**Taipei Medical University**

**College of Nutrition**

**School of Nutrition and Health Sciences**

Doctoral Program New Students Handbook



August 2019

**Content**

[I. Instructor Profile 3](#_Toc14435891)

[II. Doctoral Program Graduation Procedure 6](#_Toc14435892)

[III. Doctoral Program Graduation Regulations 7](#_Toc14435893)

[IV、List of Courses 9](#_Toc14435894)

[V. Dissertation Advisor Selection 10](#_Toc14435895)

[VI .Doctoral Dissertation Proposal (Examination) Documents for School of Nutrition and Health Sciences 11](#_Toc14435896)

[VII. University Regulations for Oral Defense (Degree Examination) 17](#_Toc14435897)

[VIII. University Regulations for Oral Defense (Degree Examination)-Attachment 19](#_Toc14435898)

[IX. Department Graduation Procedure Application Form 26](#_Toc14435899)

[X. Graduation Procedure Application Form 27](#_Toc14435900)

**XI. Scholarships and Other Reminders………………………………………………………………….………..29**

# I. Instructor Profile

University Telephone：(02)2736-1661 Department Fax:(02)2737-3112

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title**  | **Expertise and Research Domain** | **Contact**  |
| Hsieh Ming-Che | Emeritus Professor | Nutrition, nutrition and biochemistry, health food function evaluation, lipid and vitamin metabolism. | Campus Extension：6541clark@tmu.edu.tw |
| Yeh Song-Ling | Emeritus Professor | Clinical nutrition, dietary therapy, nutrition for critical illness, nutritional assessment. | Campus Extension：Nonesangling@tmu.edu.tw |
| Chao Jane C-J | Professor and Dean ofCollege of Nutrition | Nutrition biochemistry, molecular and cell biology, nutritional physiology, biostatistics | Campus Extension：6548 chenjui@tmu.edu.tw |
| Chen Yue-Hwa | Professor and Director of School of Food Safety | Food and cancer, phytochemical bioactivity, nutritional toxicology, cell molecular biology. | Campus Extension：6550 yuehwa@tmu.edu.tw |
| Chen Jiun -Rong | Professor (on temporary transfer) | Food chemistry, protein physiological activity, functional activity of food ingredients, chemical analysis. | Campus Extension：6551 syunei@tmu.edu.tw |
| Yang Suh-Ching | Professor and Associate Dean of College of Nutrition | Alcoholic liver diseases, cell culture, nutritional physiology. | Campus Extension：6553 sokei@tmu.edu.tw |
| Yang Shu-Hui | Professor | Clinical nutrition, nutrition education and counseling, public health nutrition, nutrition in life span, diet design and management, vegetarian nutrition | Campus Extension：6568sherry@tmu.edu.tw |
| Huang Shih-Yi  | Professor and Director of Graduate Institute of Metabolism and Obesity Science | Vitamin biochemistry, fat chemistry, functional food research and development. | Campus Extension：6552 sihuang@tmu.edu.tw |
| Lin Shi-Hsiang | Professor and  Master's Program Director for the School of Food Safety | Food chemistry, organoleptic evaluation of food f, food processing, instrumental analysis. | Campus Extension：6555 lin5611@tmu.edu.tw |
| Hsieh Rong-Hong | Professor and Department Director, Associate Dean ofCollege of Nutrition | Molecular biology, nutritional immunology, mitochondrial medicine, biomedical patents. | Campus Extension：6557hsiehrh@tmu.edu.tw |
| Chien Yi-Wen | Professor | Dietary therapy, nutrition biochemistry, nutrition, community nutrition. | Campus Extension：6556 ychien@tmu.edu.tw |
| Chang Jung-Su  | Professor (Administrative Instructor for graduate students) | Immune infection, enteral nutrition, endoplasmic reticulum stress transcription signal and cell death, intestinal T-cells. | Campus Extension：6542susanchang@tmu.edu.tw |
| Hsia Shi-Min | Professor (Administrative Instructor for undergraduate school) | Reproductive endocrinology, functional foods, nutritional biochemistry | Campus Extension：6558bryanhsia@tmu.edu.tw |
| Yeh Chiu-Li | Professor | Clinical nutrition, nutrition biochemistry, nutritional immunology, cellular and molecular nutrition. | Campus Extension：6554clyeh@tmu.edu.tw |
| Chen Yi-Chun | Associate Professor | Women and pediatric nutrition, public health nutrition, nutrition education, diet design and management. | Campus Extension：6559yichun@tmu.edu.tw |
| Shih Chun-Kuang | Associate Professor | Food hygiene and safety, food chemistry, diet and colorectal cancer, nutritional supplement  | Campus Extension：6569ckshih@tmu.edu.tw |
| Chiu Wan-Chun | Associate Professor | Dietary therapy, cell culture, nutrition in critical illness, diet design and management, nutritional counseling. | Campus Extension：6561 wanchun@tmu.edu.tw |
| Li Sing-Chung  | Associate Professor | Molecular nutrition, proteomics, vitamin nutrition, rare diseases. | Campus Extension：6560sinchung@tmu.edu.tw |
| Chen Ya-Lin | Assistant Professor | Liver diseases research and prevention. | Campus Extension： |

|  |  |
| --- | --- |
| Department Secretary (Ms. Chao Yu-Ying) | Campus Extension：6562 cyyheidi@tmu.edu.tw |
| Technician (Instructor Peng Hsiang-Chi) | Campus Extension：6546hcpeng@tmu.edu.tw |
| College Manager (Ms. Tsai Hui-Ru) | Campus Extension：6538tammy@tmu.edu.tw |
| College Secretary (Ms. Chang Hsin-Fang) | Campus Extension：6540vivian0221@tmu.edu.tw |
| Secretary of Chinese Taipei Society for the Study of Obesity (Ms. Wang Yi-Ru) | Campus Extension：6565 |
| 653 Lab | Campus Extension：6563 |
| 654 Lab | Campus Extension：6564 |
| 655 Lab | Campus Extension：6549  |
| 656 Lab | Campus Extension：6566 |
| 657 Lab | Campus Extension：6567 |
| 408 Lab | Campus Extension：6505 |

# II. Doctoral Program Graduation Procedure

|  |  |
| --- | --- |
| **Year** | **Required Completion for Graduation** |
| First & Second Year | Complete all required graduation credits. |
| Third Year | Complete qualification examination within four years of enrollment.Upon passing, students will become doctoral candidates. |
| Fourth Year-- | 1. After completing the dissertation and meeting the conditions of graduation requirements, students may apply for Degree Examination.2. Stage 1 of Degree Examination: Document review.After initial review by the administrative instructor, the department will make the final decision.3. Stage 2 of Degree Examination: Oral Defense.The dissertation advisor will submit a list of Oral Defense Committee members for approval by the Department Director, and subsequent selection by the Dean of College.4. After passing the oral defense, submit application to the University for doctoral degree conferral. |

# III. Doctoral Program Graduation Regulations

**Doctoral Program Graduation Regulations**

Article 1 Duration of study: In accordance with University Regulations.

Article 2 Credits required for graduation: Students are required to complete 32 credits or more (including 12 credits from graduation dissertation), of which 26 credits are required courses (including 12 credits from dissertation), and 6 credits from elective courses (limited to 4 credits taken from other colleges; international students are exempt from this restriction).

Article 3 Regulations for qualification examination:

1. After completing the required course credits, doctoral students may apply for the qualification examination. Each student is allowed maximum two qualification examinations, and shall withdraw from the University if they fail twice.

2. Application for the qualification examination must be submitted to the administrative instructor one month before the scheduled examination.

3. The examination is conducted by the qualification committee comprising 5-9 members convened by the dissertation advisor. At least one-third (inclusive) of the committee members must be from outside the University. Committee members from outside the University may include one member from outside the department. Committee members must be associate professor or above, or an attending physician with five or more years of seniority.

4. After passing the qualification examination, students will officially become doctoral candidates.

Article 4 Regulations for doctoral dissertation examination:

1. Doctoral candidates must meet the following qualifications to apply for dissertation exam:

 (1) Completed the required course for the program and passed the qualification examination.

 (2) The research completed during the doctoral program must be published in professional journals. In the published article, the primary thesis advisor or co-advisor must be the corresponding author or co-author. The content of the article must be consistent with the content of the doctoral dissertation, and the published pages must meet the following conditions: Listed in SCI/SSCI as the single, first author of the original academic thesis (acceptance letter is sufficient), and the total Impact Factor (IF) of all these must be≧ 3.0, calculated according to the five-year Impact Factor in the Journal Citation Reports (JCR).

2. Preliminary review of the doctoral dissertation

(1) Submission of the following documents:

(i) Degree examination application

(ii) Full transcript

(iii) Certificate of qualification examination

(iv) Proof of English proficiency

(v) Proof of acceptance or publication of SCI paper

(vi) List of recommended Examination Committee members

(vii) Doctoral dissertation draft

(viii) Two 2-inch photo in doctoral graduation cap (Doctoral attire may be rented from the Division of Property Management; the tassel must be on the left. Write student number and name on the back of the photos).

(ix) Name in English.

(2) Students must pass the review by the Degree Examination Committee before applying for the Dissertation Examination with the University.

3. Students must pass one of the following English proficiency tests to be eligible for the Dissertation Examination:

(1) IBT score of 71 points or above, intermediate and advanced English preliminary test (written test), TOEIC score of 700 points or above, or equivalent.

(2) Students who have studied abroad (where English is the first official language) for one or more years (in the same unit for at least 6 months).

(3) 4 credits of Additional English language courses (with at least 2 credits of English conversation in different classes. The other 2 credits may be courses listed by the [University for graduate student English certification](http://lc.tmu.edu.tw/course/super_pages.php?ID=course1&Sn=12)). Passing grade for the classes is 70 points or above. Students must also give oral thesis presentation at international conferences. Additional credits are not counted toward graduation credits.

The definition of international conferences is as follow:

(i) International conferences held by countries other than Taiwan and China (including Hong Kong and Macao).

(ii) The conference is conducted in English.

(iii) For participation to be valid, an International Seminar Oral Presentation Form must be filed with the School of Nutrition and Health Sciences Doctoral Program for the international conference participation, and approved by the Department Affairs Meeting.

(iv) The following document of proof must be submitted after the conference: registration receipt, oral report acceptance letter, oral report completion certificate.

4. The Department recommends 5-9 members for the Doctoral Examination Committee, of which no more than one-third are from outside the University. The Dean of the Department then selects the Committee members from the list of recommendations and appoint one to be the convenor. The thesis advisor and co-advisor shall not be the convenor. For committee member qualifications, please refer to the University Regulations for details..

5. The Doctoral Degree Examination for doctoral candidate is conducted orally according to the following regulations:

(1) The examination is opened to the public. The time, place and thesis title for the examination must be announced in advance.

(2) The Degree Examination Committee members shall be present for the examination and shall not appoint a representative to attend on their behalf. At least 5 Committee members must be present for the examination to proceed.

(3) The full score for the Degree Examination is 100 points, and passing grade is 70 points, calculated as the average of scores given by the attending Committee members. However, if a failing score is given by one-third or more of the attending Committee members, the score is a failing score and not determined by the average score. Candidates who fail the examination may apply to re-take the examination 6 months after.

(4) If the Degree Examination Committee verifies that a thesis involved plagiarism or fraud, a failing score is given.

(5) After passing the Doctoral Degree Examination, students shall revise their thesis according to the Committee’s feedback and then apply to the University for their Diploma.

# IV、List of Courses

List of Courses for Ph.D. Program in School of Nutrition and Health Sciences in TMU

(Applicable to Newly-Admitted Students from 108 Academic Year: [Click](http://academic.tmu.edu.tw/Academic/tmu/index.htm))

# V. Dissertation Advisor Selection

**School of Nutrition and Health Sciences Master's/ Doctoral Dissertation Advisor Consent Form**

|  |  |
| --- | --- |
| Student I.D.Number |  |
| Name |  |
| Current Address |  |
| Permanent Address |  |
| E-mail |  |
| Telephone |  (Home) (Cell phone) |
| Dissertation Topic (Provisional) |  |
| Signature of Dissertation Advisor |  |
| Signature of Co-Advisor |  |
| Signature of Department Director |  | Signature of Administrative Instructor |  |

I have read and agree to comply with the graduation regulations listed in the \_\_\_School of Nutrition and Health Sciences Handbook for Doctoral Program New Students Handbook. If I cannot meet the graduation requirements, I agree to postpone or relinquish my eligibility for dissertation review.

Signature of Graduate Student:

# VI .Doctoral Dissertation Proposal (Examination) Documents for School of Nutrition and Health Sciences

**School of Nutrition and Health Sciences**

**Application Form for Doctoral Proposal Defense (Qualification Examination)**

申請日期(Date)：

|  |
| --- |
| 1. 學生姓名及學號Student’s name and ID number：
2. 審查日期(Date of proposal defense)：
3. 審查地點(Defense venue)：
4. 論文計畫題目(Proposal title)：
5. 指導教授(Advisor)：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. 行政老師(Administrative teacher)：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. 系 主 任(Chair of school of Nutrition and Health Sciences)：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. 繳交資料(Application )：

 A.申請單(Supplication form) B.審查委員名單(List of committee members) |

**VI. Doctoral Dissertation Proposal (Examination) Documents for School of Nutrition and Health Sciences**

**碩/博士班論文計畫審查委員名單**

**List of committee members**

學生姓名及學號Student’s name and ID no.：

論文計畫題目Proposal title：

指導教授Advisor：

審查委員名單Committee member list：

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 召集人Chair/委員Member | 姓名Name | 職稱PositionTitle | 服務單位Affiliation | 校外/校內系外/系內School/Institute | 備註 Remark(如共同指導教授)(Ex. Co-advisor) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**指導教授簽名** Signature of Advisor

**系主任簽名**Signature of Chair of School of Nutrition and Health Sciences

**VI .Doctoral Dissertation Proposal (Examination) Documents for School of Nutrition and Health Sciences**

**保健營養學系碩/博士班論文計畫(資格考)審查表**

**School of Nutrition and Health Sciences**

**Master's /Doctoral Proposal Defense (Qualification Examination) Review Form**

(如有五位委員請自行影印五份)

(Please make 5 photocopies if there are 5 Committee members)

|  |
| --- |
| 保健營養學系 碩/博士班論文計畫(資格考)審查表School of Nutrition and Health Sciences Master's /Doctoral Proposal Defense (Qualification Examination) Review Form |
| 報告者Student Name |  | 學號Student I.D. Number |  |
| 日期Date |  | 地點Venue |  |
| 論文計畫題目Dissertation Proposal Topic |  |
| 評語及建議Comments and Suggestions |  |
| 審查結果Review Outcome | □通過 □Minor revision □Major revision □不通過 |
| 審查委員Review CommitteeMember |  | 審查委員簽章Review Committee Member Signature |  |

**VI .Doctoral Dissertation Proposal (Examination) Documents for School of Nutrition and Health Sciences**

**保健營養學系碩/博士班論文計畫(資格考)審查證明**

**School of Nutrition and Health Sciences**

**Master's /Doctoral Proposal Defense(Qualification Examination) Certificate of Review**

|  |
| --- |
|  茲證明保健營養學系博士班學生 以論文計畫題目  通過博士班論文計畫審查。It is hereby certified that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, doctoral student at the School of Nutrition and Health Sciences has passed the review for the proposal defense of the dissertation entitled \_\_\_ \_\_\_\_. 審查委員Review Committee Member： 簽章Signature 簽章Signature 簽章Signature 簽章Signature指導教授Dissertation Advisor： 簽章Signature備註Note：日期Date: \_\_\_\_\_\_\_(年yyyy)\_\_\_\_\_\_(月mm)\_\_\_\_\_\_(日dd) |

**VI .Doctoral Dissertation Proposal (Examination) Documents for School of Nutrition and Health Sciences**

**保健營養學系碩/博士班論文計畫審查費收據清冊**

**School of Nutrition and Health Sciences**

**Payment Receipt for Master's /Doctoral Proposal Defense Review Fee**

**學生姓名及學號Student Name and Student Number：**

**論文題目Dissertation** **Title：**

**審查日期Review Date：** \_\_\_\_\_\_\_(yyyy)\_\_\_\_\_\_(mm)\_\_\_\_\_\_(dd)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.**  | **委員姓名****Name of Committee Member** | **身分證字號****ID Number** | **實領金額****Amount Received** | **簽章****Signature** | **戶籍住址(區、里、鄰 請務必填寫)****Address of Residence (Please include district, village, neighborhood)** |
| 1 |  |  |  |  | 縣(市) 市區鄉鎮 村里 　鄰路(街) 段 巷 弄 號 樓之 |
| 2 |  |  |  |  | 縣(市) 市區鄉鎮 村里 　鄰路(街) 段 巷 弄 號 樓之 |
| 3 |  |  |  |  | 縣(市) 市區鄉鎮 村里 　鄰路(街) 段 巷 弄 號 樓之 |
| 4 |  |  |  |  | 縣(市) 市區鄉鎮 村里 　鄰路(街) 段 巷 弄 號 樓之 |
| 5 |  |  |  |  | 縣(市) 市區鄉鎮 村里 　鄰路(街) 段 巷 弄 號 樓之 |
| 合計新台幣 (請用國字大寫，如：壹仟元整)：Total: N.T. Dollars \_\_\_\_\_\_\_\_\_\_\_ only (Please spell out the dollar amount, e.g. One Thousand Dollar Only).＊校外委員1,000元，校內系外委員600元，系內委員不支領。＊Committee member from outside the University: NT$1000; Committee member from outside the Department: NT$600. Committee member from the Department is unpaid. |

行政老師Administrative Instructor：　　　　 　　 系主任Department Director：

指導教授DissertationAdvisor　　 　　 身分證字號(代付款用)ID Numbe：

◎完成論文計畫審查請繳交

1. 論文計畫審查證明(正本)，請自行影印一份副本查存

2. 審查費收據清冊(正本)

3. 每位博士生論文計畫審查得申請餐費600元，請使用保健系碩博士班經費預算(預算編號為108-6202-002-101)，自行核銷經費。

◎After the dissertationproposal review, submit the following:

1. Dissertationproposal Certificate of Review (original). Please keep a personal copy.

2. Payment receipt for the review fee (Original).

3.Each doctoral student may apply for a NT$600 meal reimbursement for the doctoral dissertation proposal defense through the Department of Nutrition and Health Sciences Master's and Doctoral Program Budget (Budget code: 108-6202-002-101).

# VII. University Regulations for Oral Defense (Degree Examination)

1. Graduate students should apply for their Degree Examination before the deadline in mid-October ( the first semester) or late March (of the second semester). The exact dates are based on the University Calendar for the current academic year. (Please apply through the Degree Examination Operation System:Taipei Medical University Homepage-->Students-->Examinations--> Degree Examination Operation System). Submit application documents (as shown in the application form below) and two 2-inch photos in doctoral commencement cap to the Administrative Instruction Group for approval by the Committee Meeting and submission to the Registration Group.
2. Have the following documents ready before the Degree Examination (please refer to the System for the latest version).

(i) Taipei Medical University Payment Receipt for Student Thesis Review Fee.

(ii) Taipei Medical University Graduate Thesis Certification

(iii) Taipei Medical University Original Confidentiality Agreement & Sign-in Form

(iv) Taipei Medical University / National Central Library Application Form for Delaying public Access to Thesis /Dissertations

1. Oral defense must be completed by the schedule that Registration Group announce, After the Degree Examination, the graduate student must immediately submit the Taipei Medical University Payment Receipt for Student Thesis Review Fee to the Department Secretary's Office. Each graduate student may apply for a NT$800 meal reimbursement for the doctoral oral defense through the School of Nutrition and Health Sciences Master's and Doctoral Program Budget (Budget Code:108-6202-002-101). For details, please contact instructor Peng Hsiang-Chi.
2. Submit the oral defense result to the administrative instructor: **(1)Thesis**(with Taipei Medical University Graduate Thesis Certification-copy, Taipei Medical University Degree Examination Confidentiality Agreement and Signature Form-copy, Taipei Medical University / National Central Library Application Form for Delaying public Access to Thesis /Dissertations-copy) **(2)Grading form (3)** **Taipei Medical University Original Confidentiality Agreement & Sign-in Form (4) Taipei Medical University / National Central Library Application Form for Delaying public Access to Thesis /Dissertations**, please follow the rules, you can check all rules at [Graduate Degree Exam Application System](http://acadsys.tmu.edu.tw/master_degree/default.aspx).
3. After documents have been confirmed and approved, program office will receive qualified list from Registration Section. Student may fill out graduation forms one work day after notification by program office. Diploma can be obtained after graduation forms are submitted. And please hand in the thesis with hardcover to program office.
4. Obtain the doctoral and master’s dissertation e-file upload authorization from the National Digital Library of Theses and Dissertations in Taiwan website ([http://ndltd.ncl.edu.tw/cgi-bin/gs32/gsweb.cgi/ccd=0xPR4x/webmge?Geticket=1](http://ndltd.ncl.edu.tw/cgi-bin/gs32/gsweb.cgi/ccd%3D0xPR4x/webmge?Geticket=1)), and submit an electronic copy of dissertation to the University Library website (<http://cetd.tmu.edu.tw/etdsystem/submit/submitLogin>) before February 15 (of the first semester) or August 15 (of the second semester).

**[Note] The above dates are for reference only.**

**Exact dates will be based on University regulations for the current academic year.**

# VIII. University Regulations for Oral Defense (Degree Examination)-Attachment

**臺北醫學大學保健營養學系博士班學位考試申請書**

**Taipei Medical University School of Nutrition and Health Sciences Doctoral Degree Examination Application Form**

姓名Student Name： 學號Student I.D.Number：

論文題目Dissertation Title

中文Chinese：

英文English：

已修畢學分數：必修　　學分、選修　　學分

Number of graduation credits completed：Required courses　　Credits, Elective courses: Credits.

檢附文件，請依序排列Attach documents in the following order:

1.歷年成績單乙份One copy of full transcript.

2.論文研究計畫審查證明乙份One copy of Doctoral Proposal Defense(Qualification Examination) Certificate of Review.

3.英文能力證明影本乙份 One copy of Proof of English Proficiency.

4.期刊發表文章影本每篇各乙份One copy of each article published in journal.

5.論文初稿及摘要各乙份Dissertation preliminary draft and abstract copies one of each.

6.臺北醫學大學博士學位考試申請書正本乙份 One original Taipei Medical University Doctoral Degree Examination Application Form.

7.博士戴帽照二吋二張Two 2-inch photos in doctoral graduation cap.

8.臺北醫學大學博士學位考試委員推薦名單乙份One copy of Taipei Medical University Doctoral Examination Committee Members recommendation list.

|  |  |
| --- | --- |
| 申 請 人簽章：Applicant Signature ： |  |
| 指導教授簽章：Dissertation Advisor Signature： |  |
| 系主任簽章：Department Director Signature： |  |

Date of Application: \_ \_\_(yyyy)\_ \_\_\_\_(mm)\_\_ \_\_\_\_(dd)

**VIII. University Regulations for Oral Defense (Degree Examination)-Attachment**

**臺北醫學大學學生論文審查費收據清冊**

**Taipei Medical University Payment Receipt for Student Thesis Review Fee**

Please [login the System](http://acadsys.tmu.edu.tw/master_degree/Default.aspx) for the latest version

系所學位學程承辦人填寫欄 製表日期：　　年　　月　　日

|  |  |  |  |
| --- | --- | --- | --- |
| 單位名稱 |  | 學期 | 　　 學年度　　學期 |
| 序號 | 委員姓名 | 學生姓名 | 實領金額 | 委員簽章 | 戶籍住址(區、里、鄰請務必填寫) | 身分證字號 | 代付人(校內教職員工) |
|  |  |  |  |  |  縣(市)　　 市區鄉鎮　　村里　　鄰　　　　路(街)　段　巷　弄　　號　樓之 |  |  |
|  |  |  |  |  |  縣(市)　　 市區鄉鎮　　村里　　鄰　　　　路(街)　段　巷　弄　　號　樓之 |  |  |
|  |  |  |  |  |  縣(市)　　 市區鄉鎮　　村里　　鄰　　　　路(街)　段　巷　弄　　號　樓之 |  |  |
|  |  |  |  |  |  縣(市)　　 市區鄉鎮　　村里　　鄰　　　　路(街)　段　巷　弄　　號　樓之 |  |  |
|  |  |  |  |  |  縣(市)　　 市區鄉鎮　　村里　　鄰　　　　路(街)　段　巷　弄　　號　樓之 |  |  |
|  |  |  |  |  |  縣(市)　　 市區鄉鎮　　村里　　鄰　　　　路(街)　段　巷　弄　　號　樓之 |  |  |
| 共計新台幣　　　　萬　　　　仟　　　　佰　　　　元整**(金額請大寫，如：貳仟元整)** |
| 承辦人 | 主任／所長 |
|  |  |

注意事項：本表請併同「會2」單送出。

**VIII. University Regulations for Oral Defense (Degree Examination)-Attachment**

**Taipei Medical University Graduate Thesis Certification**

(A completed copy of this form must be bound in submitted thesis)

Please [login the System](http://acadsys.tmu.edu.tw/master_degree/Default.aspx) for the latest version

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Title)

This thesis is the master’s degree thesis/doctoral dissertation of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name) in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Department Name) at Taipei Medical University. This work has been judged satisfactory by the committee members after the degree candidate passed an oral examination.

Committee:

Thesis Advisor

(Name) (Institution, Title)

Thesis Co-Advisor

(Name) (Institution, Title)

Committee Member

(Name) (Institution, Title)

Committee Member

(Name) (Institution, Title)

Committee Member

(Name) (Institution, Title)

Committee Member

(Name) (Institution, Title)

YYYY, MM, DD

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**VIII. University Regulations for Oral Defense (Degree Examination)-Attachment**

**Taipei Medical University Original Confidentiality Agreement & Sign-in Form**

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Degree Examination Basic Information

|  |  |
| --- | --- |
| DissertationTitle | (Chinese) |
| (English) |
| DissertationAdvisor |  | Position |  |
| Student Name |  | School(Department), College |  |
| Student Number |  |
| Exam Time | \_\_\_\_(yy)\_\_\_\_(mm)\_\_\_\_\_(dd)/ \_\_\_\_\_\_\_\_p.m.　　 |
| Exam Venue |  |

This Degree Examination involves the revealing or delivery of important intellectual property rights of the disclosing party, such as research and development results or confidential technology. The disclosing party has legal right to or expected interest in the confidential information, and only the following persons are authorized to participate. All participants understand and agree to protect the confidential content involved in this Examination and shall not use or in any way enable a third party to use the Confidential Information, or acquire any rights until the dissertationis disclosed to the public or until patent application has been completed.

**Signature of the Degree Examination Committee Members:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name  | Unit | Position  | Signature |
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**Signature of Observers:**

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| Name | Unit  | Student Number(or Instructor Position) | Signature |
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**VIII. University Regulations for Oral Defense (Degree Examination)-Attachment**

**Taipei Medical University / National Central Library**

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| Applicant(Please Print) |  | Graduation Date |   (YYYY/MM) |
| Student ID |  | Degree | □Master’s □Ph.D. |
| Department |  |
| Thesis/Dissertation Title |  |
| **Options** |
| □**Immediate Public Access** | **Note: You might lose the right to apply for patent(s) for related research findings.** |
| □**Delay Public Access**Other than the bibliographic information, access to the table of contents, abstract, full-text and references of printed and electronic copy of the thesis / dissertation will be delayed.  | **Reasons for delaying:**□Apply for patent, **(**Patent application No. \_\_\_\_\_\_\_\_\_ **)**□Prepare to submit an article to a journal based on my thesis / dissertation. |
| **Delay until:** (YYYY/MM/DD)(maximum: 5 years) |
| **Please tick the box after you read each statement clearly, otherwise, the application won't be accepted.**□After verifying the completion of this form, the library will stamp and upload the electronic copy of this thesis. The applicant must submit a printed copy of the thesis/dissertation (softcover) and degree exam documents to the program office. All related documents will then be transferred to the Office of Academic Affairs. □If the applicant chooses to delay public access, please make sure the delay period on this form and the one on online system are consistent.□In order to avoid any legal issue after the publication, please ensure that the thesis/dissertation doesn’t involve any copyright dispute or the unauthorized release of personal information. |
| **Applicant:**(signature) | **Seal of Department :** | **Seal of TMU Library :** |
| **Advisor:**(signature) |
| **Director/Chair:**(signature) |

**Date of application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(YYYY/MM/DD)**

**\*The Chinese version of this document shall prevail in case of any discrepancy or inconsistency between the Chinese version and its English translation**

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**Taipei Medical University Disclosure Consent Form for Electronic and Paper Copy of Thesis Bibliography**

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1. National Central Library - [National Digital Library of Theses and Dissertations in Taiwan](https://cloud.ncl.edu.tw/theme/theme01_tmpl/index_login.php?error_userid=).



2. University Library--Taipei Medical University Electronic Theses & Dissertations Service



Please contact the library if you have any questions!

Contact: Chien Li-Ting

E-mail：etds@tmu.edu.tw

Tel：(02) 2736-1661 ext.2519

Fax：(02) 2737-5446

# IX. Department Graduation Procedure Application Form

**School of Nutrition and Health Sciences Graduation Procedure Application Form**

Student Number：

Name：

Address:

Telephone：

**Please proceed and sign according to order.**

Thesis Advisor

(Thesis completed, lab, keys, books, the materials, equipment and pharmaceuticals checked and turned over).

Department (Chao Yu-Ying, Secretary)

(Submitted one copy of thesis --in black hardcover, and returned books).

Department -Other matters affairs (Chao Yu-Ying, Secretary )

 (Copy card expenses)

Department Director (Professor Hsieh Rong-Hong) )

□ Submit forms (for master’s program)

Administrative instructor (Professor Chang Jung-Su )

**Please complete the Department Graduation Procedure first, then complete University’s Graduation Procedure Application Form**

Congratulations on your graduation. After this form has been fully signed, submit it to the administrative instructor for filing.

# X. Graduation Procedure Application Form

**Taipei Medical University Graduation Procedure Application Form**

Please [login the System](http://acadsys.tmu.edu.tw/master_degree/Default.aspx) for the latest version

Fill out by the Student Date of Application: (yyyy) (mm) (dd)

|  |  |  |  |
| --- | --- | --- | --- |
| Name(Print Name) |  | Student ID |  |
| Department |  | E-mail |  |
| Phone |  | Address | (zip code)□□□ |
| Authorized | Due to unforeseen circumstances, I am unable to personally participate in the graduationprocedures, and hereby authorize :(Contact Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ) toreceive the diploma on my behalf.Applicant’s signature: **[The agent shall bring his/her own identification documents and those of the applicant****when applying.]** |

|  |  |  |  |
| --- | --- | --- | --- |
| Advisor(Graduate students Only) | Instructor(Graduate students Only) | Career Planning and Placement section | Library |
|  |  | Fill in the graduation questionnaire | Graduate students must upload their thesis files and hand in authorized agreement |
| Property ManagementSection | Cashier Section | International StudentSection(Except for local students) | Registration Section |
|  |  | . | Graduate students please confirmwith the department office thatdocuments of passing degreeexamination and softcover theseshave handed in to RegistrationSection two days ago.  |

Notice：

1.Go to the Registration Section to collect your diploma, student ID card needed for verification. If student card lost, please take other valid certificate to complete procedure graduation.

2.Graduate Students please confirm the following things two days ago before the Graduation Procedure:

(1) Upload the theses file to TMU’s Library” Electronic Theses & Dissertation Service” and hand in original authorized agreement signed by students.

(2)Please confirm with the department office that documents of passing degree examination and softcover theses have handed in to Registration Section.

3. Graduation Procedure

(1)Graduate Student: Advisor→ Instructor→ Career Planning and Placement section→ Library → Property Management Section

→ Cashier Section → International Student Section→ Registration Section

(2)Undergraduate: Career Planning and Placement section → Property Management Section → Library → Cashier Section →

International Student Section → Registration Section

＊The Chinese version of this document shall prevail in case of any discrepancy or inconsistency between Chinese version and its English translation.

**XI. Scholarships and Other Reminders**

1. Scholarships

Please refer to Office of Global Engagement: <https://oge.tmu.edu.tw/>

2. Other Reminders

To facilitate and speed up communication, emails will be used as the primary means of contact. Students should check their mail regularly to avoid missing messages.

**Attachment. Doctoral Dissertation Format**

I. General Format

1. The dissertation comprises three main parts: the preliminaries, the main text and the reference.

2. The dissertation must be written in Chinese (except for the English abstract), in horizontal alignment. Font size should not be too large or too small. **Font sizes of 14 for titles and 12 for text are recommended.**

3. Dissertation should be printed on A4 paper, about 210x297 mm, with letterpress or mimeograph printing on single side.

4. Text, table, figure and photo layout should be based on the following margin specifications:

Top: 2.5 cm; Right: 2.5 cm; Bottom: 2.5 cm; Left: 3.0 cm

The page number may be outside this range, but with no less than 1.8 cm margin (see Item 1 Rule 1 in IV. Rules for Main Text).

5. Dissertation must be double spaced. However, footnotes, references, table of content and appendices may be single spaced.

6. The Chinese and English abstracts should be no more than one page.

7. Page number layout: Layout for page number must be consistent. Arrange page numbers according to the following rules:

(1) Inside cover: Pagination not required.

(2) Examination Committee approval letter: Pagination not required.

(3) Authorization letters: Pagination not required

(4) Chinese abstract: Paged as I.

(5) English abstract: Paged as II.

(6) Other preliminaries are paged in order according to Roman numerals (III, IV, V, VI.....). The preliminary section may include acknowledgements, table of content, list of tables and list of figures.

(7) Pagination for the main text is ordered in Arabic numerals, starting with page number "1".

II. Cover Page

1. Specification: Refer to the attached example.

2. Book spine: Refer to the attached example.

3. Cover color: Black for Department hardcover copy. Customize color for other hardcover and paperback copies.

4. Word color: Hardcover - stamped gold; paperback - black.

III. Content Order

1. First page: Taipei Medical University Graduate Thesis Certification.

2. Second page: Taipei Medical University / National Central Library Application Form for Delaying public Access to Thesis /Dissertations

3. Third page: Chinese abstract.

4. Fourth page: English abstract.

5. Fifth page: Dedication Page(Optional).

6. Sixth 6: Acknowledgements.

7. Seventh Page: Table of Contents (refer to the attached example).

8. Eighth 8: List of figures (refer to the attached example).

9. Ninth Page: List of tables.

10. Main text.

IV. Rules for Main Text

1. Page number is in Arabic numerals, centered at 1.8 cm from the bottom of the page or at 1.8 cm from the top right corner.

2. Each chapter must begin with a new page.

3. Experimental outcome tables and figures should be listed on a separate page and not mixed with text content. Each page should contain no more than two figures or tables. Figures and tables may be presented vertically or horizontally.

4. The title of tables should be placed above the tables, and the description place below the table.Figure title and description should be placed below the figure. Footnotes may be in either Chinese or English.

5. If experimental outcome includes photos, the photos must be printed on glossy photo paper and pasted within specified range. Photos must be originals. Photocopies are prohibited.

6. For reference in Chinese, refer to the regulations of Nutritional Sciences Journal. For reference in English, refer to the regulations of Journal of Nutrition:

V. Copies of dissertation to be submitted

1. Hardcover (black) Copy: to the Department.

2. Paperback Copy: One copy to the Academic Affairs Office (for submission to the National Central Library).

【Example】

Taipei Medical University

Ph.D. Program in School of Nutrition and Health Sciences

Doctoral Dissertation

Dissertation English Title

Advisor：X X X (Dr. or professor, etc., Name in English)

Co-advisor： X X X (Dr. or professor, etc., Name in English)

Graduate Student：X X X (Name in English)

June 201X

|  |
| --- |
| Taipei Medical University Ph.D. Program in School of Nutrition and Health Sciences |
| Doctoral Dissertation Title Name XXX 201X |

Content

 Page Number

Chinese Abstract…………………………………………………………………………………………….………………. I

English Abstract………………………………………………………………………………………………………………. II

Acknowledgements…………………………………………………………………………………………………………. III

Table of Content…………………………………………………………………. ……………………………………………. IV

List of Tables……………………………………………….....………………………………………………………………. V

List of Figures…………………………………………………………………………………………………………………. VI

Chapter One Introduction

 Section 1 ＸＸＸＸＸＸ………………………………………………………………………………. XX

 Section 2 ＸＸＸＸＸＸ…………………………………………………………………………. XX

Chapter Two Literature Review

 Section 1 ＸＸＸＸＸＸ………………………………………………………………………. XX

 Section 2 ＸＸＸＸＸＸ…………………………………………………………………………. XX

Chapter Three Materials and Method (or Method and Procedure)

Section 1 ＸＸＸＸＸＸ………………………………………………...…………………………. XX

 Section 2 ＸＸＸＸＸＸ…………………………………………………………………………. XX

Chapter Four Results

 Section 1 ＸＸＸＸＸＸ………………………………………………………………………. XX

Chapter Five Discussion

 Section 1 ＸＸＸＸＸＸ…………………………………………………………………………………. XX

 Section 2 ＸＸＸＸＸＸ…………………………………………………………………………. XX

Chapter Six Conclusions and Recommendations

 Section 1 ＸＸＸＸＸＸ…………………………………………………………………………. XX

References……………………………………………………. …………………………………….........…………………… XX

Appendix 1..………………………………………………………………………………………...……………………….. XX

Appendix 2 …….…………………………………………………... ……………………………………....…………………. XX

Note: The following specifications may be used if the title consists of several separate parts.

**Content**

Chapter One Literature Review

Chapter Two Title

 1. Introduction

 2. Materials and Method (or Method and Procedure)

 3. Results

 4. Discussion

Chapter Three Title

 1. Introduction

 2. Materials and Method (or Method and Procedure)

 3. Results

 4. Discussion

Chapter Four Title

 1. Introduction

 2. Materials and Method (or Method and Procedure)

 3. Results

 4. Discussion

 Chapter Five Conclusions

References

Appendix 1

 Appendix 2

 List of Figures

 Page Number

Figure 1…………………………………………………………………………………………………………………… 8

Figure 2…………………………………………………………………………………………………………………… 10

Figure 3…………………………………………………………………………………………………………………… 14

Figure 4…………………………………………………………………………………………………………………… 16

Figure 5…………………………………………………………………………………………………………………… 25

Figure 6…………………………………………………………………………………………………………………… 26

Figure 7…………………………………………………………………………………………………………………… 28

Figure 8…………………………………………………………………………………………………………………… 29

Figure 9…………………………………………………………………………………………………………………… 30

Figure 10………………………………………………………………………………………………………………. 31

(Same for List of Tables)