

**Academic & Student Affairs
Information System Operation Manual**

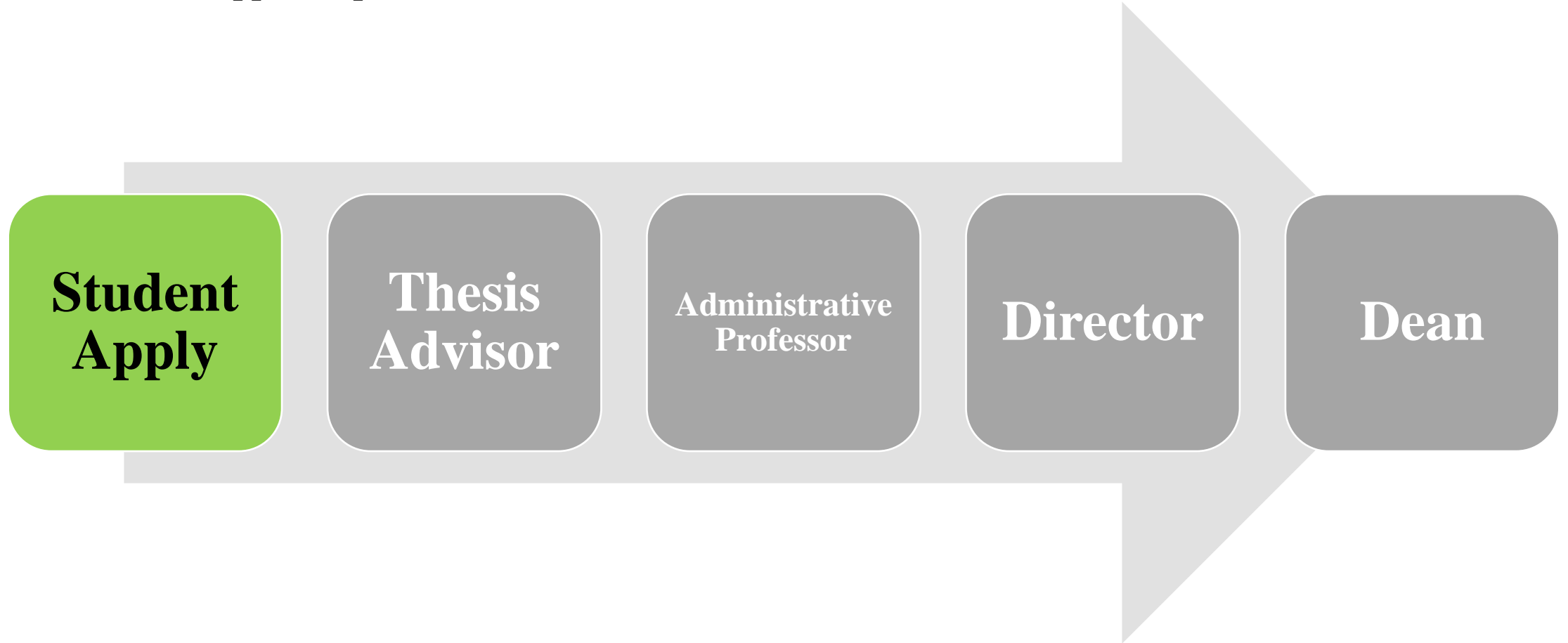
Registration Section,
Office of Academic Affairs,
Taipei Medical University

**Instruction of Applying for
Graduation Defense (Degree Examination)**

Student Apply

Graduation Defense Procedure

- The application date refer to the TMU schedule and Graduation Defense timetable of the semester
- The approval procedure refer to the Graduation Defense timetable of the semester

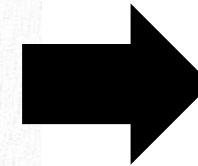


Apply for Graduation Defense

Apply for Cancellation of Graduation Defense

Apply for Committee Member Amendment

■ Log in Academic & Student Affairs Information System (newacademic.tmu.edu.tw)



The detailed view of the login form shows the following elements:

- Header: 使用 Google 帳戶登入
- Section: 登入
- Text: 繼續使用「tmu.edu.tw」
- Input field: 輸入您的電子郵件 (with a placeholder @tmu.edu.tw)
- Link: 忘記電子郵件地址?
- Callout box: Please enter TMU email & password
- Text: 電子郵件地址、「tmu.edu.tw」。
- Button: 繼續
- Link: 建立帳戶
- Footer: 繁體中文, 說明, 隱私權, 條款

Apply for Graduation Defense

Upload Threshold

Upload evidence of your finished graduation requirement

教務系統(Academic)

註冊繳費

學籍(Enrollment Status)

抵免作業(Course Credit Waiver)

課程課務(Curriculum)

選課(Course Selection)

成績(Score)

核心能力

畢業學分進度查詢(Credit Progress)

Requirements for Graduation (Student Form)

Result of Credit Progress

研究所學位考試(Graduation Defense)

教學評量(Course Evaluation)

Step 1

【Edit Window】 - Add

Items * : SCI, SSCI, A&HCI, EI, THCI Core paper

Step 2

Note : 1. Photocopies of qualified SCI, SSCI, A&HCI, EI, THCI Core publications (or the acceptance letter) 2. SCI, SSCI, A&HCI, EI, THCI Core publications should meet the following requirements so as to apply for IGPM Preliminary Audit of Ph.D. Dissertation: (1) At least 1 original publication in SCI, SSCI, A&HCI, EI, THCI Core journal (ranked in top 50%) as the first author. (2) Publication should be published under the name of International Ph.D. Program in Medicine, College of Medicine, Taipei Medical University as the primary institute affiliation and so it will be counted. (3) Student's supervisor or co-supervisor should be the corresponding author of the qualified publication(s). Co-supervisor should be notified before publication submission; otherwise the publication will not be counted. (4) Content of the publication should be fundamentally logical, coherent and also relevant to the student's Dissertation.

Student Note

SCI Accepted Letter

SAMPLE

測試-論文投稿證明.pdf SCI Accepted Letter Attach File

Please save the file after upload.

Step 3

	Preview	Description
Upload Related Document :	Delete	SCI Accepted Letter

Issue Unit :

Issue Date :

Step 4

Clear

Save

■ Click “Graduation Defense Application” → “Add” → read the note

教務系統(Academic) ▲

- 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) ▲**
- Graduation Defense Application
- Amendment Comm Members
- Cancel Graduation Defense

Step 1

Result Step 2

Add **Clear** **Search**

Degree Program : Doctoral Degree Department : 7
Student ID : [REDACTED] Name : [REDACTED]
Period of Application : TEST Reivew Status : All

DEG2011_Graduation Defense Application

Select all **Deselect all** **Delete seleted item** 【 Each Page 20 Results Page 1 Total 0 Pages, Total 0 Results 】

No matching data!!

Select all **Deselect all** **Delete seleted item** 【 Each Page 20 Results Page 1 Total 0 Pages, Total 0 Results 】

【Note】

1. Students who apply for the degree examinations must meet the requirement of "TMU Implementation Guidelines Of Master And Ph.D. Degree Examination" Article II. 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 the evidence Of completed requirements And upload the evidence On the system.
3. Students must provide originality reports Of plagiarism detection To committee members On the day Of graduation defense. Students who did Not provide the report cannot hold the defense. For the detection tool please use "Turnitin".
4. Students whose application was conditionally And temporarily approved by the respect department/program, And held the graduation defense, however, did Not meet the graduation requirements will be deemed As fail On graduation defense For 1 time.

Step 3

I hereby acknowledge that I have read the contents of this notice.

Apply for Graduation Defense

Returned Application

- If your application is returned by professor, it will show on the “Home Page” → Find “System Info” → click the hyperlink of “Eng. Ver. Review of Graduation Defense” → click “Details” → After revised **must click “Save” & ”Send”**

身分別：學生 姓名： [回首頁Home Page](#) [登出Log out](#)

系統資訊 System Info Step 1

待辦事項

(中文版)學位考試審核(學位考試申請審核 碩士) 學生申請 共 1 件 [\[\(Eng. Ver.\) Review of Graduation Defense\(Graduation Defense Review\(Master Program\).\) Student Application Total: 1\]](#)

Step 2	Student Department	Student ID	Student Name	Previous Comment(s)
Details	Master Program in Graduate Institute of Medical Sciences	SAMPLE	SAMPLE	Please revise the thesis

Find the reasons

【Information】 Step 3 [Save](#)

Degree Program :	Master's Degree	Department :	Master Program in Graduate Institute of Medical Sciences
Grade Level :	2		
Student ID :	██████████	Name :	██████████

Revise the application, and save the revision

Comment(s) Step 4 [Send](#)

■ Click SEND to deliver it to the advisor
■ Unsent application will be deemed as failed

Apply for Graduation Defense

Apply for Cancellation of Graduation Defense

Apply for Committee Member Amendment

Apply for Graduation Defense

Apply for Cancellation of Graduation Defense

Apply for Committee Member Amendment

Apply for Committee Member Amendment

- If the committee members cannot attend the defense, please apply for the amendment. Click “Amendment to Defense Committee”→click ”Add” →make sure this application already agreed by the advisor

教務系統(Academic) ▲

- 註冊繳費 ▼
- 學籍(Enrollment Status) ▼
- 抵免作業(Course Credit Waiver) ▼
- 選課(Course Selection) ▼
- 成績(Score) ▼
- 畢業學分進度查詢 ▼

研究所學位考試(Graduation Defense) ▲

- Apply Graduation Defense
- Amendment to Defense Committee
- Cancel Grad

Step 1

Step 2

Add Clear Search

Period of Application : 1111
Student ID : SAMPLE
Name : SAMPLE
Degree Program : Master's Degree
Department : Master Program in School of Medical Laboratory
Science and Biotechnology

ent

DEG2060_Attention

Step 3

I have advisor's permission to apply defense committee member amendment

To

To

Apply for Committee Member Amendment

Add a New Committee Member

- Add a new committee member → Click “Add Committee Member” → Choice “inside/outside” TMU → Enter the name and click “Search” → find the result below, and click “Select” → click “Recommend committee member” to save. Information inside TMU is provided from Human Resources, it cannot be revised on this system

Amendment To Defense Committee Members

Step 1 [Add Committee Member](#) [Cancel Amendment](#)

Status	Role	Inside/Outside TMU	Name	Institute	Department	Title/Position	Committee member's qualification meets regulation	Assign as Committee Advisor
<input type="checkbox"/>	Advisor	Inside	Liu, XX	TAIPEI MEDICAL UNIVERSITY		Professor	V	
<input type="checkbox"/>	Co-advisor	Inside	Lin, XX	TAIPEI MEDICAL UNIVERSITY		Associate Professor	V	
<input type="checkbox"/>	DEL Committee advisor	Outside	Wu, XX	SAMPLE	SAMPLE	Associate Professor	V	Committee Advisor
<input type="checkbox"/>	Committee							
<input type="checkbox"/>	Committee							

Please choose 「Inside/Outside」 → Key in name → Click 「Search」

Step 2 Inside **Step 3** CHEN,OO **Search** **Step 5** [Recommend committee member](#)

Inside/Outside TMU * : Inside Name * : CHEN,OO Institute * : TAIPEI MEDICAL UNIVERSITY Department * :
Title/Position : Professor

【1】 【Each Page 20 Results Page 1 Total 1 Pages, Total 1 Results】

Step 4 [Select](#)

Name	Institute	Department	Title/Position	Committee member's qualification meets regulation
CHEN,OO	TAIPEI MEDICAL UNIVERSITY			Has been a professor

Apply for Committee Member Amendment

Build a New Committee Member

- If there's no result for committees outside TMU, please click "Build a new committee member" → fill in all the information and click "save" → click "Recommend committee member" to save

Please choose 「Inside/Outside」 → Key in name → Click 「Search」

Recommend committee member

Step 1

Build a new committee member

Inside/Outside TMU * :	Name * :	Institute * :	Department * :
Outside ▾	Li, Yun-Yun <input type="button" value="Search"/>	<input type="text"/>	<input type="text"/>

【Edit】 - Add

Step 3

Save

ID :	<input type="text"/>	Department :	E1400- ▾
English Version	Name * :	Li, Yun-Yun	
	Institute * :	National Taiwan University i.e. National Taiwan University	
	Department * :	School of Nursing i.e. School of Nursing	
	Title * :	Professor i.e. Professor(Please choose one or key in words directly)	
Committee member's qualification meets regulation * :	Details regarding qualifications specified in below shall be determined by the academic affairs meetings of respective departments. Ph.D. Program: no. 5-6 Master Program: no. 7-8		
	<input checked="" type="radio"/> 1. Has been a professor <input type="radio"/> 2. Has been a committee member or research fellow in Academia Sinica <input type="radio"/> 3. Has been an associate professor <input type="radio"/> 4. Has been a committee member or associate research fellow in Academia Sinica <input type="radio"/> 5. Has been an assistant professor <input type="radio"/> 6. Has been a committee member or assistant research fellow in Academia Sinica <input type="radio"/> 7. Has obtained doctoral degree in any profession or specialization <input type="radio"/> 8. Has achievement on rare or extraordinary subjects in any profession or specialization		

Step 2

Please choose 「Inside/Outside」 → Key in name → Click 「Search」

Step 4

Recommend committee member

Build a new committee member

Inside/Outside TMU * :	Name * :	Institute * :	Department * :
Outside ▾	Li, Yun-Yun <input type="button" value="Search"/>	National Taiwan University	School of Nursing
	Title/Position :		
	Professor		

Apply for Committee Member Amendment

- After submitted, click “procedure” to follow up the application reviewing by every section.

Amendment To Defense Committee Members

<input type="checkbox"/>	Status	Role	Inside/Outside TMU	Name	Institute	Department	Title/Position	Committee member's qualification meets regulation	Assign as Committee Advisor
<input type="checkbox"/>		Advisor	Inside	Liu, XX	TAIPEI MEDICAL UNIVERSITY		Professor	V	
<input type="checkbox"/>		Co-advisor	Inside						
<input type="checkbox"/>	DEL	Committee advisor	Outside						
<input type="checkbox"/>		Committee	Inside						
<input type="checkbox"/>		Committee	Inside						
<input type="checkbox"/>	ADD	Committee	Inside						

Form Number : 111D300002 Procedure : 05- Application for Amendment of Committee Members_Master Program

FLO3020_Search Procedure

Audit Status	Process Date	Procedure	Department	Reviewer	Comment
Reviewed	111/09/13 14:34:58	Student's Application	Master Program in School of Medical Laboratory Science and Biotechnology	SAMPLE	送出
Under reviewing		Advisor		SAMPLE	
To be reviewed		Administrative Professor		SAMPLE	
To be reviewed		Director	Master Program in School of Medical Laboratory Science and Biotechnology	SAMPLE	
To be reviewed		Registration Section	Office of Academic Affairs	SAMPLE	
To be reviewed		Chief of Registration Section	Office of Academic Affairs	SAMPLE	
To be reviewed		Dean of Academic Affairs	Office of Academic Affairs	SAMPLE	

