/dissertation title		
Options	Delay public access to online bibliographic record of my thesis	Withhold all information		

### Any question please contact National Central Library

■ National Digital Library of Theses and Dissertations in Taiwan(論文加值服務系統/知識服務組)-Mr. Wang, Hong-De (王宏德) +886-2-23619132 ext.528

□ Collection Development and Bibliography Management Division(館藏發展及書目管理組)-Ms. Chang, Mei-Chi (張美琪) +886-2-23619132 ext.871 chichichang@ncl.edu.tw



# Q&A



# **Upload Electronic Thesis/Dissertation on System**

Library Ms. Chien, Li-Ting (Vicky) ext. 2519 E-mail: etds@tmu.edu.tw

## **Thesis Documents Submission & Review**

Electronic

Thesis

#### (Several parts related to the library)

Graduation

#### **Department Review**

Hold

Submit

Thesis Doc.

- A. Thesis & TMU Thesis Certification
- **B.** Original Confidentiality Agreement & Sign-in Form
- **C. Evaluation Sheet**

Apply Defens

**D.** Advisor Signed- Originality Report of Final Thesis Plagiarism Detection(including scan file)

[For students apply for thesis delay publication]

E. \*Application for Embargo of Thesis (with evidence)

\*This is required for students applying for thesis delay publication only

#### **Registration Section Review**

- A. Thesis in softcover with 2 copies (require bound with TMU Thesis Certification)
- B. Original Confidentiality Agreement & Sign-in Form
- C. Evaluation Sheet
- D. Advisor Signed-Originality Report of Final Thesis Plagiarism Detection(Cover + Percentage Page)

[For students apply for thesis delay publication]

- E. Bound "Application for Embargo of Thesis" original hardcopy and photocopy separately in 2 copies of softcover thesis
- F. Evidence (provide NCL)

#### Student Upload

Upload on "TMU Electronic Dissertation Service System"

**1. Electronic Thesis** (with Thesis Certification)

2. Authorized agreement (signed & scan)

[For students apply for thesis delay publication]**3.** Application for Embargo of Thesis

3. Application for Embargo of Thesis (with evidence) **Library Review** 

Received E-MAIL for review and notification message:

- Pass- printed Thesis
- Fail- correct and submit again

#### **Department Review**

- A. Thesis in softcover with 2 copies (require bound with TMU Thesis Certification)
- B. Original Confidentiality Agreement & Sign-in Form
- C. Evaluation Sheet
- D. Advisor Signed-Originality Report of Final Thesis Plagiarism Detection(including scan file)

#### [For students apply for thesis delay publication]

- E. Bound "Application for Embargo of Thesis" original hardcopy and photocopy separately in 2 copies of softcover thesis
- F. Evidence (provide NCL)





Review

## **Upload thesis/dissertation process**

#### **STEP 1**

<u> Fimetable</u>

- Please upload a PDF file.
- •The TMU watermark is needed to be attached to the E-theses.

Electronic

• Please set up content protection measures for the PDF.

### STEP 2

- Please log in to the Electronic Thesis/Dissertation (ETD) https://cloud.ncl.edu.tw/tmu/
- Click "**Register**" on the left, enter the Taipei Medical University **E-mail ID** and **password** on the page that came up.
- Fill out the basic information of your thesis/dissertation.
- Upload your PDF file.
- Select the options for your Copyright License Agreement.
- Print out & upload authorization letter.
- Submit.

#### **STEP 3**

- You will receive a notice after your file is corrected.
- Please upload authorization letter to the <u>Academic & Student Affairs</u> <u>Information System</u>.

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<ul> <li>Thesis</li> <li>step1 Key in</li> <li>step2 Upload</li> <li>step3 print out &amp; upload</li> </ul>	step1 Key in       If you have any problem         Add Dissertation/Thesis       10         Basic       Abstract       Table of Content       Ref	erence
authroization letter ——————————————————————————————————	thesis type :	Academic thesis/ dissertation
▶ Other Function	Chinese Name :	· · · · · · · · · · · · · · · · · · · ·
Change log	Foreign Name :	CHIEN,LI-TING
Personal Data	Chinese Title :	探討台灣青少年認知功能障礙與相關因子之關聯性
<ul> <li>Ouestion</li> </ul>	Foreign Title:	To explore the relationship between cognitive dysfunction and related factors in Taiwanese adolescents
Contact IIs	Advisor :	
	Foreign : WAT	ng, XIAO-MING
- Togoat	E-mail of Advisor :	vickychien1102@gmail.com
	Advisory Committee :	
	Chinese:林志 Foreign:LIN; Chinese:王者 Foreign:LIN;	明 ZHI-MING 赌 ZHI-MING
	Date of Defense :	2021-05-25
	Degree :	Master
	School Name :	Taipei Medical University
	Department Name :	Master Program in Graduate Institute of Data Science
	Academic Year :	109
	Publish Year :	2021

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Ouestion	Foreign Title : To explore the relationship between cognitive dysfunction and related factors in Taiwanese adole
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e Logout	E-mail of Advisor : vickychien1102@gmail.com
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	Chinese: 王春媛
	Foreign : LIN,ZHI-MING
	Degree : Master
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# Q&A

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