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 Cancellation of Graduation Defense

Log in Academic & Student Affairs Information System (<u>newacademic.tmu.edu.tw</u>)



說明 隱私權

條款

繁體中文 ▼

Upload evidence of your finished graduation requirement

Upload Threshold



■ Click "Graduation Defense Application"→"Add" → read the note

·務系統(Academic) ▲	Result	Step 2
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 ▼	Degree Program : Doctoral Degree Student ID : Period of Application : TEST DEG2011_Graduation Defense Application	Add Clear Search Department : 7 Name : Reivew Status : All
Brogress) 選課(Course Selection) ▼ 研究所學位考試(Graduation ▲ Defense) Graduation Defense Application Amendment Comm	Select all Deselect all Delete seleted item No matching data!! Select all Deselect all Delete seleted item	[Each Page 20] Results Page 1 Total 0 Pages, Total 0 Results] [Each Page 20] Results Page 1 Total 0 Pages, Total 0 Results]
Members Cancel Graduation Defense	 Students who apply for the degree examination And according To the "Notes For Course Selection examination. Before applying, please read the study regulatic evidence Of completed requirements And upload Students must provide originality reports Of pla report cannot hold the defense. For the detection Students whose application was conditionally A meet the graduation remote the study remediant of the study remediant of the study result of the study remediant of the study result of the study rest of the study result of the study r	[Note] Is must meet the requirement of "TMU Implementation Guidelines Of Master And Ph.D. Degree Examination" Article II. In And Registration" Article III, students must complete "Research Ethics" course before applying For a degree In Of respect department/program & information Of graduation defense orientation. Student must prepare the the evidence On the system. Inglarism detection To committee members On the day Of graduation defense. Students who did Not provide the tool please use "Turnitin". Ind temporarily approved by the respect department/program, And held the graduation defense, however, did Not I As fail On graduation defense For 1 time.

- Fill in the application form. After finished, must click "submit" button in order to make your application deliver successfully
- After submitted, any revision please contact the advisor to return the application during their review period

[Information]			Back to	Search Clear Save Submit
Degree Program :	Doctoral D	egree	Department :	Ph.D. Program in Sch ool of Pharmacy
Grade Level :	4			
Advisor :	Chiu, Shih	Jiuan	Co-Advisor :	Hsieh, Chien-Ming \ Sun, Cien-Cien
Student ID :	D30110801	13	Name :	MADE ARY SARASMITA
Application Date :	111/09/23		Reivew Status :	To be reviewed
I have advisor's permission to propose the graduate exan * :	n ®Yes⊖N	lo	I have submitted my thesis/dissertation draft for comparison on Turnitin(depends on the requirement of the department/program) * :	● Yes ○ No
I have finished all the credit required for graduation in accordance with related requirements *	Students w Degree Exa "Research E	lo Resu /ho apply amination 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.	lelines of Master and Ph.D. , students must complete
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			Select File Description: Attach File	11
Upload Thesis/Dissertation	¹ Please sav	ve the fi	le after uploading an attachment.	
(please following the		Preview	Description	
requirement of the	e <u>Delete</u>		Report of Plagiarism Detection	
department/program) <u>Delete</u>		thesis draft	

- **Check Procedure**
- After submitted, back to the research and click "procedure" to follow up the application reviewing by every section. Click "Details" to find the application.
- Every section has the required period to do the review, please refer to the graduation defense timetable this semester

	Period of Application	Application Date	Student ID	The	sis/Dissertation Title (Chines	e)	Thesis/Diss	sertation Title	e (English)	Reivew Status
Details Procedure	SAMPLE SAMPLE Test Test Test Test Test Test Test Test									In Hand
	For	m Number : 111D1	00005		Procedb 01- Graduation Defense	Review(Maste	er Program)			
	FLO3020_Sear	ch Procedure								
	Audit Status	Process Date	Pro	ocedure	Department		Reviewer	Comment		
	Reviewed	111/09/13 11:06:4	3 Student's A	Application	International Ph.D. Program in Medi	icine OC	0, 00-00	1		
	Under reviewing		Advisor			00	0.00-00			
	To be reviewed		Administra	tive Professor		0	0. 00-00			
	To be reviewed		Registratio	n Section	Office of Academic Affairs	0	0. 00-00			
	To be reviewed		Director		International Ph.D. Program in Medi	icine O	0.00-00			
	To be reviewed		Dean of Co	ollege	International Ph.D. Program in Medi	icine O	0, 00-00			

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 Proc	cedure	SAMPLE	SAMPLE	SAMPLE	Test Test Test Test Test Test Test Test	Test Test	Approved

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, OO-OO	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

■ 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"

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			Step .		
<u>(中文版)學位考試書核(學位考試申請書核)</u> <u>Review(Master Program)</u>) Student Applie	<u>県士) 學生申請 共 1 件</u> cation Total: <u>1</u>]	(Eng. Ver.) Review	of Graduation L	Defense(Graduation Defense	
Step 2 Student Department	Student ID S	Student Pro Name Comr	evious ment(s)	Find the reasons	
Details Master Program in Graduate Institute of Medical Sciences	SAMPLE	SAMPLE Please the	se revise e thesis	r mu the reasons	
[Information]				Step 3 Save	
Degree Program : Master's Degree		Departn	nent : Master Institut	Program in Graduate te of Medical Sciences	Revise the application,
Grade Level : 2					and save the revision
Student ID :		N	ame :		
Comment(s Step 4	■Click ■Unsen	SEND to de it applicatio	liver it to n will be (the advisor deemed as failed	

Apply for Cancellation of Graduation Defense

■ Students who cannot hold the graduation defense for some reason, please apply for cancellation. Click "Cancel Graduation Defense" → "Apply"→Fill in "Reason" → Click "Submit" to the approval procedure

教務系統(Academic)	-		Apply Academic Year	Apply Date	Student II	D Student Name	Thesis/Dissert	tation Title (Chinese)	Thesis/Dissertation Title (English)
註冊繳費 學籍(Enrollment Status)	•	<u>Apply</u>	s Step	2 _{PLE}	SAMPLE	SAMPLE	Test Test	st 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 Test Test Test Test Test
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選訴(Course selection) 成績(Score)	•		Deg	gree Progra	m : Mast	ter's Degree		Department :	Master Program in School of Medical Laboratory Science and Biotechnology
畢業學分進度查詢	•			Grade Lev	el: 2				
研究所單位考試(Graduation	1 🍝			Advis	or : SAM	IPLE		Co-Advisor :	SAMPLE
Defense)		Student ID :			D: SAM	IPLE		Name :	SAMPLE
Apply Graduation Defe	nse	Gradu	ation Defens	e Apply Da	te: 111/	09/13		Graduation Defense Apply Date :	Approved
Amendment to Defense Committee	e		Thesis/Di	ssertation (Chines	Title Test e) : Test	Test Test Test Test 1 Test Test Test Test 1	lest Test Test Test Test Test Te lest Test Test Test Test Test Te	st Test Test Test Test Test Test Test Te	est Test Test Test Test Test Test Test T
Cancel Graduation Defe	Cancel Graduation Defense Thesis/Diss					Test Test Test Test 1 Test Test Test	Fest Test Test Test Test Test Te	st Test Test Test Test Test Test Test Te	est Test Test Test Test Test Test Test T
Step 1		Co	onfirm to Can	icel Gragua Defens	tion se :	ancelled (Cancel D	ate :)	advisor :	Kao, Shu-Huei
		Ste	a 3 🤇	ancel Reaso	n : Reas	on Reason Reason R	leason Reason Reason		

■ After submitted, click "procedure" to follow up the application reviewing by every section.

Edit] - Basic Information-Add					Back to Search Submit		
Degree Program :	Master's Degree		Departm	Master Program Science and Bio	n in School of Medical Laboratory otechnology		
Grade Level :	2						
Advisor :	SAMPLE		Co-Adv	visor : SAMPLE			
Student ID :	SAMPLE		Na	ame : SAMPLE			
duation Defense Apply Date :	SAMPLE	Graduatio	on Defense Apply D	Date : Approved			
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Thesis/Dissertation Title (English) :	e Test Test Test Test Test Test Test Tes		* . * . * . * . *				
Confirm to Cancel Graguation Defense :	Cancelled (Cancel Date :)		Form Number : 111	1D300002	Procedure : 03- Application for Cancel Graduatic	n Defense_Master Prog	ram
Cancel Reason :	Reason Reason Reason Reason Reason Reason Reason Re						
		FLO3020_S	earch Procedure				
		FLO3020_S	earch Procedure				
	V.	FLO3020_S	earch Procedure Process Date	Procedure	Department	Reviewer	Commen
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Apply for Cancellation of Graduation Defense

■ 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



Fill in the reason first. Choice the committee member and click "Mark as Delete"
 Click "Cancel Amendment" could cancel the mark

			Back to Search Subm
Degree Program :	Doctoral Degree	Department :	Ph.D. Program in Graduate Institute of Biomedical Informatics
Grade Level :	5		
Advisor :	SAMPLE	Co-Advisor :	SAMPLE
Student ID :	SAMPLE	Name :	SAMPLE
Graduation Defense Apply Date :	SAMPLE	Graduation Defense Apply Date :	SAMPLE
Thesis/Dissertation Title (Chinese) :	Test Test Test Test Test Test Test Test	st Test Test Test Test Test Test Test Te	Test Test Test Test Test Test Test Test
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Reason * :	Reason Reason Reason	Step 1	



	Mark as De	ete Step 3	mber Cancel Amendment								
	Status	Role	Inside/Outside TMU	Name	Institute	Department	Title/Position	Committee member's qualification meets regulation	Assign as Committee Advisor		
		Advisor	Inside	Liu, XX	TAIPEI MEDICAL UNIVERSITY		Professor	v			
		Co-advisor	Inside	Lin, XX	TAIPEI MEDICAL UNIVERSITY		Associate Professor	v			
Step 2		Committee advisor	Outside	Wu, XX	SAMPLE	SAMPLE	Associate Professor	v	Committee Advisor		
		Committee	Inside	Xie, XX	TAIPEI MEDICAL UNIVERSITY		Professor	v			
		Committee	Inside	Wang, XX	TAIPEI MEDICAL UNIVERSITY		Professor	v			

■ 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

Amendm	nent To Defei	nse Com	nmittee Memb	ers							
Step 2	Add Com	mittee Me	mber Cancel An	rendment							
Status	Role	Ir	nside/Outside TMU	Name	Institute	Department	t Title/Position	n Committee mee	member's qualification ets regulation	Assign as Committee Advisor	
	Advisor		Inside	Liu, XX	TAIPEI MEDICAL UNIVERSITY		Professor	V			
	Co-advisor		Inside	Lin, XX	TAIPEI MEDICAL UNIVERSITY		Associate Professor	v			
	Committee advisor		Outside	Wu, XX	SAMPLE	SAMPLE	Associate Professor	v		Committee Advisor	
	Committe	Please o	hoose ^r Inside	/Outside 」	→ Key in name → Cli	ck ^r Search 」			Recommend con	nmittee member B Ster	0 5 ^{e memt}
	Committe		Inside/Outsid	le TMU * •		Name * :		Ins	stitute * :	Department	*:
			Inside	✓ Ste	ер 2	N ,OO Title/Position	Search St	tep 3 AIPELM	EDICAL UNIVERSI		
						Professor					
								[1] (Each Page 20 Results	Page 1 Total 1 Pages	5, Total 1 Result
			Name		Institute	De	epartment	Title/Position	Committee mem	ber's qualification meets re	egulation
	Step 4	<u>Select</u>	CHEN,00	TAIF	PEI MEDICAL UNIVER	SITY			Has been a professor		

Apply for Committee Member Amendment

■ 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 c Step 1 Build a new committee member Inside/Outside TMU*: Name*: Institute*: Department*: Outside ✓ Li, Yun-Yun Search Institute*: Department*:

Build a New Committee Member

【Edit】 - Ad	ld			Step 3	Save
	ID:	De	partment : E1400=	~	
	Name * :	Li, Yun-Yun			
English	Institute * :	National Taiwan University National Taiwan University		i	i.e.
Version	Department * :	School of Nursing School of Nursing		i	i.e.
	Ttile * :	Professor i.e. Profe	ssor(Please choose one or key in v	vords directly)	
		Details regarding qualifications spo meetings of respective Step 2 Ph.D. Program: no. 5 Master Program: no. 7-8	ecified in below shall be determine	ed by the academic a	affairs
Committ m	ee member's qualification eets regulation * :	 1. Has been a professor 2. Has been a committee membro 3. Has been a associate professor 4. Has been a committee membro 5. Has been a assistant professor 6. Has been a committee membro 7. Has obtained doctoral degree 	er or research fellow in Academia or per or associate research fellow in A or per or assistant research fellow in A e in any profession or specializatio	Sinica Academia Sinica Academia Sinica m	
		08. Has achievement on rare or e	xtraordinary subjects in any profe	ssion or specializatio	on

e choose 「Inside/Outside」	\rightarrow Key in name \rightarrow C	lick Step	4 Recommend committee me	mber Build a new committee member
Inside/Outside TMU * :	Name *	:	Institute * :	Department * :
Outside 🗸	Li, Yun-Yun	Search	National Taiwan University	School of Nursing
	Title/Posit	ion :		
	Professor			

Apply for Committee Member Amendment

Step

- After confirmed information is correct, click "Submit" for approval procedure
- Committee marked "Must be determined by the conference of department" shall reviewed the qualification on the department meeting. Please contact department office first. The committee member quantity of the delete, shall equal as the add. Please contact the department office first if more committees is needed. The department shall propose the official document to approve.

								Dh D Dragram in Craduate In	stitute of D
	Degree Prog	ram : Doctoral Dec	Doctoral Degree			Department :		Informatics	
	Grade Le	evel: 5							
	Adv	isor : SAMPLE			Co-Advisor :		SAMPLE		
	Studen	tID: SAMPLE	SAMPLE			Name :		SAMPLE	
Graduatio	n Defense Apply D	Date : SAMPLE	SAMPLE			Graduation Defense Apply Date :		SAMPLE	
nesis/ <mark>D</mark> isse	rtation Title (Chine	ese) : Test Test Test Test Test Test	Test Test Test Test Test Test	Test Test Test Test Tes Test Test Test Test Tes	st Test Test Test Te st Test Test Test Te	est Test Test Test Te est Test	est Test Test	Test Test Test Test Test Test Test	st Test Test Test Test Test
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After submitted, click "procedure" to follow up the application reviewing by every section.

Walk as Dek	Add Committe		tenument									
Status	Role	Inside/Outside TMU	Name	Institute	Department	Title/Position	Committee member's qualification	on Assign as Adv	Assign as Committee Advisor			
	Advisor	Inside	Liu, XX	TAIPEI MEDICA UNIVERSITY	L	Professor	V					
	Co-advisor	Inside	Form Number + 111D200002									
	Committee advisor	Outside										
	Committee	Inside	FLO3020_Search Procedure									
	Committee	Inside	Audit Status	Process Date	Procedure		Department	Reviewer	Comment			
-	C	Lucida.	Reviewed	111/09/13 14:34:58	Student's Application	Master Program in S and Biotechnology	School of Medical Laboratory Science	SAMPLE	送出			
	Committee	Inside	Under reviewing		Advisor			SAMPLE				
	1		To be reviewed		Administrative Professor			SAMPLE				
Procedure			To be reviewed		Director	Master Program in S and Biotechnology	School of Medical Laboratory Science	SAMPLE				
			To be reviewed		Registration Section	Office of Academic A	Affairs	SAMPLE				
		•	To be reviewed		Chief of Registration Section	Office of Academic	Affairs	SAMPLE				

Dean of Academic

Affairs

Office of Academic Affairs

SAMPLE

To be

reviewed