臺北醫學大學
TAIPEI MEDICAL UNIVERSITY

Spring Semester 2020
Graduation Defense Orientation
International Student Session

Registration Section
2020 Mar. 19th

TMU60 1960~2020 北醫六十 邁向榮耀

Agenda

Topic	Coordinator
Procedure of Graduation Defense	Registration Section
Application and Notice	
Thesis/Dissertation Uploading	Library
Important Timetable	Registration Section

Important Notice-Before Apply

◆Students cannot apply graduation defense without finish work below

- √ Finish/select the "Research Ethics" Course
- √ Select "Thesis" /"Dissertation" Course
- √ Ph.D. program students pass qualifying exam
- √ Finish graduation credit
- √ Finish graduation threshold

Graduation Credit and Threshold Progress

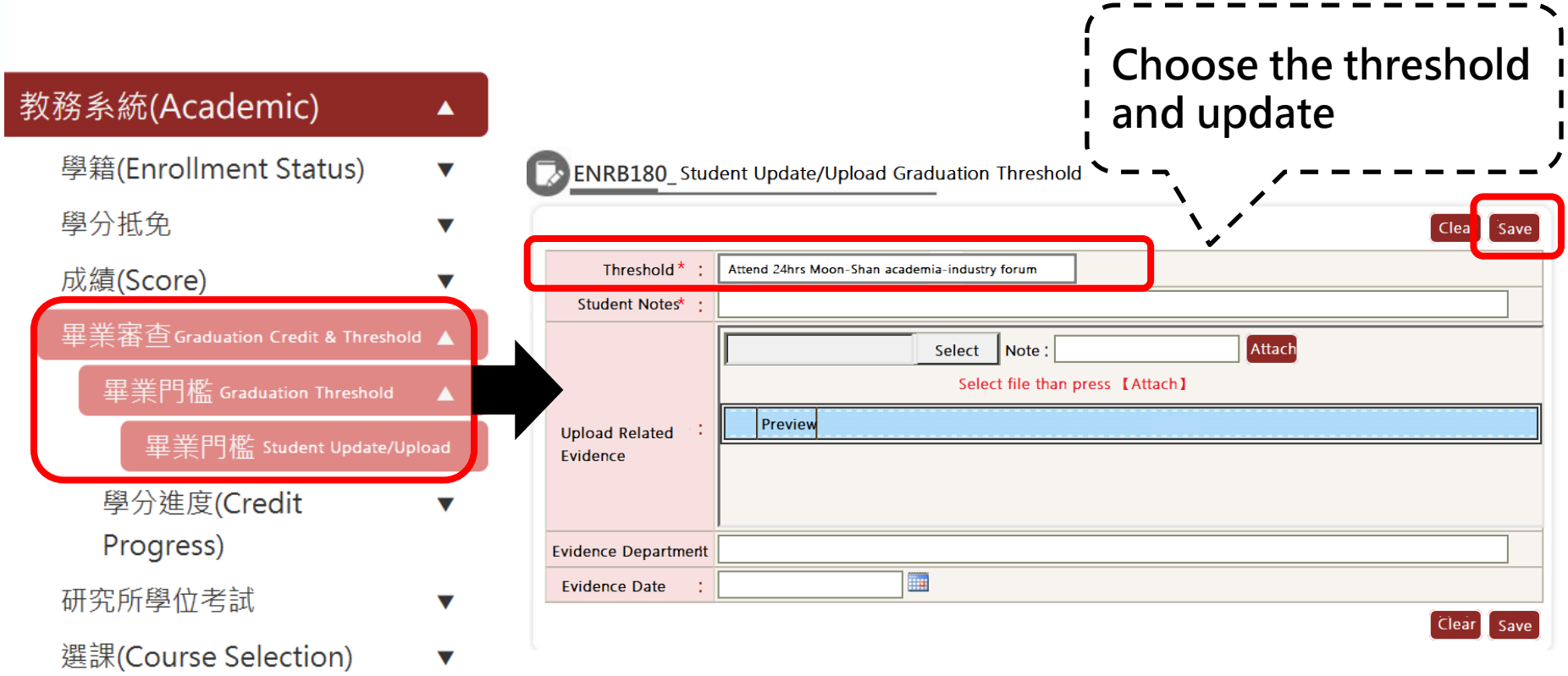
From now on
Department set the graduation threshold

Before April 17th
Students upload graduation threshold evidence

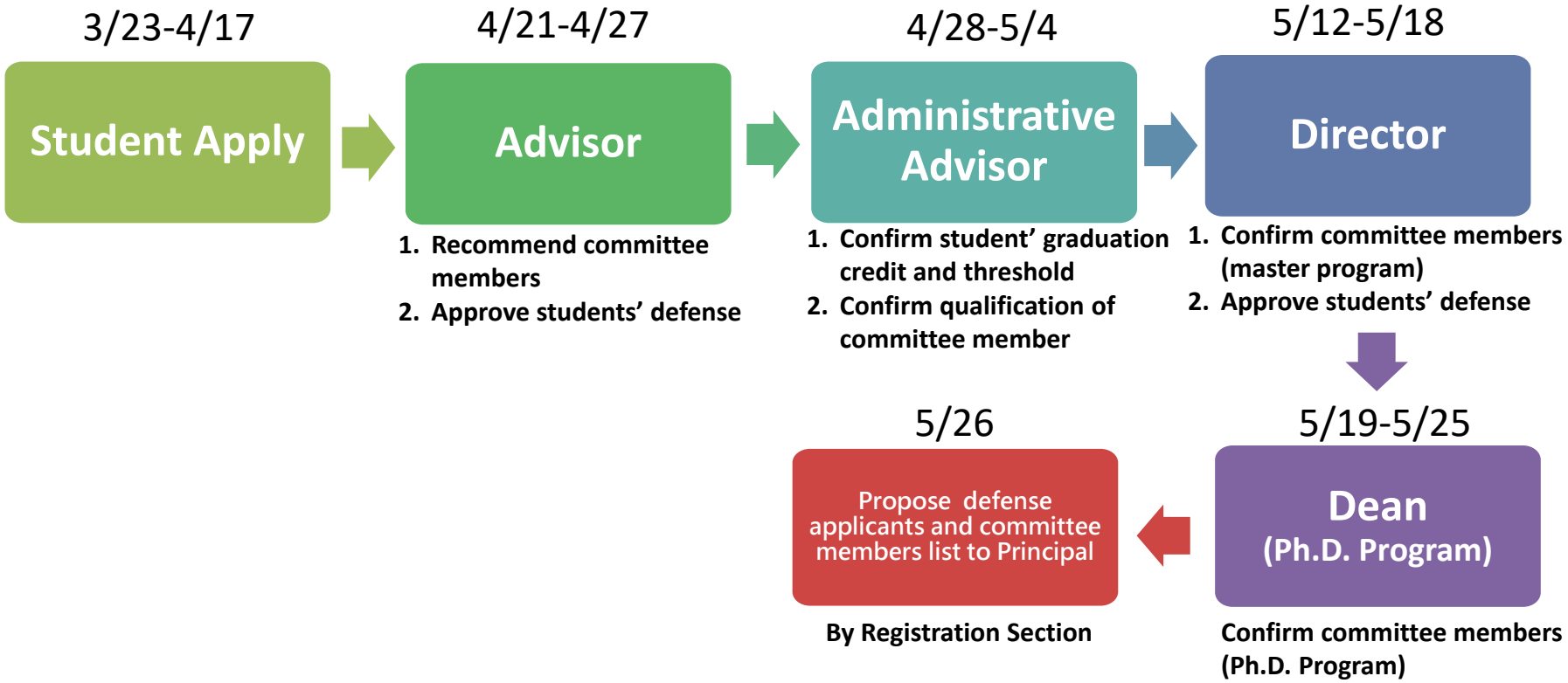
April 20th – May 4th
Department confirm students 'graduation credit & threshold

Update/Upload Graduation Threshold

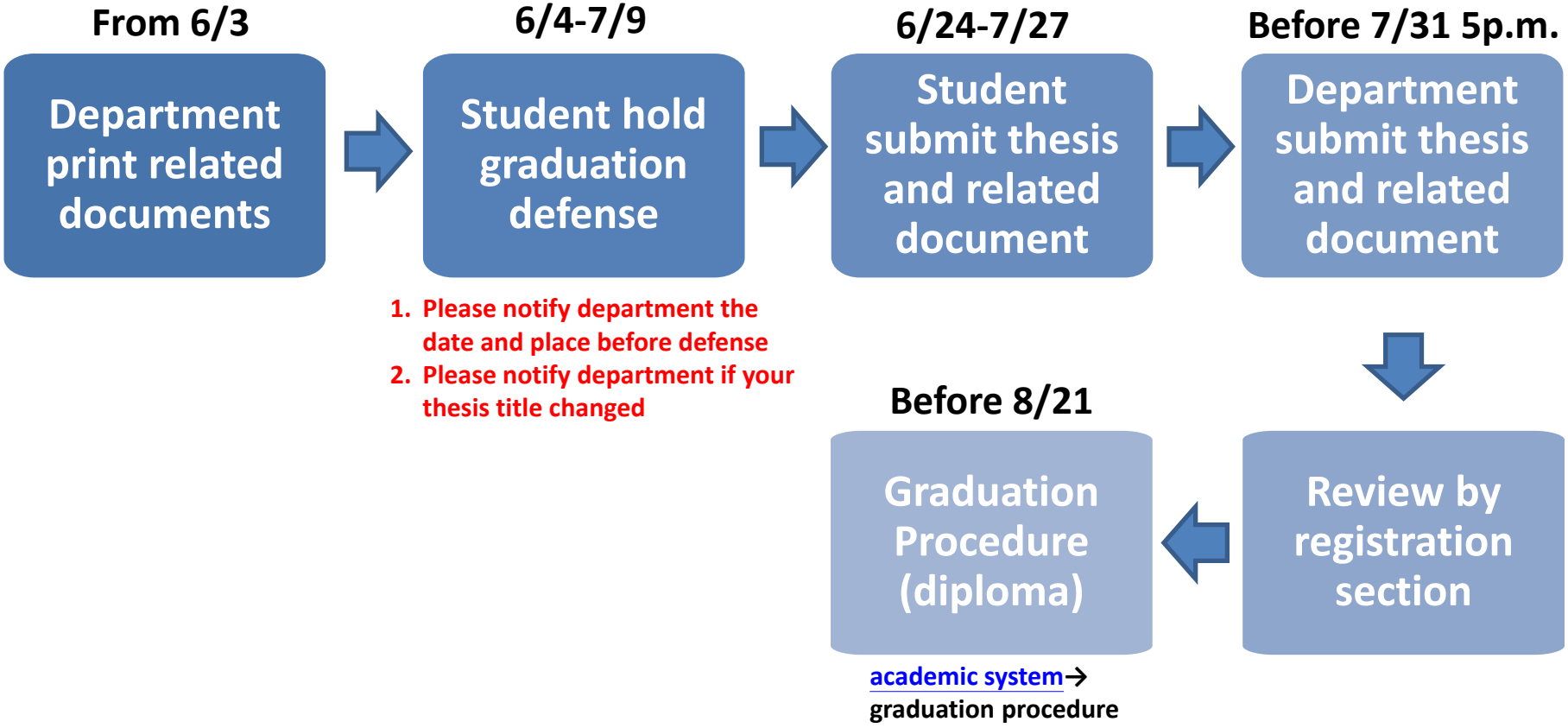
◆ Please update/upload evidence on Academic System→ Graduation Threshold



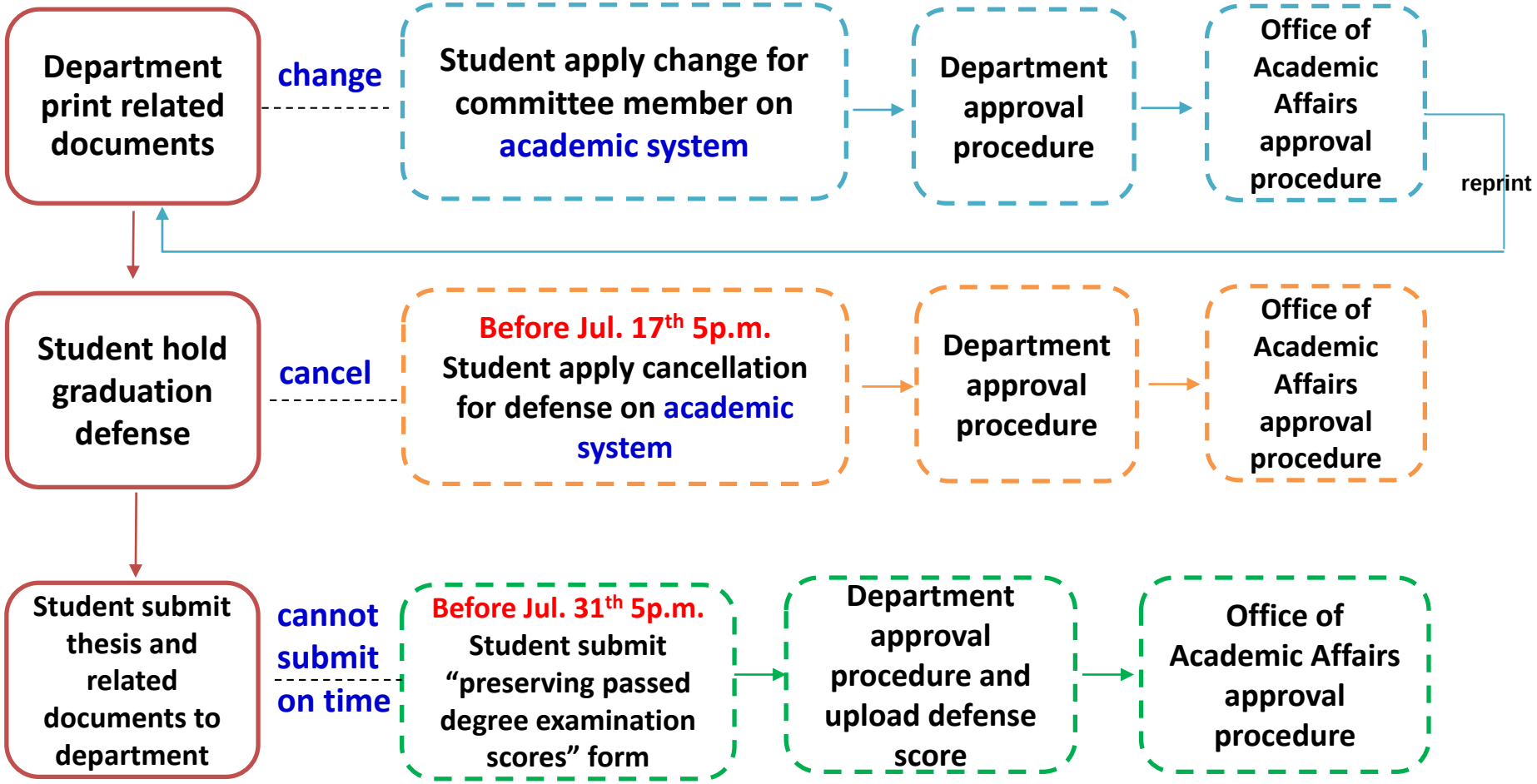
Procedure of Application



Procedure of Defense



Committee Member Amendment and Defense Cancellation



Download from registration section website

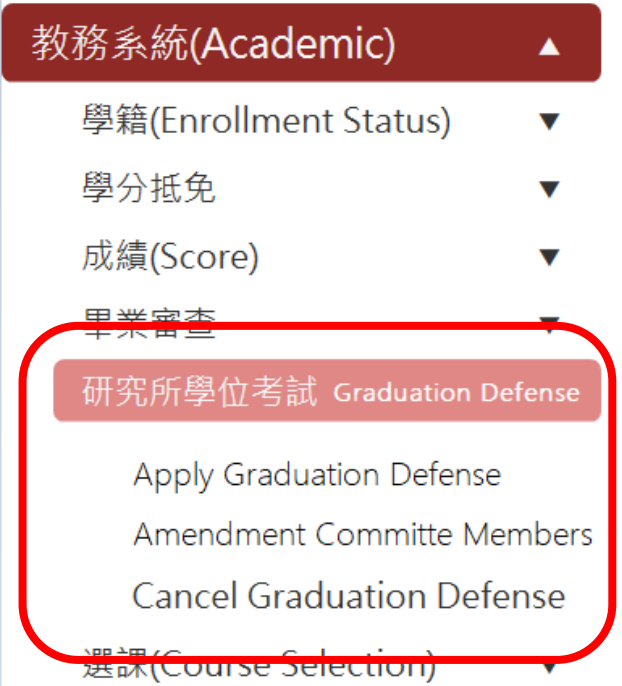
System Operation

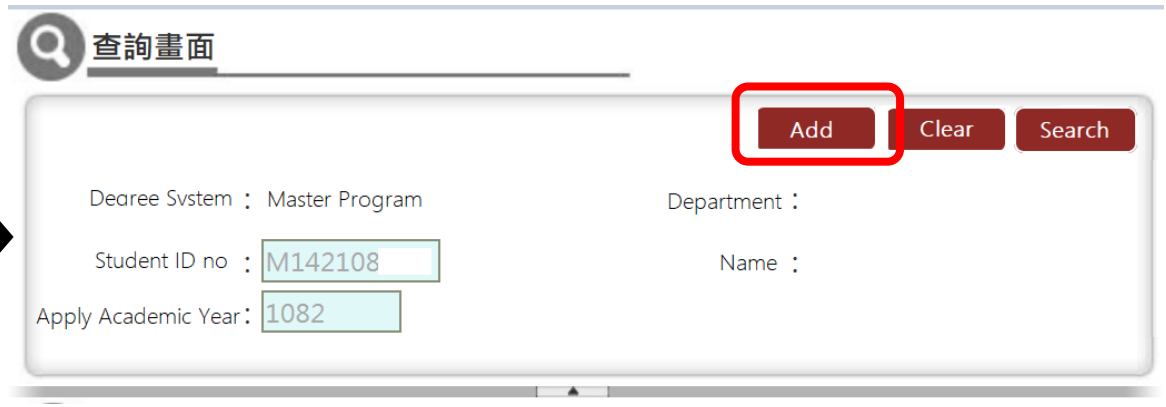
TMU60 北醫六十 邁向榮耀

System

◆ Homepage→Student→Academic Affairs Information System →Graduation Defense

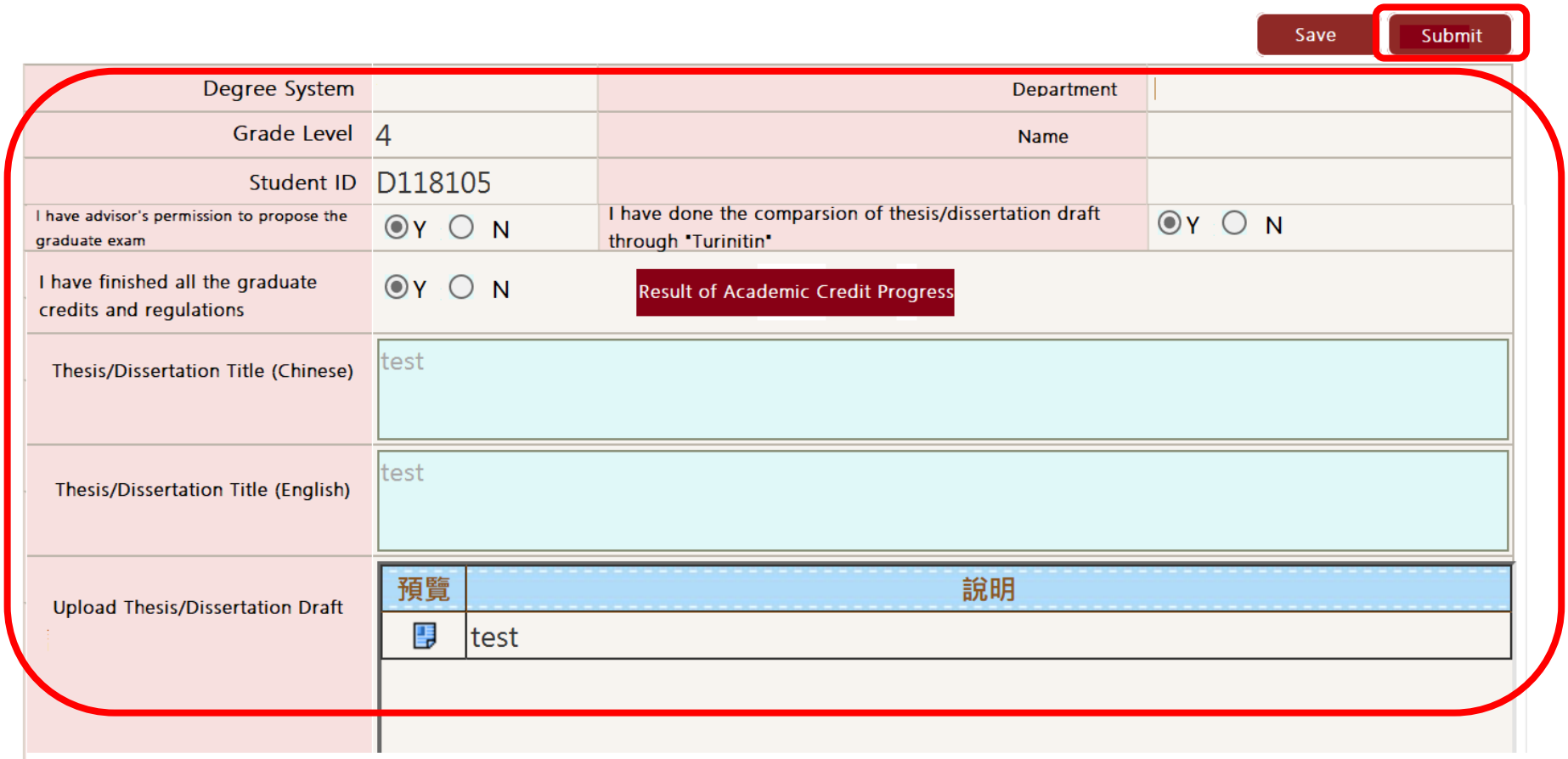
System Operation: Student





System Operation: Student

◆ Log in→Graduation Defense→Apply Graduation Defense →Add



Procedure

TMU60 北醫六十 邁向榮耀

Procedure

Thesis/dissertation defense
Submit **Evaluation Form** → **Department**

Modify thesis/ dissertation with defense report

1st review
Submit Documents to Program Office
1. Bound thesis/dissertation(draft)
2. TMU Graduate Thesis Certification
3. Application for Embargo of Thesis/Dissertation
4. Original Confidentiality Agreement & Sign-in Form

Upload electronic copy of thesis to TMU library website：
http://cetd.tmu.edu.tw/main/index

Receive a notice and authorized agreement after your file is corrected

Print thesis/dissertation in softcover, and bound documents below:
1. TMU Graduate Thesis Certification (copy)
2. Application for Embargo of Thesis/Dissertation
(Original hard copy)

2nd review
Submit all the documents to Department
1. Bound Thesis/Dissertation
2. Original Confidentiality Agreement & Sign-in Form

3rd review
Program Office submit all the documents to Registration Section

Documents **submitted by students will not be accepted** by Registration Section

Department receive qualified student list from Registration Section and notify student.

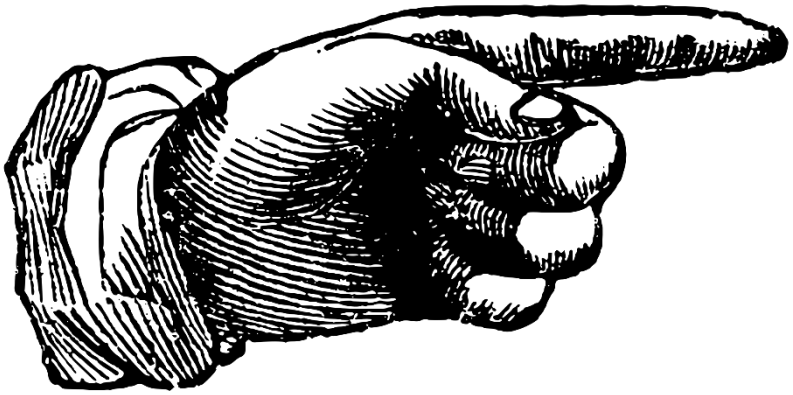
1 work day after notification by department, student may finish "Graduation Procedure" online
*academic system→graduation procedure

Always Start the Work Earlier

If you have booked the flight tickets, always start the work earlier

Notice & Check List

Please Notice This



TMU60 北醫六十 邁向榮耀

For All documents

1. Submit below documents to Program Office：

(1)Bound thesis/dissertation(draft)
(2)Graduate Thesis Certification
(3)Original Confidentiality Agreement & Sign-in Form
(4)Application for Embargo of Thesis/Dissertation

2. Program/Department Name：

(1)Identical with the official program/department name

【Where to check】

(a)Registration Section Website

(b)Department Office

For All documents

3. **Thesis/Dissertation Title should be consistent in all documents：**

(1)Includes Chinese(if has), letter case(upper case, lower case) and punctuation

(2)Includes Electronic Thesis/Dissertations

- **For example:**
  - Institutional Research- TMU as a Case Study
  - institutional research- TMU as a case study
  - Institutional research- TMU as a Case study.

only 1 type in every documents

Title Should be Consistent in All Documents

臺北醫學大學碩士/博士學位考試評分表
thesis/dissertation grading form

name 學生姓名	Hanna Hsu	student ID 學　號	D000000000
program 系　　所	醫學資訊研究所博士班		
thesis/ dissertation title 論文題目	Institutional Research- TMU as a Case Study		
	Institutional Research- TMU as a Case Study		

臺北醫學大學醫學科技學院醫學資訊研究所

碩士論文 softcover

Taipei Medical University

College of Medical Science and Technology

Graduate Institute of Biomedical Informatics

Master Thesis

Institutional Research- TMU as a Case Study

Taipei Medical University Graduate Thesis Certification

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

Institutional Research- TMU as a Case Study

T.D.S 臺北醫學大學電子學位論文服務
Electronic Theses & Dissertations Service

系統識別號	
中文論文名稱	Institutional Research- TMU as a Case Study
英文論文名稱	Institutional Research- TMU as a Case Study

臺北醫學大學學位考試保密同意書暨簽到表
Original Confidentiality Agreement & Sign-in Form

（本文件影本與論文一併裝訂）

學位考試基本資料：

論文題目 thesis/ dissertation title	Institutional Research- TMU as a Case Study
	Institutional Research- TMU as a Case Study

For All documents

4. Advisor should sign or stamp at where document had been revised

(1)Stamp or sign at where you fixed, added, and stuck/covered (stamp at the edge of sticker/cover)

(2)Advisor cannot be substituted by other professors

(3)Update copies in softcover thesis/dissertation and electronic thesis/dissertation when there has a revision

Advisor Should Sign or Stamp while Revising

Institutional Research- TMU as a Case Study 許祖蓀

This thesis is the master's degree thesis of Hanna Hsu in the Master Program in School of Nursing at Taipei Medical University. This work has been judged satisfactory by the committee members after the degree candidate passed an oral examination. 許祖蓀

at Where you fixed

Thesis Advisor

Tsai, Dong-Lin School of Nursing, Taipei Medical University, Associate Professor 許祖蓀

at where you added

臺北醫學大學碩士/博士學位考試評分表

thesis/dissertation grading form

name 學生姓名	Hanna Hsu	student ID 學號	D000000000
program 系所	醫學資訊研究所博士班		
thesis/ dissertation title 論文題目	Institutional Research- TMU as a Case Study 許祖蓀		
	Institutional Research- TMU as a Case Study 許祖蓀		

at Where you stuck/covered

Graduate Thesis Certification (New Version)

Taipei Medical University Graduate Thesis Certification

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

Title: _____

This thesis is the please fill in "master's degree thesis" or "doctoral dissertation" of Name in the full 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 Member:

Thesis Advisor (Signature) _____

Thesis Co-Advisor (Signature) _____

Committee Advisor (Signature) _____

Committee Member (Signature) _____

Committee Member (Signature) _____

Committee Member (Signature) _____

YYYY/MM/DD

- Please use system version only

Fill in by system

Signature only

Date of Defense

Application for Embargo of Thesis/Dissertation

- Please use system version only
- Students who will public thesis immediately don't need to submit
- "Registration number" is required. Or mark "I plan to register the patent, and I will provide the registration number after finished."
  (please provide the number to National Central Library directly)

Application for Embargo of Thesis/Dissertation

國家圖書館學位論文延後公開申請書

編號：

Application for Embargo of Thesis/Dissertation

申請日期：民國＿＿＿年＿＿＿月＿＿＿日

Application Date:2020/ 07 / 01 (YYYY/MM/DD)

申請人姓名 Applicant Name	Kathleen Lights	學位類別 Graduate Degree	■碩士 Master □博士 Doctor	畢業年月 Graduation Date (YYYY/MM)	民國＿＿年＿＿月 2020/ 06
學校名稱 University	臺北醫學大學 Taipei Medical University		系所名稱 School/Department	Master Program in Nursing	
論文名稱 Thesis / Dissertation Title	Institutional Research- TMU as a Case Study				
延後公開原因 Reason for embargo	■申請專利並檢附證明，專利申請案號：I plan to register the patent, and I will provide the registration number after finished Filing for patent registration. Registration number: □準備以上列論文投稿 Submission for publication. □涉及國家機密 Contains information pertaining to the national secret. □依法不得提供，請說明： Withheld according to the law. Please specify.		公開日期 Delayed Until	民國＿＿年＿＿月＿＿日 2023 / 12 / 12 (YYYY/MM/DD)	

申請人簽名：
Applicant Signature: _____

指導教授簽名：
Advisor Signature: _____

學校認定/審議單位章戳：
Seal of the Authorization Institute: _____

Fill in by system

Signature only

Stamp of Department

Before Printing the Thesis/Dissertation

1. **After confirmed, please print the thesis/ dissertation in soft cover**

2. **Bound documents below:**

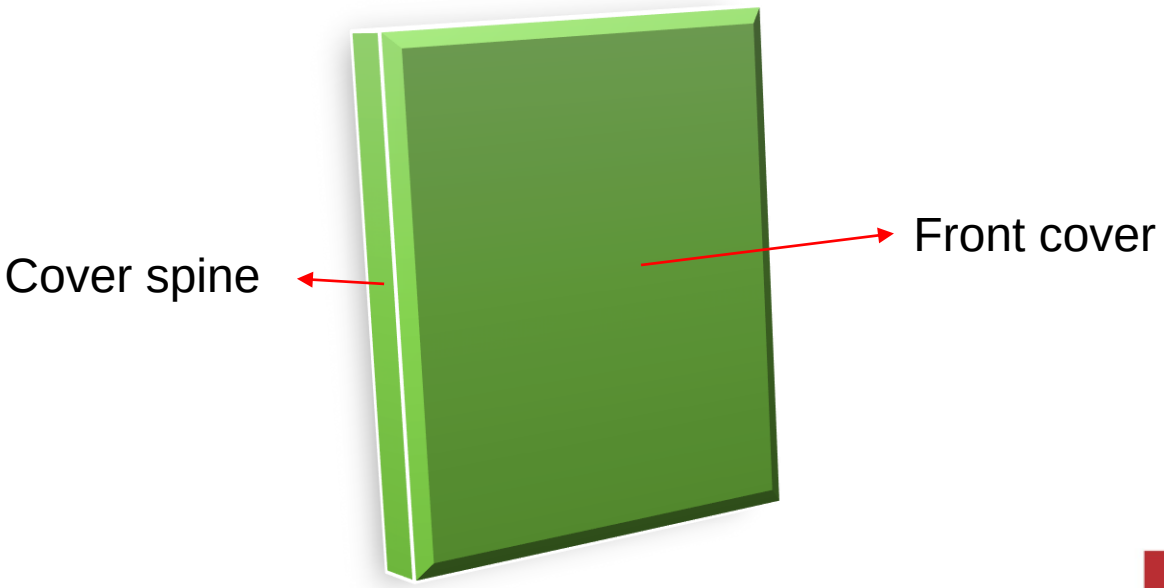
   (1) Graduate Thesis Certification (copy)

   (2) Application for Embargo of Thesis/Dissertation **(Original hard copy)**

3. **Printed thesis should be consistent with electronic thesis**

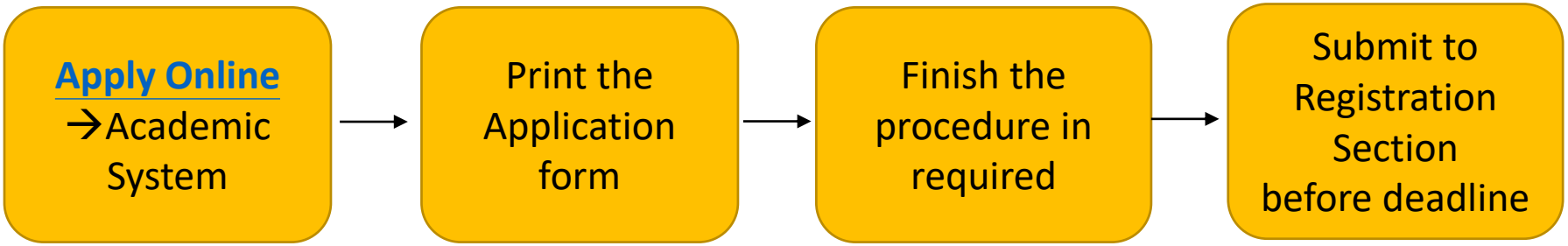
Before Printing the Thesis/Dissertation

3. **Front cover and cover spine should be identical with each other**
   (1) Program/Department name
   (2) Thesis/dissertation title
   (3) the format of Date



How to Apply “Leave of Absence”?

- Deadline of Spring Semester: **24th Jun., 2020 5pm.**
- Procedure:



◆Academic System: http://newacademic.tmu.edu.tw/Default.aspx

TMU library

How to Upload Thesis/Dissertation?

Li-Ting Chien
Ext. ：2519
E-mail: etds@tmu.edu.tw

TMU60 北醫六十 邁向榮耀

臺北醫學大學
TAIPEI MEDICAL UNIVERSITY

1082
TMU library
How to Upload Thesis/Dissertation?

library 109.3.19

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Procedure

(Several parts related to the library)

Thesis/dissertation defense
Submit Grading Form
→ Program Office

Modify thesis/ dissertation with defense report

1st review
Submit Documents to Program Office
1. Bound thesis/dissertation(draft)
2. TMU Graduate Thesis Certification
3. Application for Embargo of Thesis/Dissertation
(required only by whom need to postpone the publication)
4. Original Confidentiality Agreement & Sign-in Form

Upload your final electronic thesis to TMU library website
"Electronic Theses & Dissertations Service" system.
http://cetd.tmu.edu.tw/main/index

Received E-MAIL for review and notification letter and authorization
(signature after printing)

Print thesis/dissertation in softcover, and bound documents below:
1. TMU Graduate Thesis Certification (copy)
2. Application for Embargo of Thesis/Dissertation (Original)

2nd review
Submit all the documents to Program Office
1. Bound Thesis/Dissertation
2. Original Confidentiality Agreement & Sign-in Form

3rd review
Program Office submit all the documents to Registration Section
Documents submitted by students will not be accepted by Registration Section

Program Office receive qualified student list from Registration Section and notify student.

Complete TMU graduation procedures
(1. take the form to the library Seal ;
2. Submit a signature authorization)

Upload thesis/dissertation process

STEP 1

- Please upload a PDF file.
- The TMU watermark is needed to be attached to the E-theses.
- Please set up content protection measures for the PDF.

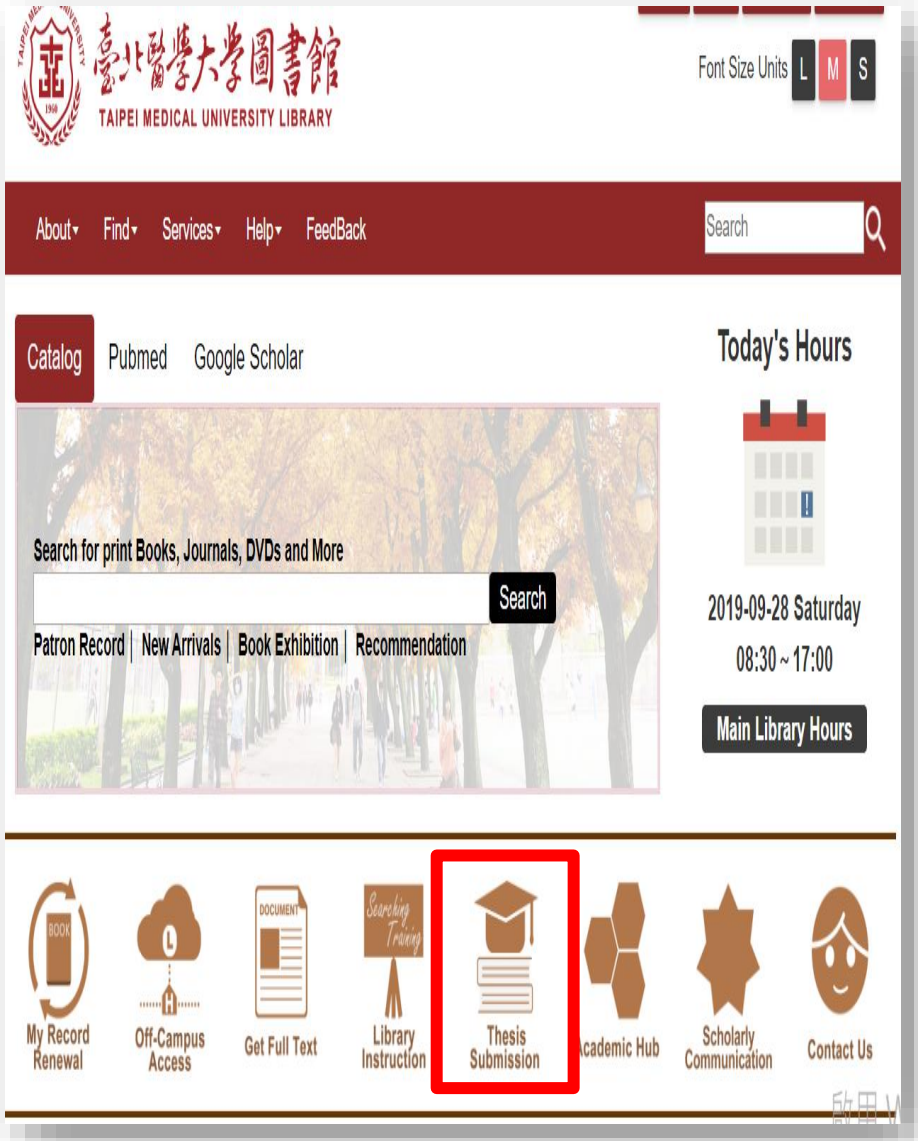
STEP 2

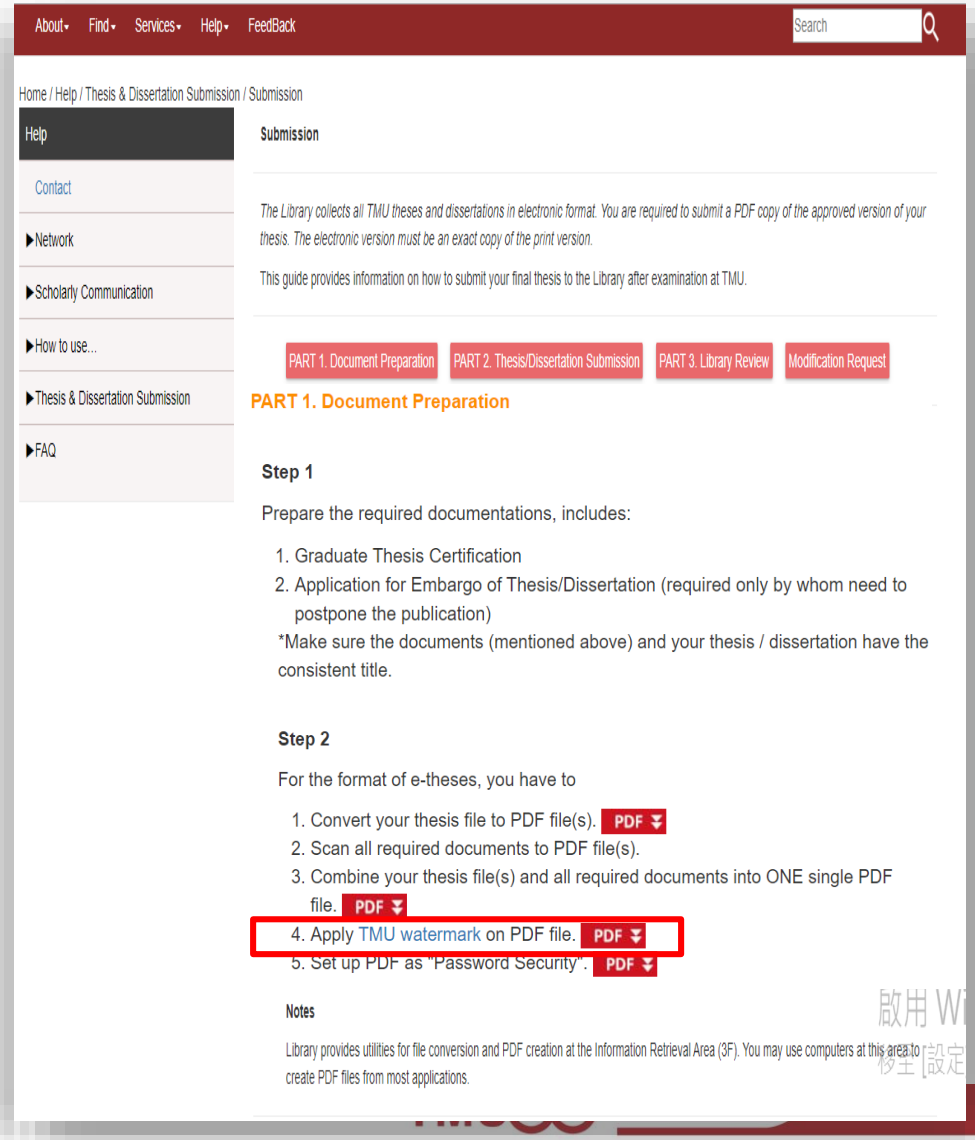
- Please log into the electronic thesis/dissertations service system. (ETDS system)
- Fill out the basic information of your thesis ,upload your PDF file.
- You will receive a notice and authorized agreement after your file is corrected.

STEP 3

- Please print and sign the authorized agreement, and submit it to the library information desk.
- Finish the procedure of graduating from TMU.

How to download “TMU watermark"?



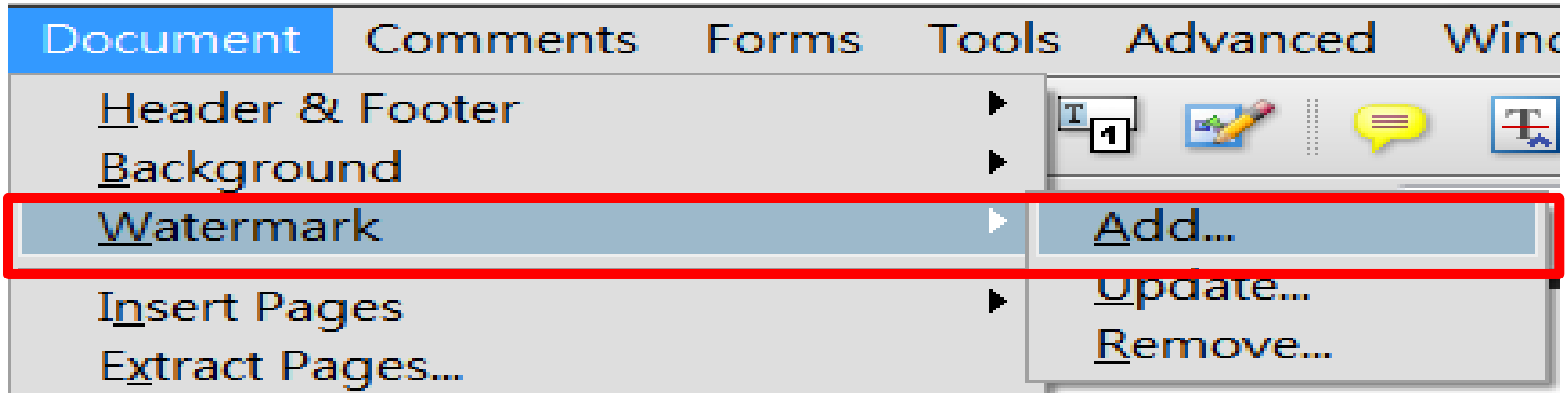


TMU LOGO

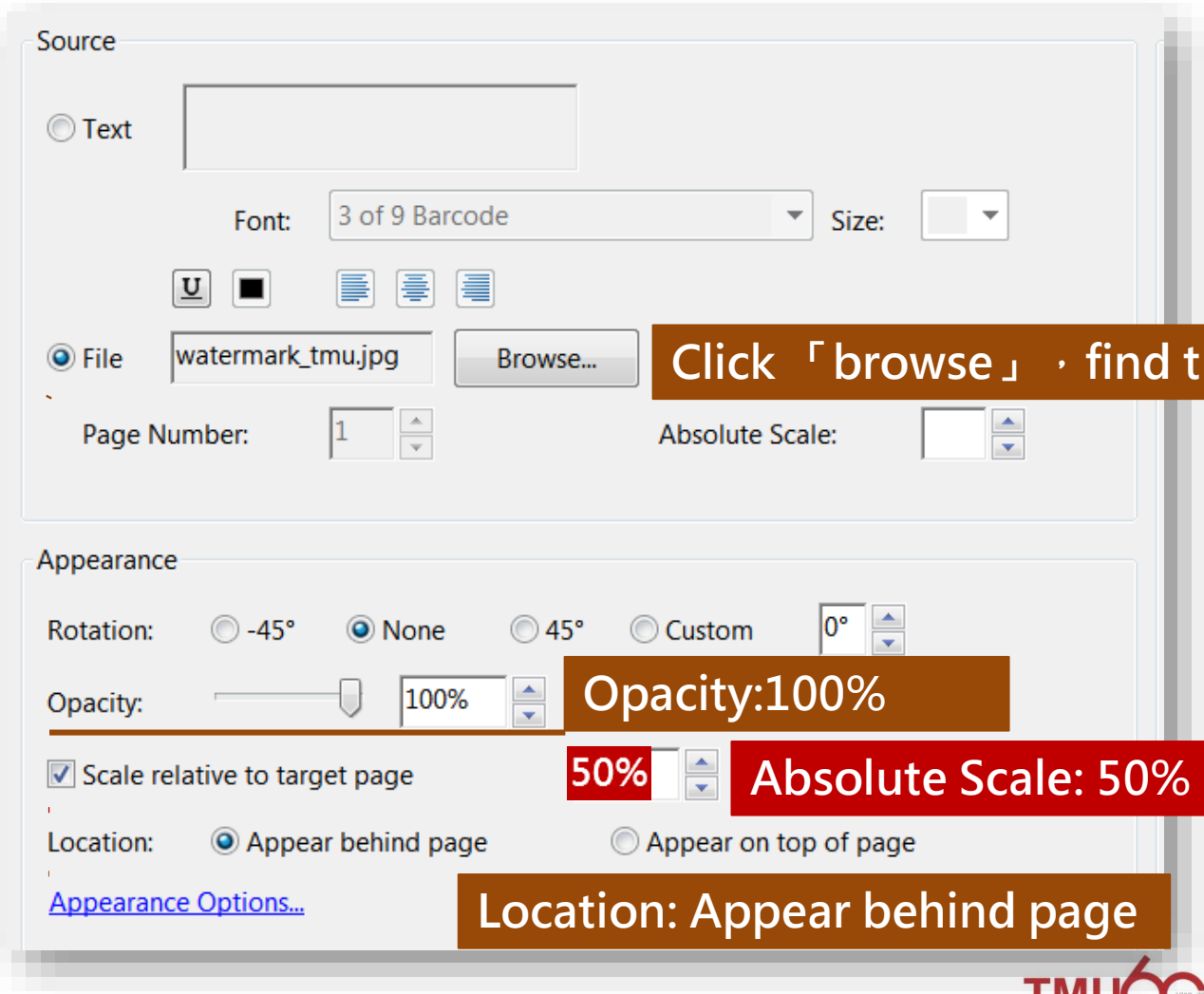
Add the watermark in PDF(1/2)

Add the TMU watermark

◆Open your PDF File and choose 【Document】→【Watermark】→【Add…】



Add the watermark in PDF(2/2)



Click「browse」，find the watermark

Opacity:100%

50%

Absolute Scale: 50%

Location: Appear behind page

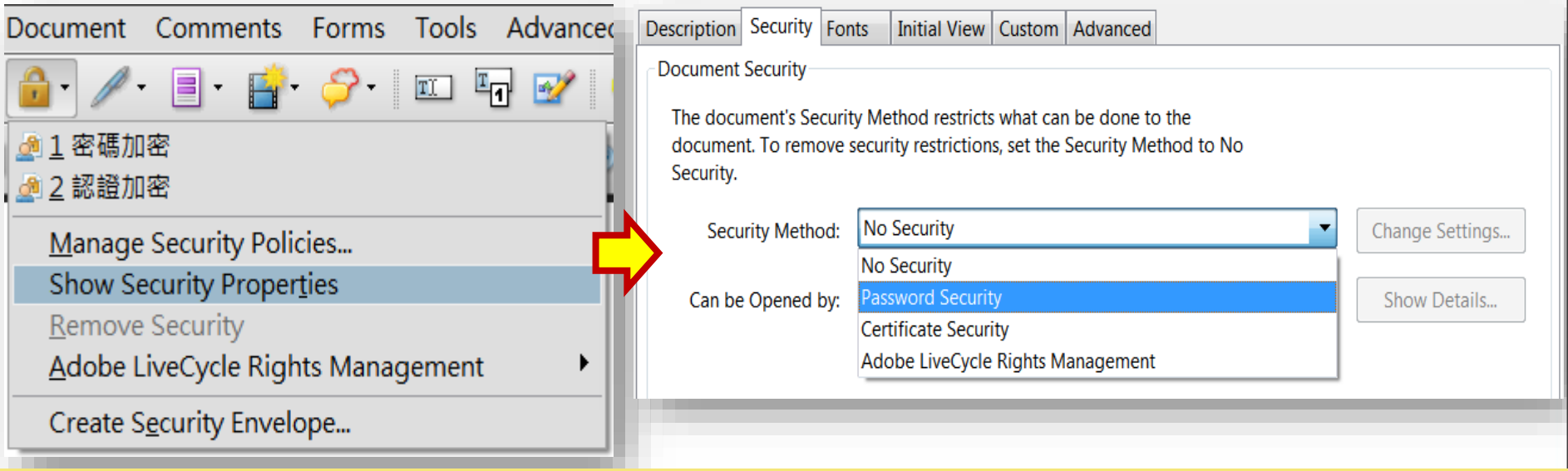
Adobe PDF Protection(1/2)

- Acrobat 9.0

1) Open your e-thesis with Acrobat Pro version

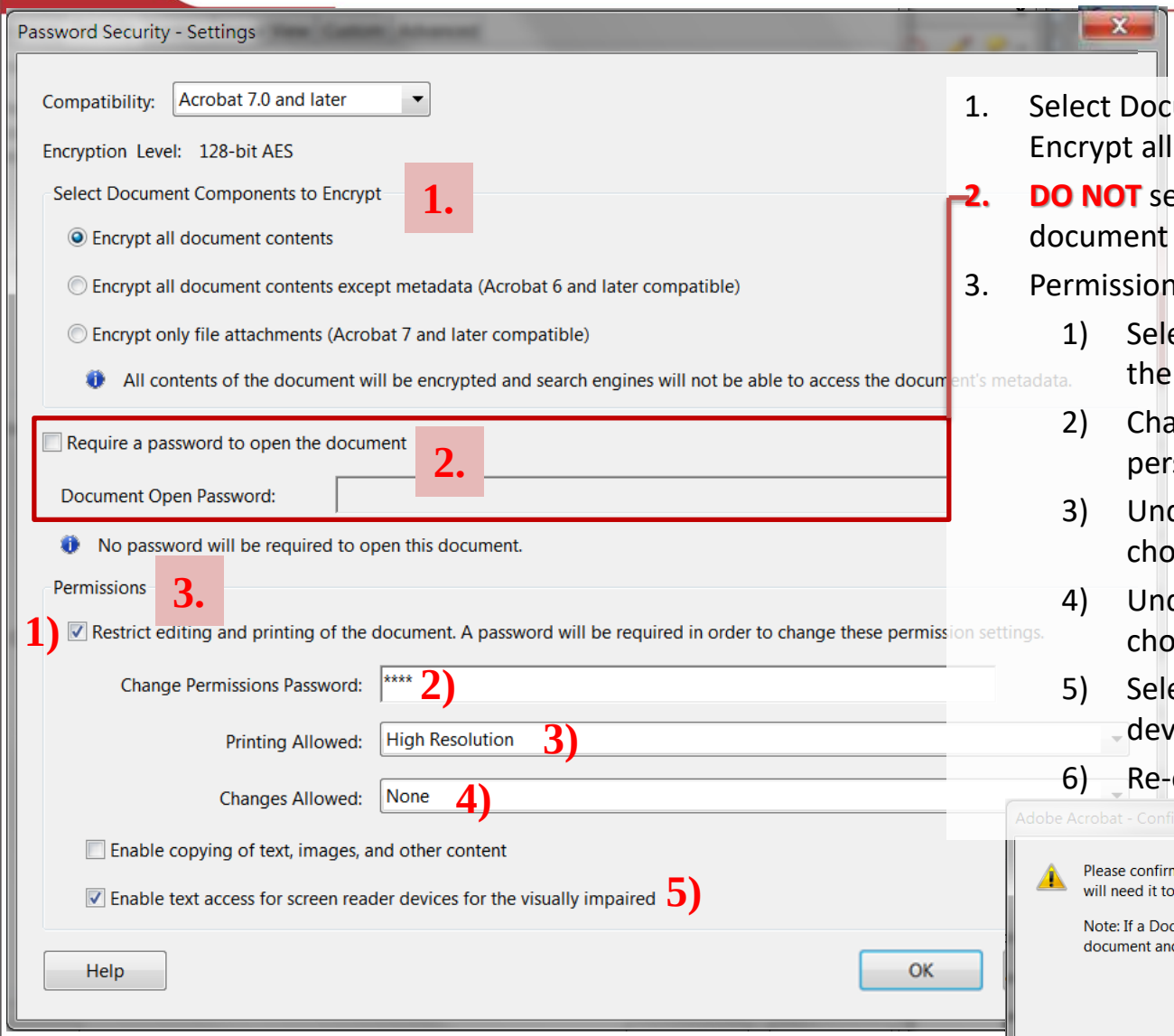
2) Click the Locker icon →Show Security Properties
or select File → Properties or 「Ctrl+D」 to set up Security

3) Security Method：Password Security

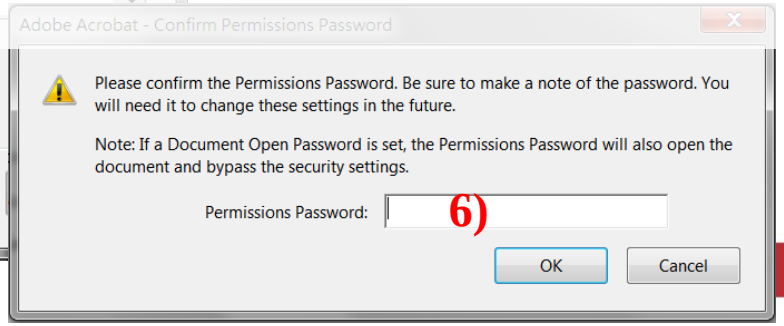


Notes
Library provides utilities for file conversion and PDF creation at the Information Retrieval Area (3F).

Adobe PDF Protection(2/2)

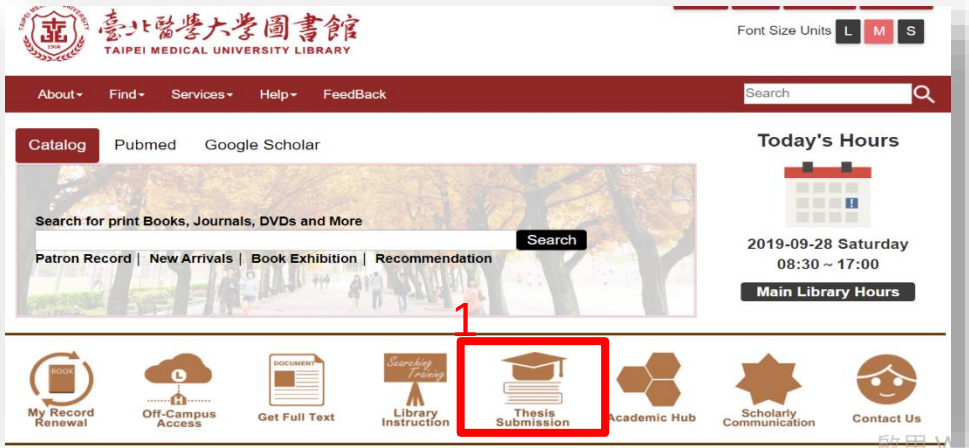


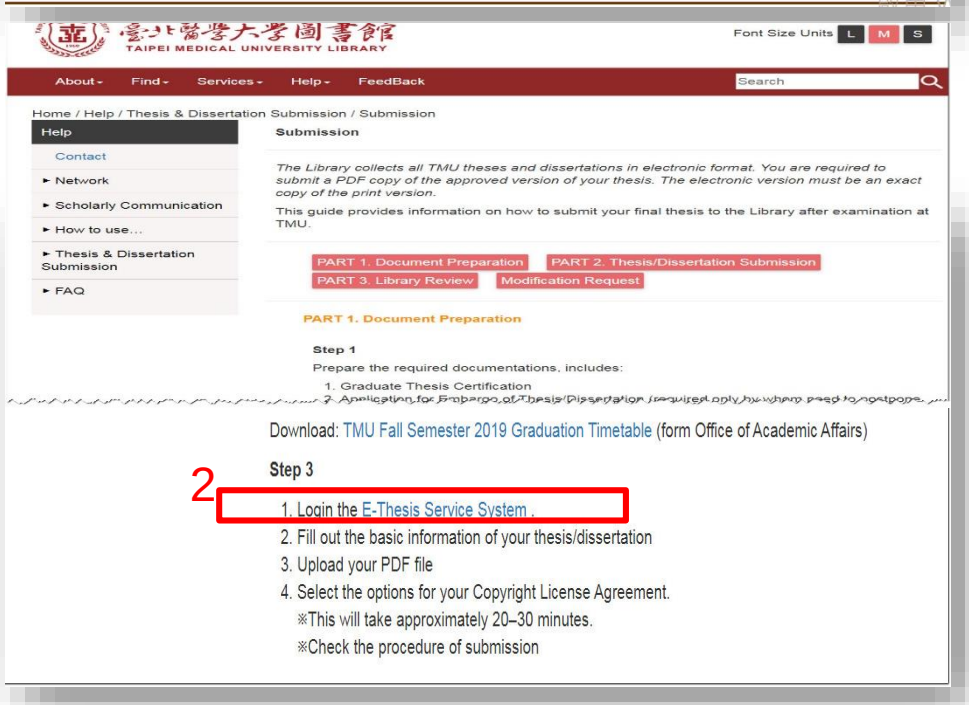
1. Select Document Components to Encrypt: select Encrypt all document contents
2. **DO NOT** select Require a password to open the document
3. Permissions：
   1) Select「Restrict editing and printing of the document …」
   2) Change Permissions Password, set your personal password
   3) Under Permissions-Printing Allowed, choose 《High Resolution》
   4) Under Permissions-Change Allowed, choose 《None》
   5) Select Enable text access for screen reader devices for the visually impaired
   6) Re-enter the password → OK



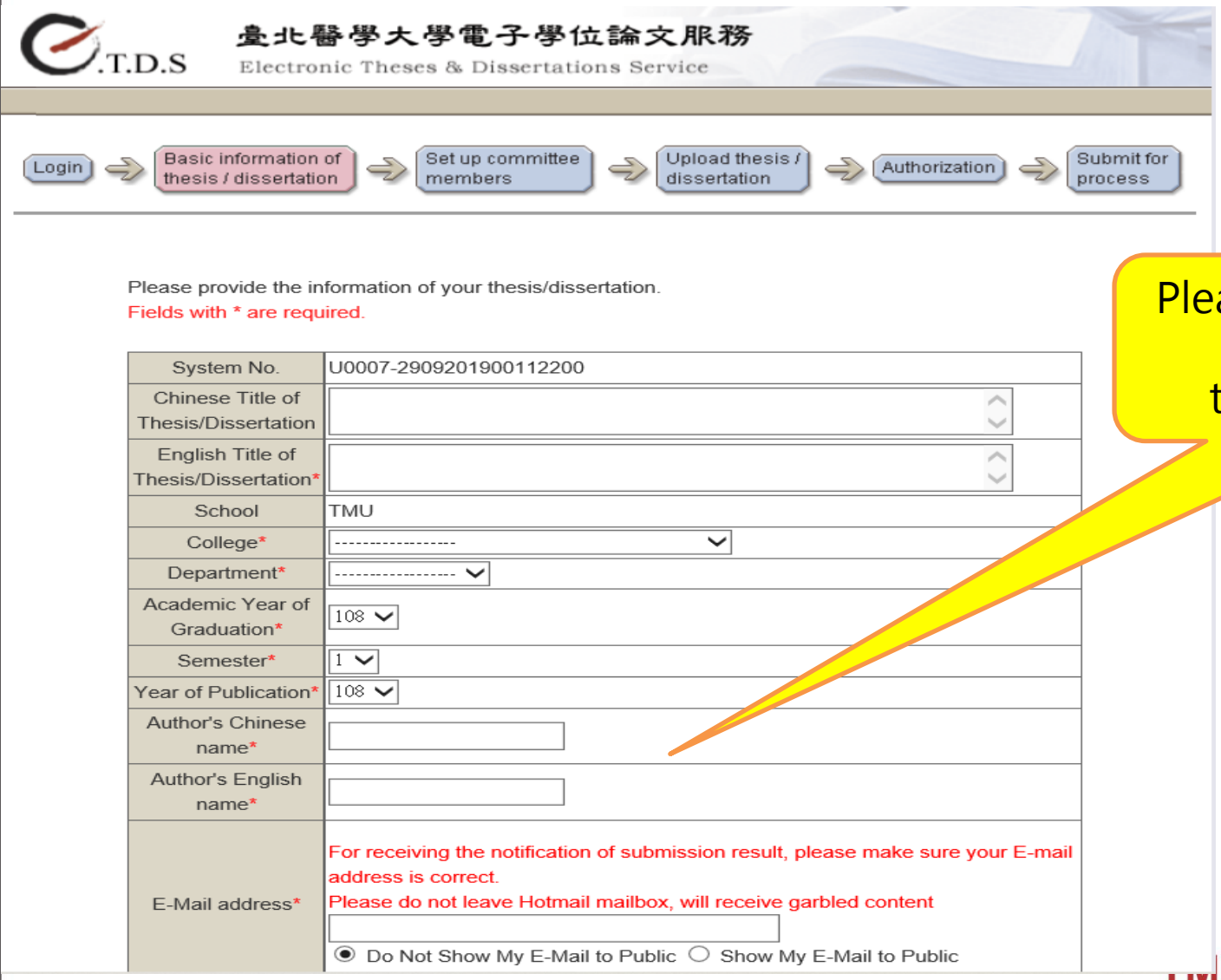
How to Upload File

System URL http://cetd.tmu.edu.tw/



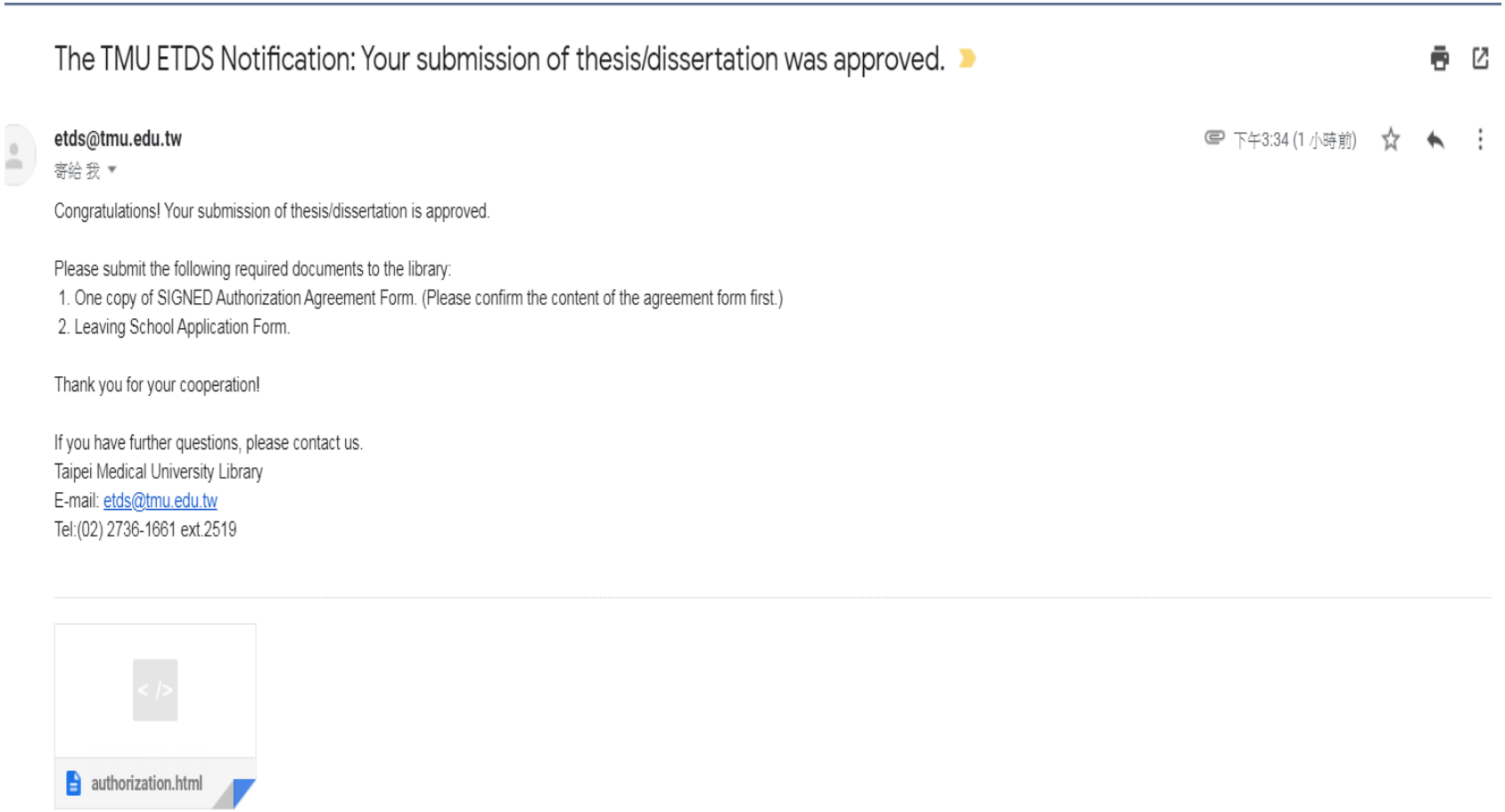


Provide the information of your thesis/dissertation.



Please provide the basic Information of thesis/dissertation

The TMU ETDS Notification: Your submission of thesis/dissertation was approved



The TMU ETDS Notification: Your submission of thesis/dissertation was approved.

etds@tmu.edu.tw
寄給 我

下午3:34 (1 小時前)

Congratulations! Your submission of thesis/dissertation is approved.

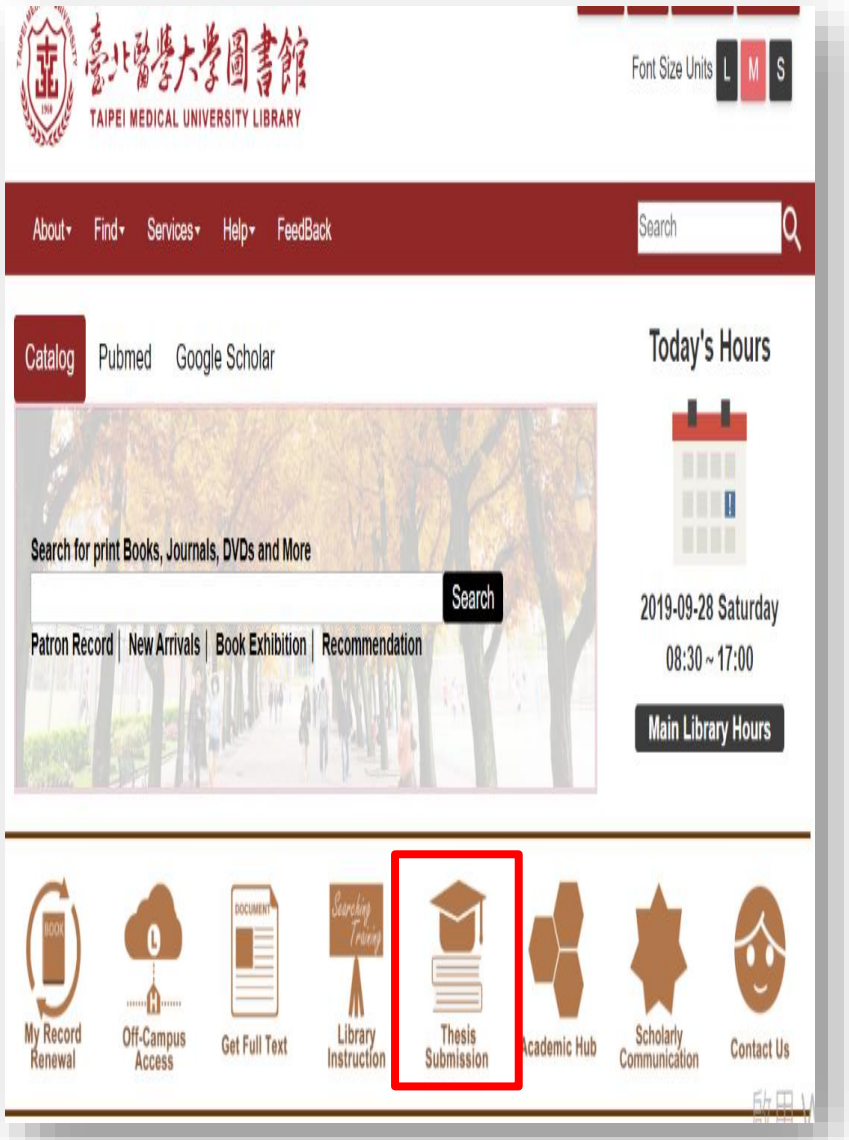
Please submit the following required documents to the library:
1. One copy of SIGNED Authorization Agreement Form. (Please confirm the content of the agreement form first.)
2. Leaving School Application Form.

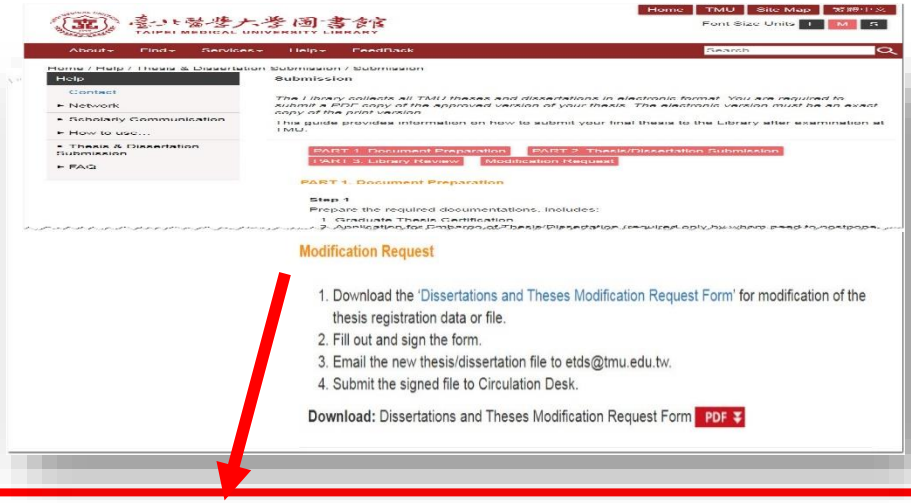
Thank you for your cooperation!

If you have further questions, please contact us.
Taipei Medical University Library
E-mail: etds@tmu.edu.tw
Tel:(02) 2736-1661 ext.2519

authorization.html

Modification Request





Modification Request

1. Download the 'Dissertations and Theses Modification Request Form' for modification of the thesis registration data or file.
2. Fill out and sign the form.
3. Email the new thesis/dissertation file to etds@tmu.edu.tw.
4. Submit the signed file to Circulation Desk.

Download: Dissertations and Theses Modification Request Form PDF

Dissertations and Theses Modification Request Form

臺北醫學大學電子學位論文修改及抽換申請書

Taipei Medical University Dissertations and Theses Modification Request Form

(僅限圖書館典藏電子學位論文)

申請人姓名 Name		畢業年度 Graduation date	民國_____年(year) _____月(month)
畢業研究所 Name of Department		畢業班別	☐碩士班 Master's Degree ☐博士班 Doctoral Degree
聯絡電話 Tel.		電子郵件 Email	
論文名稱 Topic of paper			
☐ 論文修改 Theses / Dissertations Modified	原因 Factor	☐ 論文內容修改 Content Revised ☐ 封面裝訂有誤 Bookbinding Error ☐ 其他 Others：_____	
	修改內容 Description	(若篇幅不足，請自行以 A4 紙張繕打，附於本申請書後)	
	※注意事項：變更後之學位論文電子檔與本申請書，繳交給圖書館學位論文業務負責人，以替換原繳交論文。(本校學位論文另有一本平裝本由教務處移送國家圖書館典藏，修改或抽換請通知教務處) If you modified your dissertations or theses, all about your electronic file and this request form have to be replaced.		
☐ 授權書修改 Change the open policy for your thesis/dissertation	原因 Factor		
	原始授權 Original	☐ 立即公開 Immediately ☐ 一年後公開 After 1Year ☐ 二年後開放 After 2 Years ☐ 三年後公開 After 3 Years ☐ 四年後公開 After 4Years ☐ 五年後公開 After 5 Years	
	變更授權 Change	☐ 立即公開 Immediately ☐ 一年後公開 After 1Year ☐ 二年後開放 After 2 Years ☐ 三年後公開 After 3 Years ☐ 四年後公開 After 4Years ☐ 五年後公開 After 5 Years	
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指導教授簽章 Graduate advisor:：_____(signature by hand)

圖書館學位論文負責人簽名 Signature by Librarian：_____ 日期：____年___月___日

處理狀況：_____

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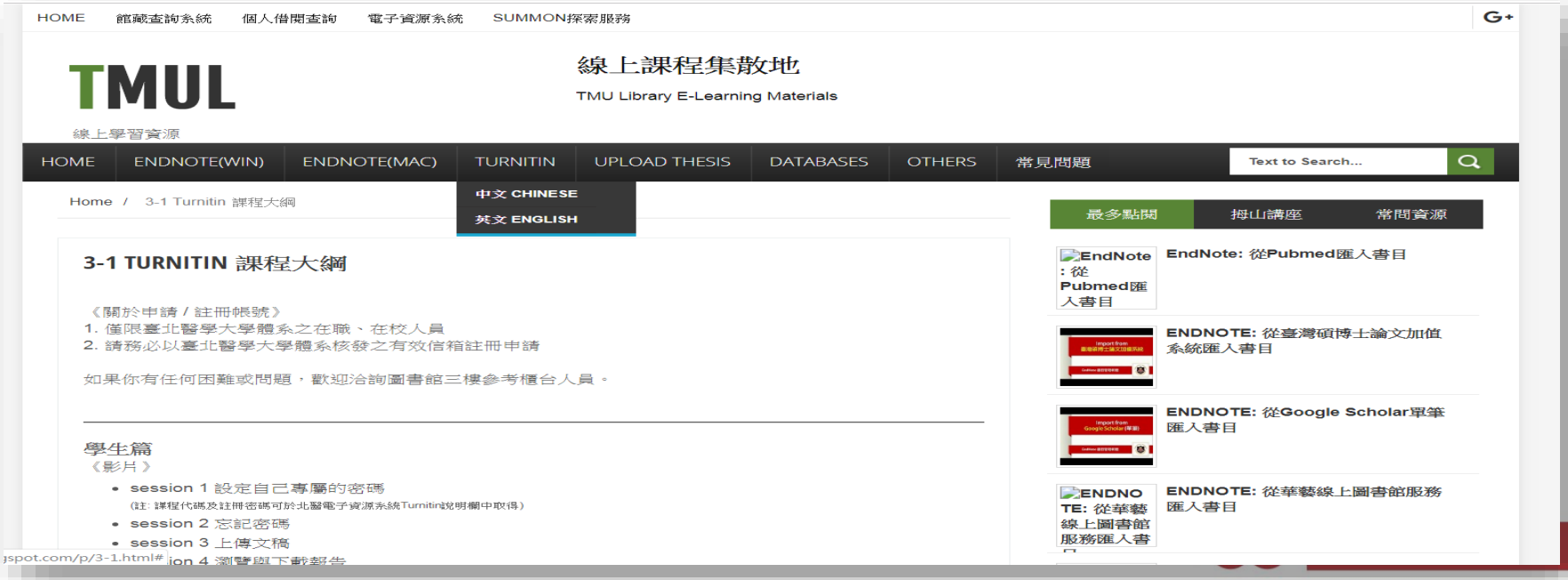
https://tmul-training.blogspot.com/#

Turnitin database

(Chinese and English online videos)

Providing document originality comparison services and detecting originality of the work can help improve the credibility of the paper.



TAIPEI MEDICAL UNIVERSITY
LIBRARY

TMUL website
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ELIS館藏(書刊)查詢系統
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Mail : asktmul@tmu.edu.tw

Important Timetable

TMU60 北醫六十 邁向榮耀

Important Timetable

Date	Actions	Notes
23rd Mar.-17th Apr.	Apply graduation defense on system	Academic System
1st Apr.-30th Apr.	Submit 2 master's degree/Ph.D. graduation photos with cap and gown to Registration Section	1. Two 2-inch photos 2. Please mark your program, student ID number, name and English name on the back of each photo 3. English name: written exactly the same as on your passport
4th Jun.-9th Jul.	Thesis/dissertation defense period	After thesis or dissertation defense, submit “Grading Form” to Program Office
24th Jun.-27th Jul	Submit thesis/dissertation and related documents to department	upload electronic copy of thesis to TMU library website ”Electronic Theses & Dissertations Service” also

Important Timetable

Date	Actions	Notes
Deadline: 5:00 P.M. on 24th Jun.	Deadline to apply “leave of absence” from 2020 spring semester	
Deadline: 5:00 P.M. on 17th Jul.	Apply cancellation of graduation defense in system	**Academic System** Students below need to apply: 1. Applied defense on system & applied leave of absence from TMU this semester 2. Applied defense but did not hold the graduation defense

Important Timetable

Date	Actions	Notes
Deadline: 5:00 P.M. on 31st Jul.	Submitting the application form of "preserving passed degree exam scores"	• For students who pass the defense but are unable to submit thesis/dissertation this semester • Fill in the application form for "preserving passed degree examination scores" and submit to the department • Department should submit to Registration Section by 5 p.m. on 31th Jul.
Before 21th Aug.	Graduation Procedure (diploma)	• 1 work day after notification by department, student could run the procedure (check it on system) • Academic System→ Graduation Procedure • Diploma can be obtained after procedure finished

THANK YOU