



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

Choose the threshold and update

教務系統(Academic) ▲

學籍(Enrollment Status) ▼

學分抵免 ▼

成績(Score) ▼

畢業審查 Graduation Credit & Threshold ▲

畢業門檻 Graduation Threshold ▲

畢業門檻 Student Update/Upload

學分進度(Credit ▼

Progress)

研究所學位考試 ▼

選課(Course Selection) ▼

ENRB180_Student Update/Upload Graduation Threshold

Clear Save

Threshold* : Attend 24hrs Moon-Shan academia-industry forum

Student Notes* :

Select Note : Attach

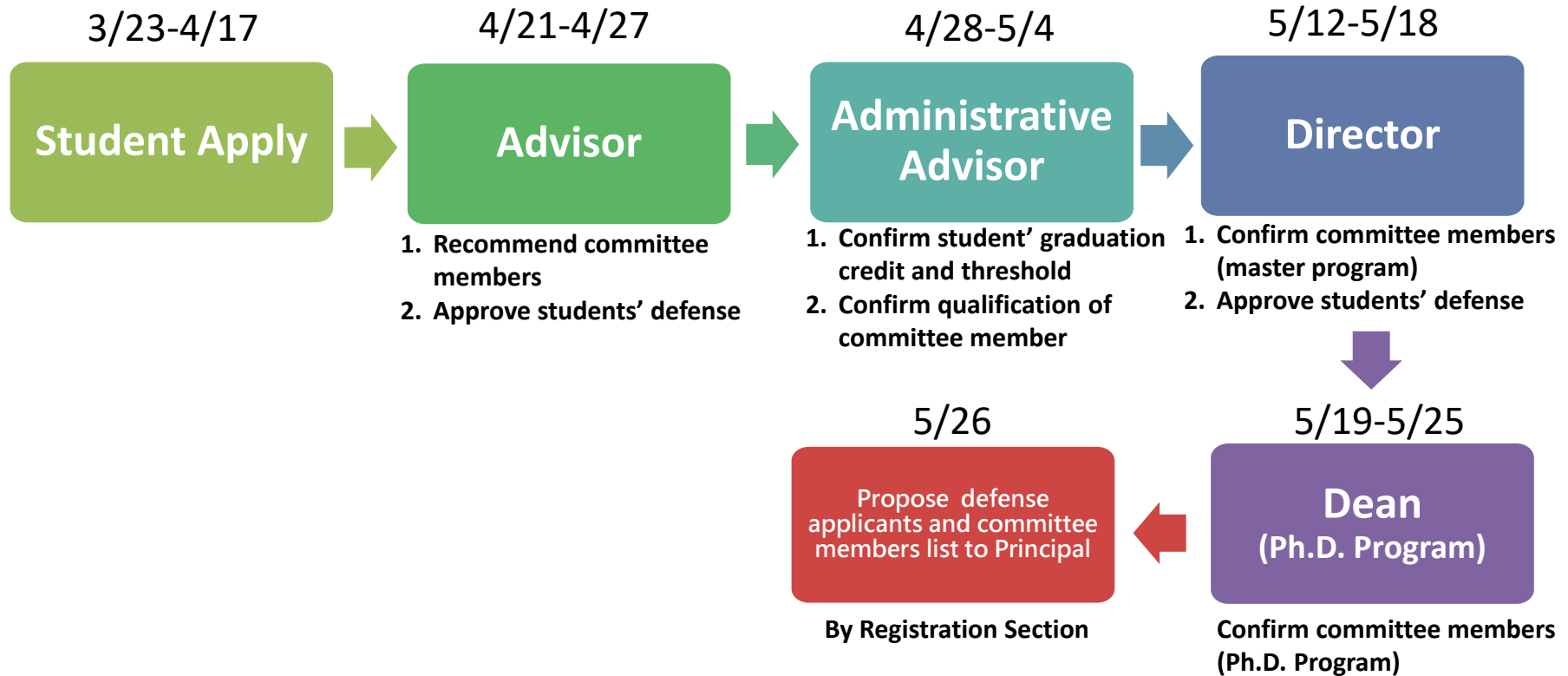
Select file than press 【Attach】

Upload Related Evidence : Preview

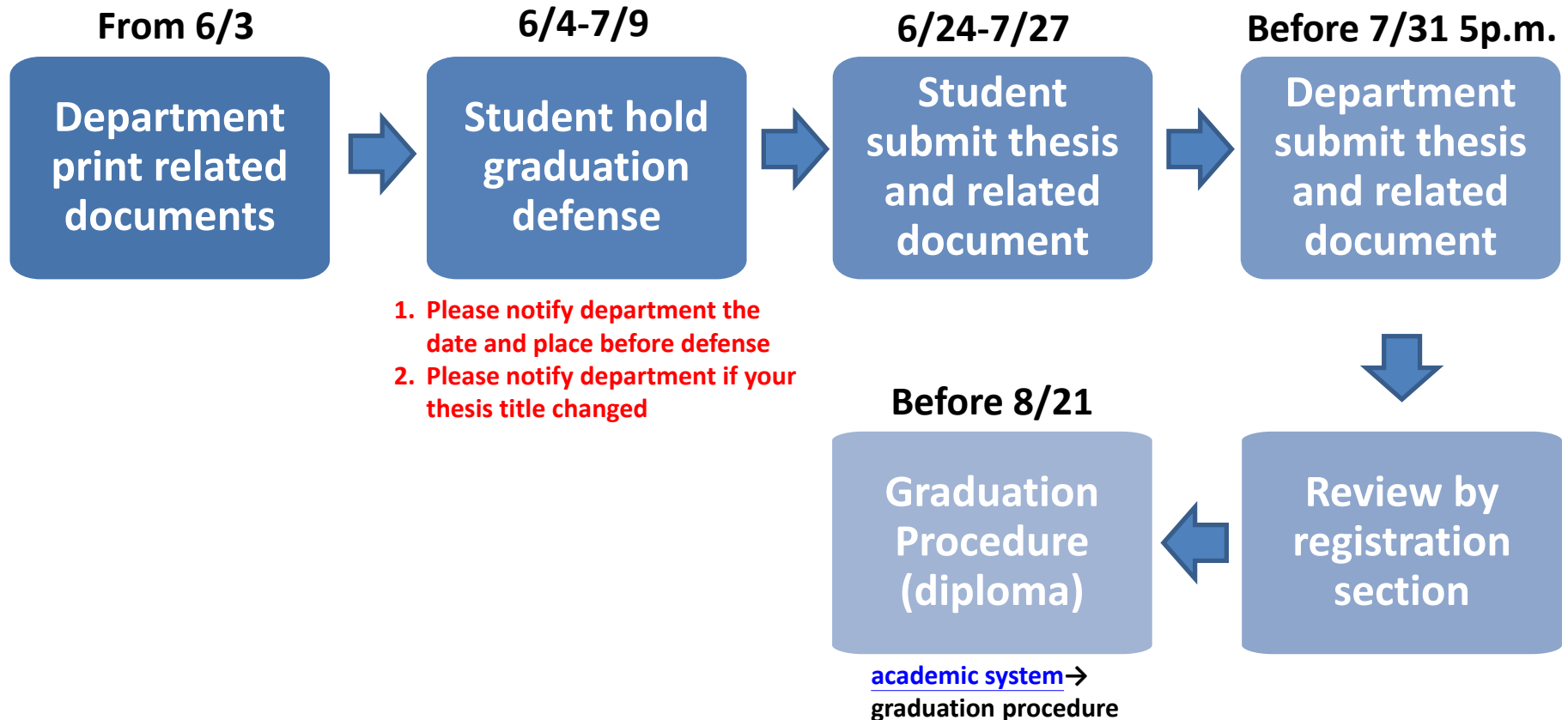
Evidence Department :

Evidence Date : Clear Save

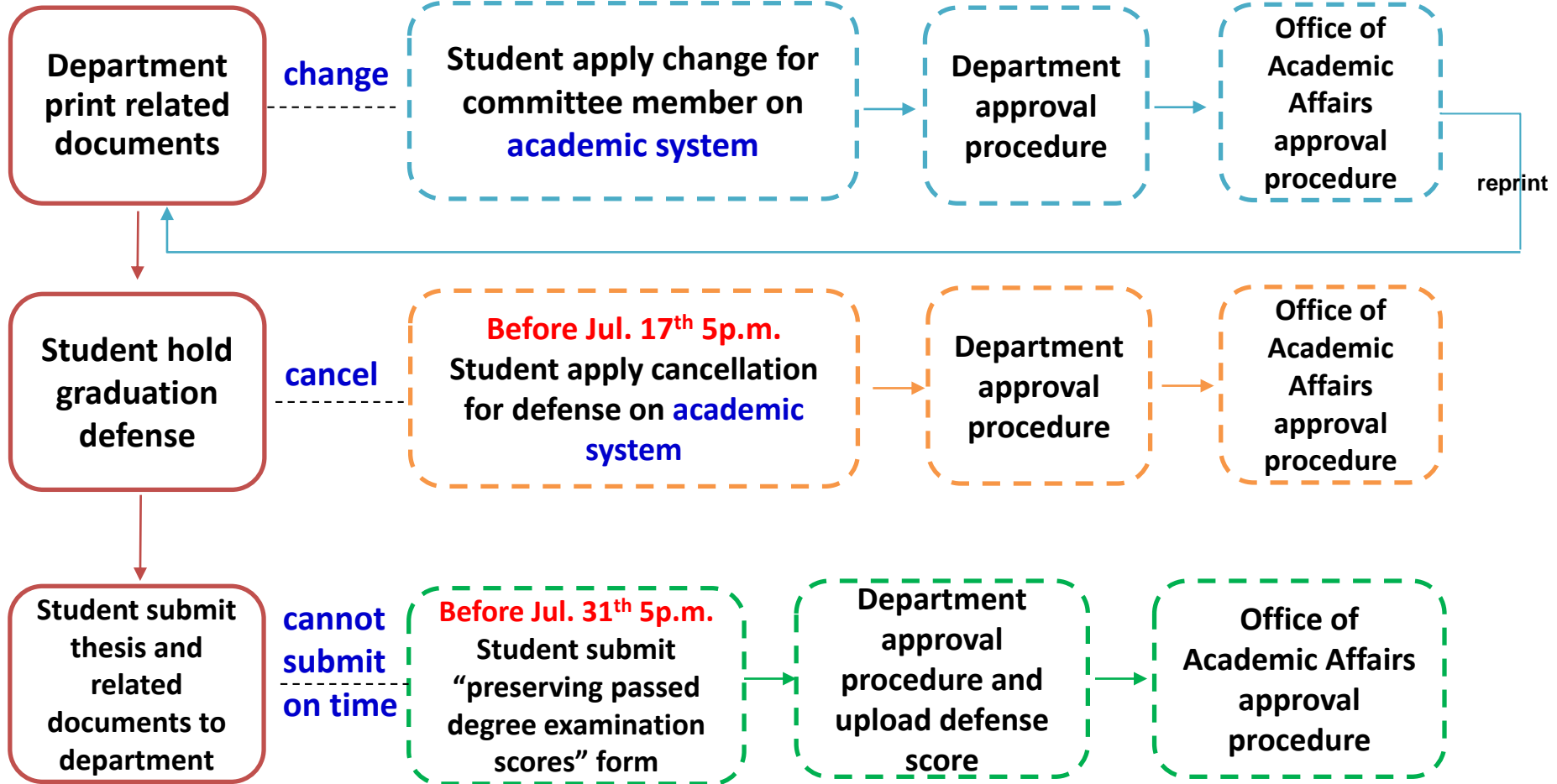
Procedure of Application



Procedure of Defense



Committee Member Amendment and Defense Cancellation



Download from registration section website

System Operation



System

◆ Homepage → Student → [Academic Affairs Information System](#) → Graduation Defense

TAIPEI MEDICAL UNIVERSITY
臺北醫學大學
TAIPEI MEDICAL UNIVERSITY

防疫專區 新生 學生

認識北醫 學術單位 行政單位 附屬醫院 招生訊息 研究成果

首頁

學生

個人資料
教務系統 Academic Affairs Information System
學生學習系統
學生個人資料維護 - 基本資料、體檢、兵役、幹部

公告與活動
公佈欄
行事曆
學術活動網

學習系統
My2TMU
臨床教育e-Portfolio
臨床教育e-portfolio 2.0
學生請假系統(非期中期末考請假)

聯繫
電子郵件帳號密碼變更或同步
WebMail
校內電話分機一覽表
電子郵件聯絡網

教務系統(Academic)

- 教學助理
- 教學評量
- 學分學程
- 學籍(Enrollment Status)
- 學分抵免
- 成績(Score)
- 畢業案查
- 研究所學位考試
- 申請學位考試
- 維護論文或相關著作目錄一覽表
- 學位考試委員異動作業
- 撤回學位考試申請
- 畢業離校系統
- 選課(Course Selection)
- 試卷列印及排考
- 暑假作業

System Operation: Student

教務系統(Academic) ▲

學籍(Enrollment Status) ▼

學分抵免 ▼

成績(Score) ▼

畢業審查 ▼

研究所學位考試 Graduation Defense

Apply Graduation Defense

Amendment Committee Members

Cancel Graduation Defense

選課(Course Selection) ▼

查詢畫面

Add

Clear

Search

Deegree System : Master Program

Department :


Student ID no : M142108

Name :

Apply Academic Year : 1082

System Operation: Student

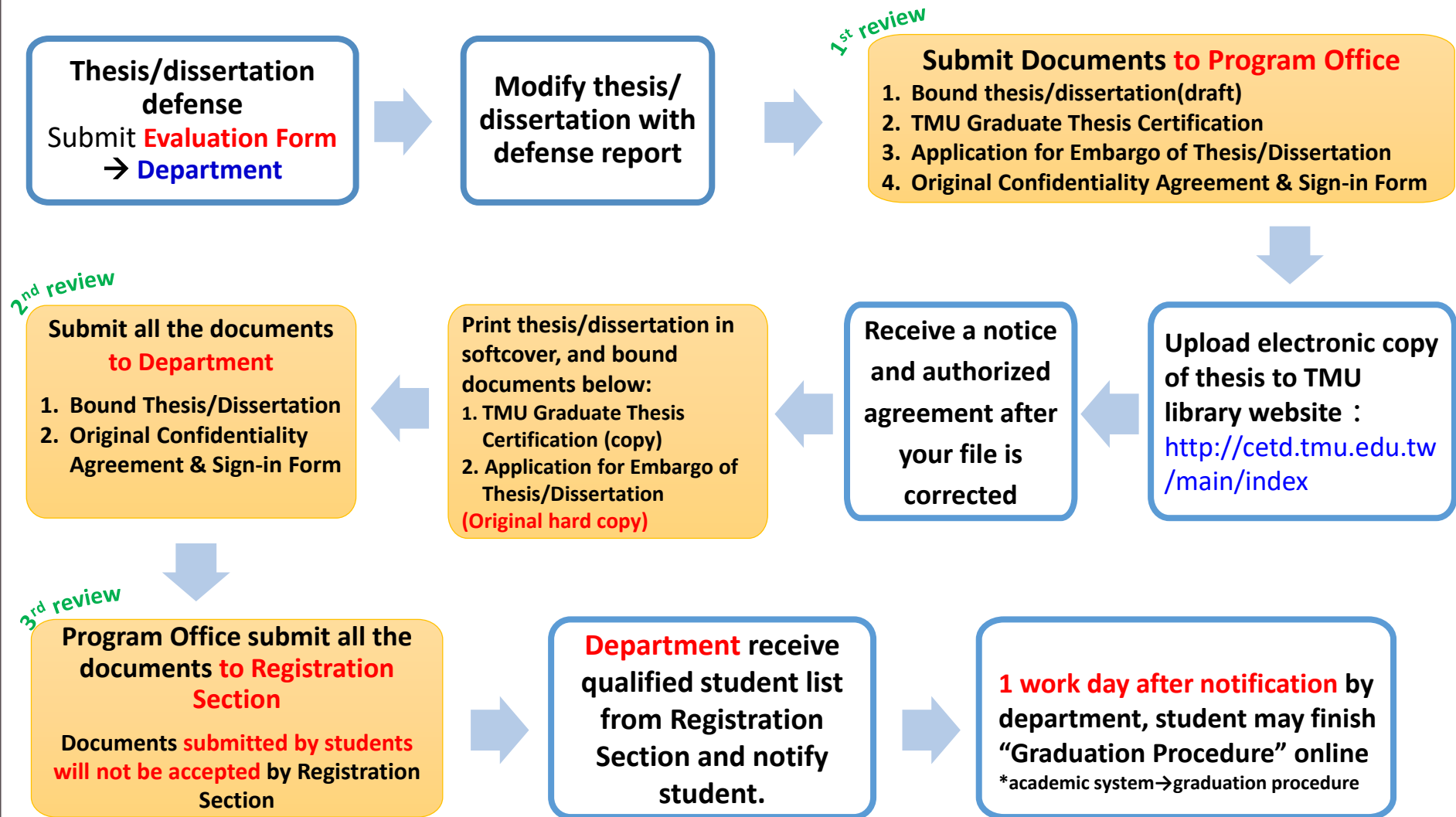
◆ Log in → Graduation Defense → Apply Graduation Defense → Add

		Save		Submit	
Degree System		Department			
Grade Level	4	Name			
Student ID	D118105				
I have advisor's permission to propose the graduate exam	<input checked="" type="radio"/> Y <input type="radio"/> N	I have done the comparison of thesis/dissertation draft through "Turinitin"	<input checked="" type="radio"/> Y <input type="radio"/> N		
I have finished all the graduate credits and regulations	<input checked="" type="radio"/> Y <input type="radio"/> N	Result of Academic Credit Progress			
Thesis/Dissertation Title (Chinese)	test				
Thesis/Dissertation Title (English)	test				
Upload Thesis/Dissertation Draft	預覽		說明		
		test			

Procedure



Procedure



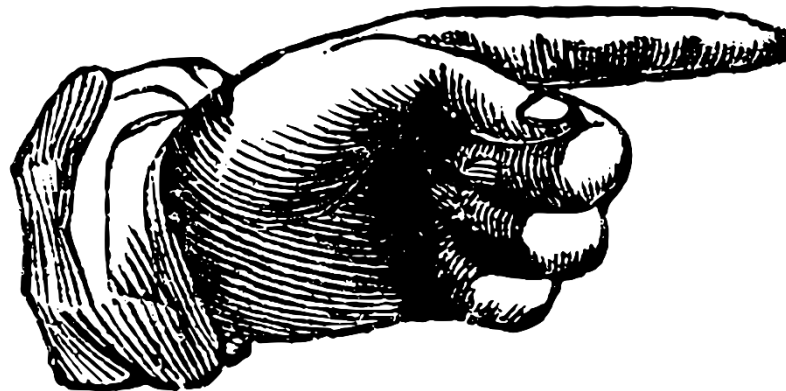
Always Start the Work Earlier

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



Notice & Check List

Please Notice This



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



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 

This thesis is the master's degree thesis of Hanna Hsu in the Master's 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.

at Where you fixed

Thesis Advisor

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

Associate 

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 		
	Institutional Research- TMU as a Case Study 		

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 Application for Embargo of Thesis/Dissertation

編號：

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	<input checked="" type="checkbox"/> 碩士 Master <input type="checkbox"/> 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	<input checked="" type="checkbox"/> 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: <input type="checkbox"/> 準備以上列論文投稿 Submission for publication. <input type="checkbox"/> 涉及國家機密 Contains information pertaining to the national secret. <input type="checkbox"/> 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)

Fill in by system

申請人簽名：

Applicant Signature: _____

指導教授簽名：

Advisor Signature: _____

Signature only

學校認定/審議單位章戳：

Seal of the Authorization Institute: _____

Stamp of Department

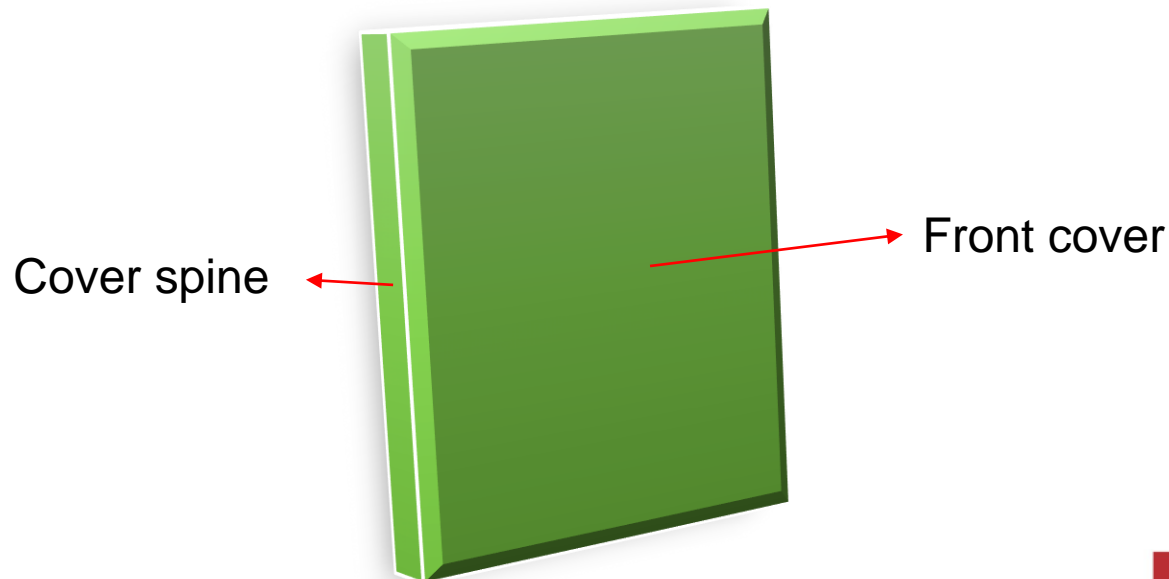
Before Printing the Thesis/Dissertation

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

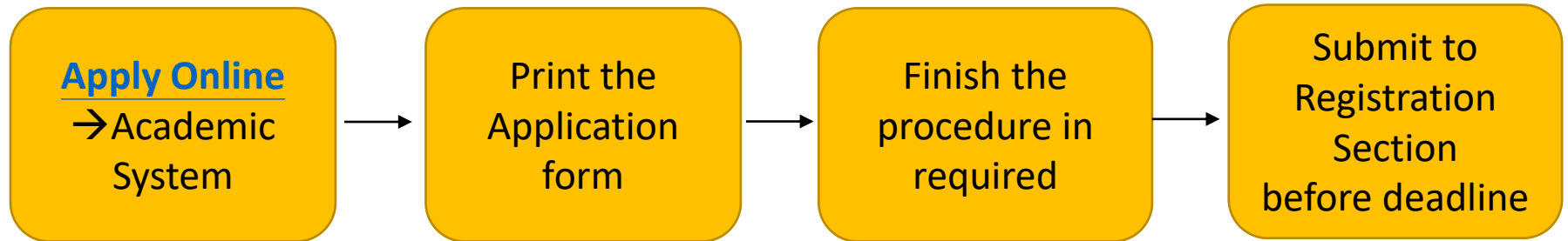
3. Front cover and cover spine should **be identical** with each other

- (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



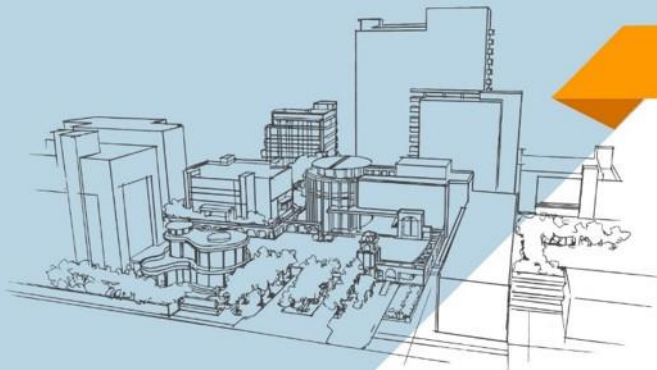
臺北醫學大學
TAIPEI MEDICAL UNIVERSITY

1082

TMU library

How to Upload Thesis/Dissertation?

library 109.3.19

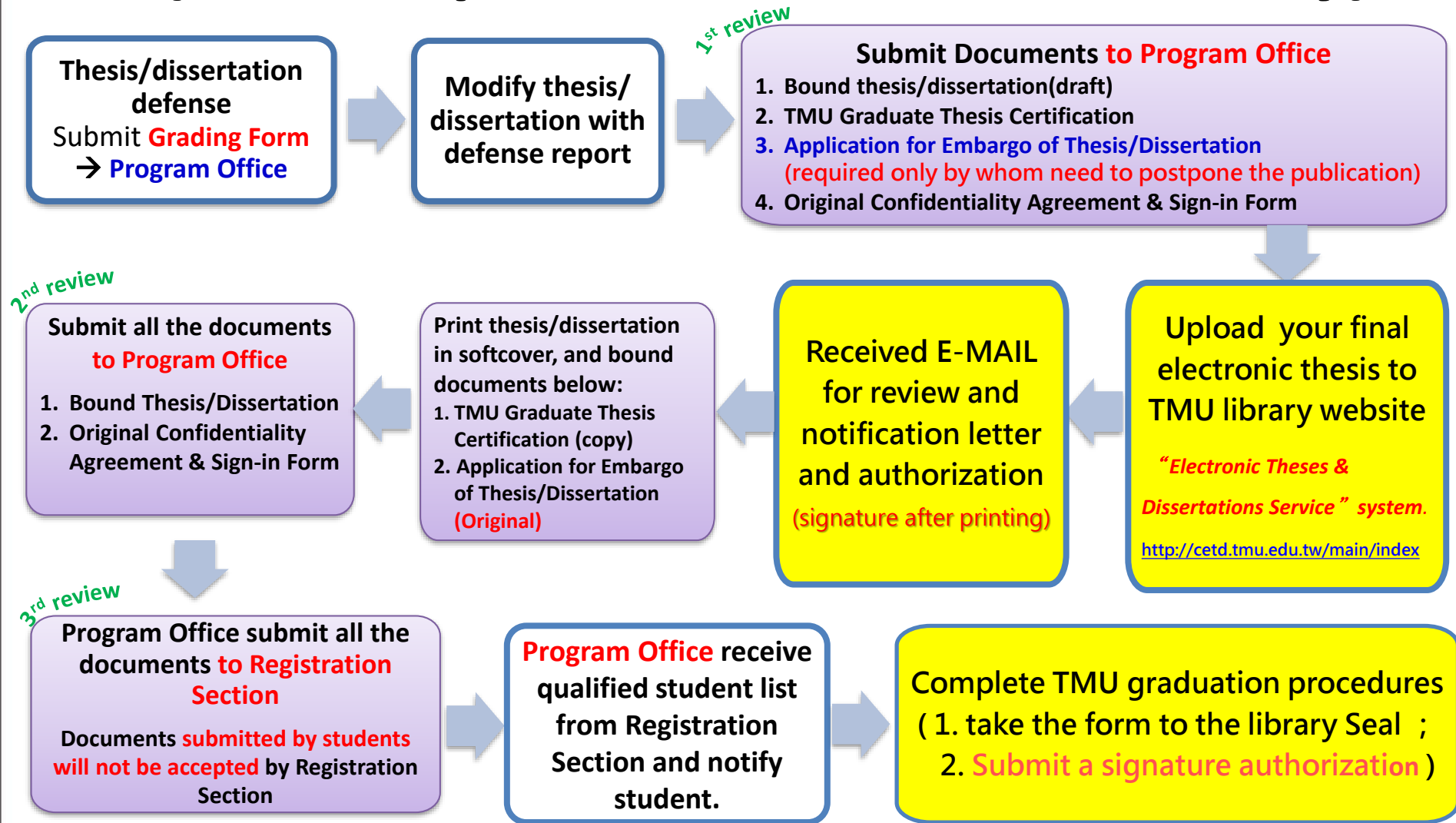


TMU60 1960-2020

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Procedure

(Several parts related to the library)



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.

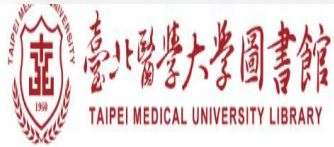
STEP 2

- 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"?



Font Size Units **L** **M** **S**

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Today's Hours



2019-09-28 Saturday
08:30 ~ 17:00

Main Library Hours



My Record Renewal



Off-Campus Access



Get Full Text



Library Instruction



Thesis Submission



Academic Hub



Scholarly Communication



Contact Us

About Find Services Help Feedback

Search

Home / Help / Thesis & Dissertation Submission / Submission

Help

Contact

Network

Scholarly Communication

How to use...

Thesis & Dissertation Submission

FAQ

Submission

The Library collects all TMU theses and dissertations in electronic format. You are required to submit a PDF copy of the approved version of your thesis. The electronic version must be an exact copy of the print version.

This guide provides information on how to submit your final thesis to the Library after examination at TMU.

PART 1. Document Preparation

PART 2. Thesis/Dissertation Submission

PART 3. Library Review

Modification Request

PART 1. Document Preparation

Step 1

Prepare the required documentations, includes:

1. Graduate Thesis Certification
2. Application for Embargo of Thesis/Dissertation (required only by whom need to postpone the publication)

*Make sure the documents (mentioned above) and your thesis / dissertation have the consistent title.

Step 2

For the format of e-theses, you have to

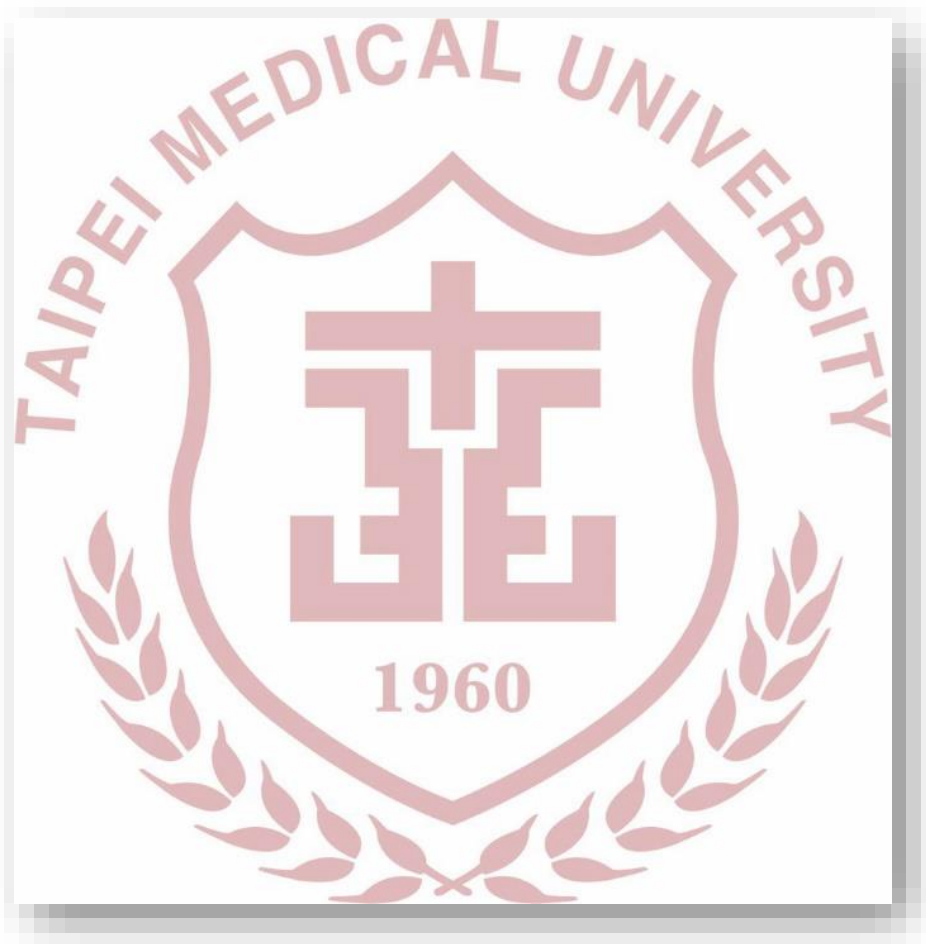
1. Convert your thesis file to PDF file(s). PDF
2. Scan all required documents to PDF file(s).
3. Combine your thesis file(s) and all required documents into ONE single PDF file. PDF
4. Apply TMU watermark on PDF file. PDF
5. Set up PDF as "Password Security". PDF

Notes

Library provides utilities for file conversion and PDF creation at the Information Retrieval Area (3F). You may use computers at this area to create PDF files from most applications.

啟用 W
移全 設定

TMU LOGO

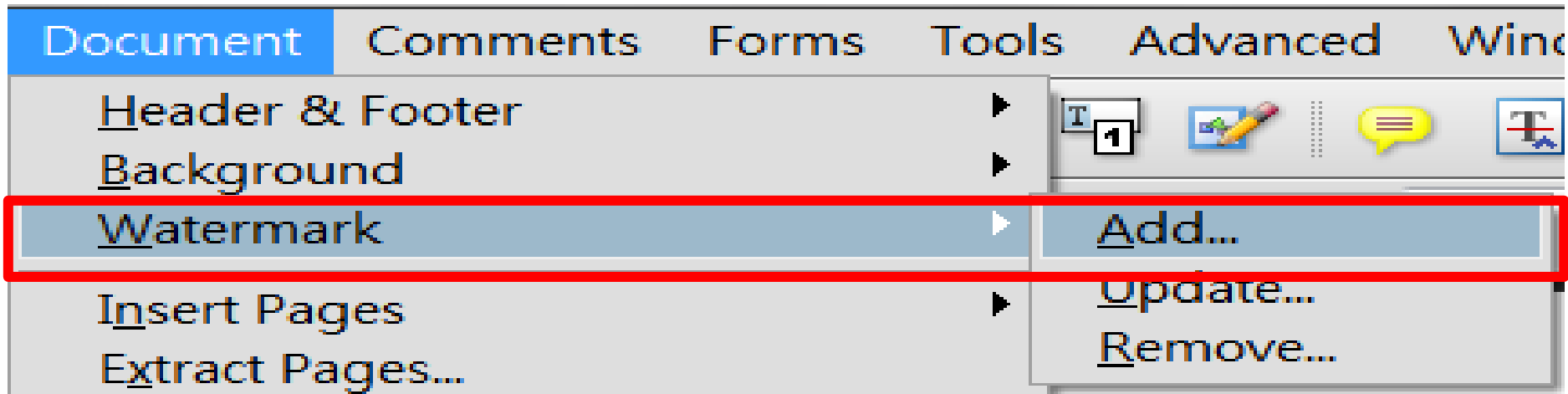


Add the watermark in PDF(1/2)

Add the TMU watermark

◆ Open your PDF File and choose

【Document】 → 【Watermark】 → 【Add...】



Add the watermark in PDF(2/2)

Source

Text

Font: 3 of 9 Barcode Size: []

File watermark_tmu.jpg Browse...

Page Number: 1 Absolute Scale: []

Appearance

Rotation: -45° None 45° Custom 0°

Opacity: [] 100%

Scale relative to target page 50%

Location: Appear behind page Appear on top of page

[Appearance Options...](#)

Click 「browse」 · find the watermark

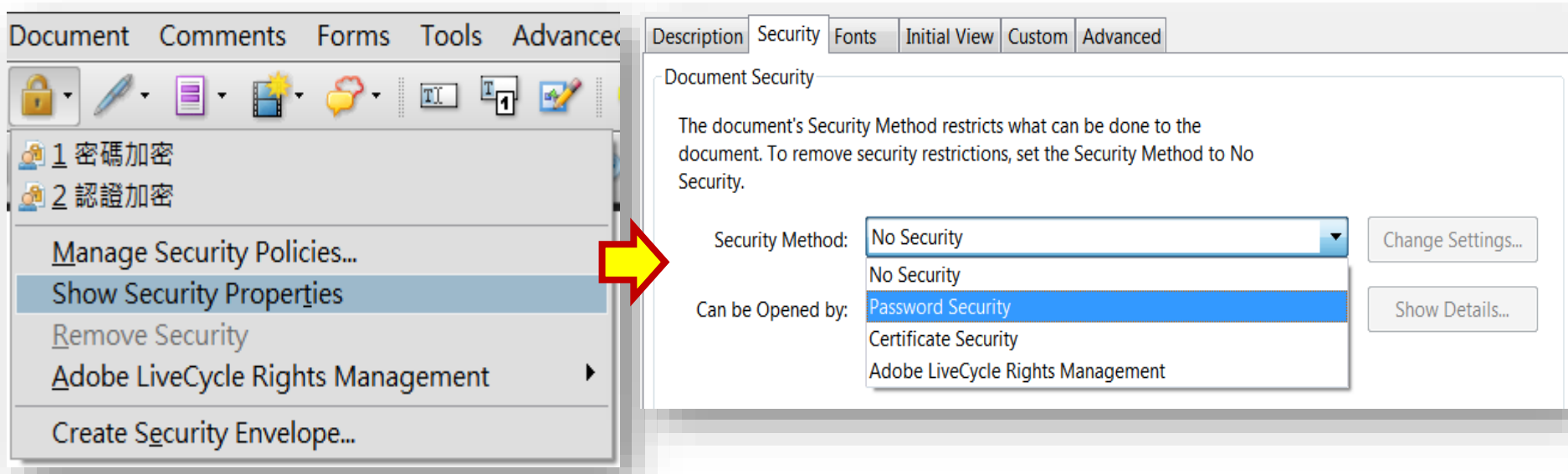
Opacity:100%

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)

Password Security - Settings

Compatibility: Acrobat 7.0 and later

Encryption Level: 128-bit AES

Select Document Components to Encrypt **1.**

Encrypt all document contents

Encrypt all document contents except metadata (Acrobat 6 and later compatible)

Encrypt only file attachments (Acrobat 7 and later compatible)

2. Require a password to open the document

Document Open Password:

3. Permissions

1) Restrict editing and printing of the document. A password will be required in order to change these permission settings.

Change Permissions Password: **** **2)**

Printing Allowed: High Resolution **3)**

Changes Allowed: None **4)**

Enable copying of text, images, and other content

Enable text access for screen reader devices for the visually impaired **5)**

Help OK

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

Adobe Acrobat - Confirm Permissions Password

6)

Please confirm the Permissions Password. Be sure to make a note of the password. You will need it to change these settings in the future.

Note: If a Document Open Password is set, the Permissions Password will also open the document and bypass the security settings.

Permissions Password:

OK Cancel

How to Upload File

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

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TAIPEI MEDICAL UNIVERSITY LIBRARY

Font Size Units L M S

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Help Submission

Contact

Network Scholarly Communication How to use... Thesis & Dissertation Submission FAQ

The Library collects all TMU theses and dissertations in electronic format. You are required to submit a PDF copy of the approved version of your thesis. The electronic version must be an exact copy of the print version.

This guide provides information on how to submit your final thesis to the Library after examination at TMU.

PART 1. Document Preparation PART 2. Thesis/Dissertation Submission
PART 3. Library Review Modification Request

PART 1. Document Preparation

Step 1
Prepare the required documentations, includes:
1. Graduate Thesis Certification
2. Application for Preparation of Thesis/Dissertation (required only for who need to get paper)

Download: [TMU Fall Semester 2019 Graduation Timetable](#) (form Office of Academic Affairs)

Step 3

1. Login the E-Thesis Service System.
2. Fill out the basic information of your thesis/dissertation
3. Upload your PDF file
4. Select the options for your Copyright License Agreement.
※This will take approximately 20-30 minutes.
※Check the procedure of submission

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

中文版

Login → Basic information of thesis / dissertation → Set up committee members → Upload thesis / dissertation → Authorization → Submit for process

Please enter your TMU School ID (e-mail address) and Password (PIN)
If any problem encountered during the login, please contact School Library for help.
Phone: (02) 2736-1661 ext.2513

Please be noticed that if you haven't any operation within 30 minutes, you will be logged out automatically. Thanks!!

3 Enter your ID and password. ([Forgot Password?](#))

School ID: First English letter must be lowercase.
Password:

Login Cancel

Provide the information of your thesis/dissertation.



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



Please provide the information of your thesis/dissertation.
Fields with * are required.

System No.	U0007-2909201900112200
Chinese Title of Thesis/Dissertation	<input type="text"/>
English Title of Thesis/Dissertation*	<input type="text"/>
School	TMU
College*	<input type="text"/>
Department*	<input type="text"/>
Academic Year of Graduation*	108 <input type="text"/>
Semester*	1 <input type="text"/>
Year of Publication*	108 <input type="text"/>
Author's Chinese name*	<input type="text"/>
Author's English name*	<input type="text"/>
E-Mail address*	<p>For receiving the notification of submission result, please make sure your E-mail address is correct. Please do not leave Hotmail mailbox, will receive garbled content</p> <input type="text"/> <p><input checked="" type="radio"/> Do Not Show My E-Mail to Public <input type="radio"/> Show My E-Mail to Public</p>

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.

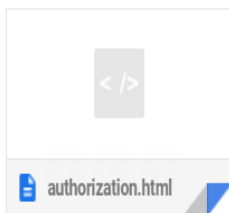
Thank you for your cooperation!

If you have further questions, please contact us.

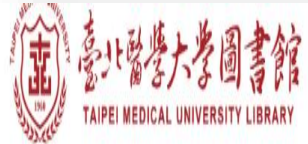
Taipei Medical University Library

E-mail: etds@tmu.edu.tw

Tel:(02) 2736-1661 ext.2519



Modification Request



Font Size Units L M S

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Today's Hours



2019-09-28 Saturday
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- Thesis Submission**
- Academic Hub
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Modification Request

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PART 1 Document Preparation PART 2 Thesis/Dissertation Submission

PART 3 Library Review Modification Request

PART 4 Document Preparation

Step 4 Prepare the required documentations, includes:

1. Graduate Thesis Certification
2. Application for Embroidered Thesis/Dissertation Label (Required only when paper copy is submitted)

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.
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Modification Request

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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	<input type="checkbox"/> 碩士班 Master's Degree <input type="checkbox"/> 博士班 Doctoral Degree
聯絡電話 Tel.		電子郵件 Email	
論文名稱 Topic of paper			
<input type="checkbox"/> 論文修改 Theses / Dissertations Modified	原因 Factor	<input type="checkbox"/> 論文內容修改 Content Revised <input type="checkbox"/> 封面裝訂有誤 Bookbinding Error <input type="checkbox"/> 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.	
<input type="checkbox"/> 授權書修改 Change the open policy for your thesis/dissertation	原因 Factor		
	原始授權 Original	<input type="checkbox"/> 立即公開 Immediately <input type="checkbox"/> 一年後公開 After 1Year <input type="checkbox"/> 二年後開放 After 2 Years <input type="checkbox"/> 三年後公開 After 3 Years <input type="checkbox"/> 四年後公開 After 4Years <input type="checkbox"/> 五年後公開 After 5 Years	

變更授權 Change	<input type="checkbox"/> 立即公開 Immediately <input type="checkbox"/> 一年後公開 After 1Year <input type="checkbox"/> 二年後開放 After 2 Years <input type="checkbox"/> 三年後公開 After 3 Years <input type="checkbox"/> 四年後公開 After 4Years <input type="checkbox"/> 五年後公開 After 5 Years
※注意事項: 請重新簽署本校【臺北醫學大學暨國家圖書館電子暨紙本學位論文延後公開申請書】, 並將其重新掃描合併于論文電子檔內, 再連同本申請書, 繳交給圖書館學位論文業務負責人。(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) All about your copyright license authorization application forms have to be updated and replaced.	

申請人簽名 Graduate student : _____ (signature by hand)

申請日期 Application Date : _____ (year/month/day)

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 : _____

※ 若無法親自到校, 請備齊資料並將該表填妥後, 寄「110 臺北市信義區吳興街 250 號 臺北醫學大學圖書館 收」與 E-mail 至 etds@tmu.edu.tw, 有問題請洽詢: 電話(02)27361661 分機 2519。

TMU Library E-Learning Materials

<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.

The screenshot displays the TMU Library E-Learning Materials website. The top navigation bar includes links for HOME, 館藏查詢系統, 個人借閱查詢, 電子資源系統, and SUMMON探索服務. The main header features the TMUL logo and the text "線上課程集散地" and "TMU Library E-Learning Materials". A search bar is located on the right side of the header.

The main content area is titled "3-1 TURNITIN 課程大綱" and is presented in Chinese. It includes a sub-section "學生篇" with a list of items:

- session 1 設定自己專屬的密碼
(註: 課程代碼及註冊密碼可於北醫電子資源系統Turnitin說明欄中取得)
- session 2 忘記密碼
- session 3 上傳文稿

On the right side of the page, there is a sidebar with a "最多點閱" (Most Viewed) section. It lists several EndNote-related resources:

- EndNote: 從Pubmed匯入書目
- ENDNOTE: 從臺灣碩博士論文加值系統匯入書目
- ENDNOTE: 從Google Scholar單筆匯入書目
- ENDNOTE: 從華藝線上圖書館服務匯入書目

The footer of the page contains the URL "spot.com/p/3-1.html#_ion 4" and the text "瀏覽與下載報告".



TMUL website

<http://library.tmu.edu.tw>

ELIS館藏(書刊)查詢系統

<http://elis.tmu.edu.tw>

Electronic Resources Management System

<http://diglib.tmu.edu.tw/>

ETDS System

<http://cetd.tmu.edu.tw/main/index>

Reference Service Desk

ext. 2515

Place: 2nd Floor of Library

Mail : asktmul@tmu.edu.tw

Important Timetable



Important Timetable

Date	Actions	Notes
23 rd Mar.-17 th Apr.	Apply graduation defense on system	<u>Academic System</u>
1 st Apr.-30 th Apr.	Submit 2 master's degree/Ph.D. graduation photos with cap and gown to Registration Section	<ol style="list-style-type: none"> 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
4 th Jun.-9 th Jul.	Thesis/dissertation defense period	After thesis or dissertation defense, submit "Grading Form" to Program Office
24 th Jun.-27 th 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	<u>Academic System</u> Students below need to apply: <ol style="list-style-type: none">1. Applied defense on system & applied leave of absence from TMU this semester2. Applied defense but did not hold the graduation defense

Important Timetable

Date	Actions	Notes
Deadline: 5:00 P.M. on 31 st Jul.	Submitting the application form of “preserving passed degree exam scores”	<ul style="list-style-type: none">• 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 21 th Aug.	Graduation Procedure (diploma)	<ul style="list-style-type: none">• 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