



# Spring 2023 Graduation Defense (Degree Examination) Orientation

Registration Section  
2023 Feb. 21<sup>st</sup>

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# Agenda



**Important Timetable/Procedure/Notification**

**Application for Graduation Defense**

**Notification Before Hold the Graduation Defense**

**Review of Thesis Documents**

**Upload Electronic Thesis and Notification**

**Graduation Procedure (Obtain Diploma)**



# Important Timetable(1)

**\*The final version will be announced on Mar. 15, 2023 after the Academic Affairs Meeting**

Date	Target	Actions
<b>2023.02.20-03.17 5 P.M.</b>	<b>Student</b>	<b>Apply graduation defense &amp; upload threshold documents</b>
<b>2023.04.01-04.30</b>	<b>Student</b>	<b>Upload English name on the degree diploma</b>
<b>*2023.03.20-03.26</b>	<b>Advisor</b>	<b>Review Students' Application</b>
<b>*2023.03.27-04.09</b>	<b>Administrative Prof.</b>	
<b>*2023.04.17-04.23</b>	<b>Director of Department</b>	
<b>*2023.04.24-04.30</b>	<b>Dean of College</b>	
<b>*2023.05.10-07.21</b>	<b>Student</b>	<b>Hold the graduation defense</b>

# Important Timetable(2)



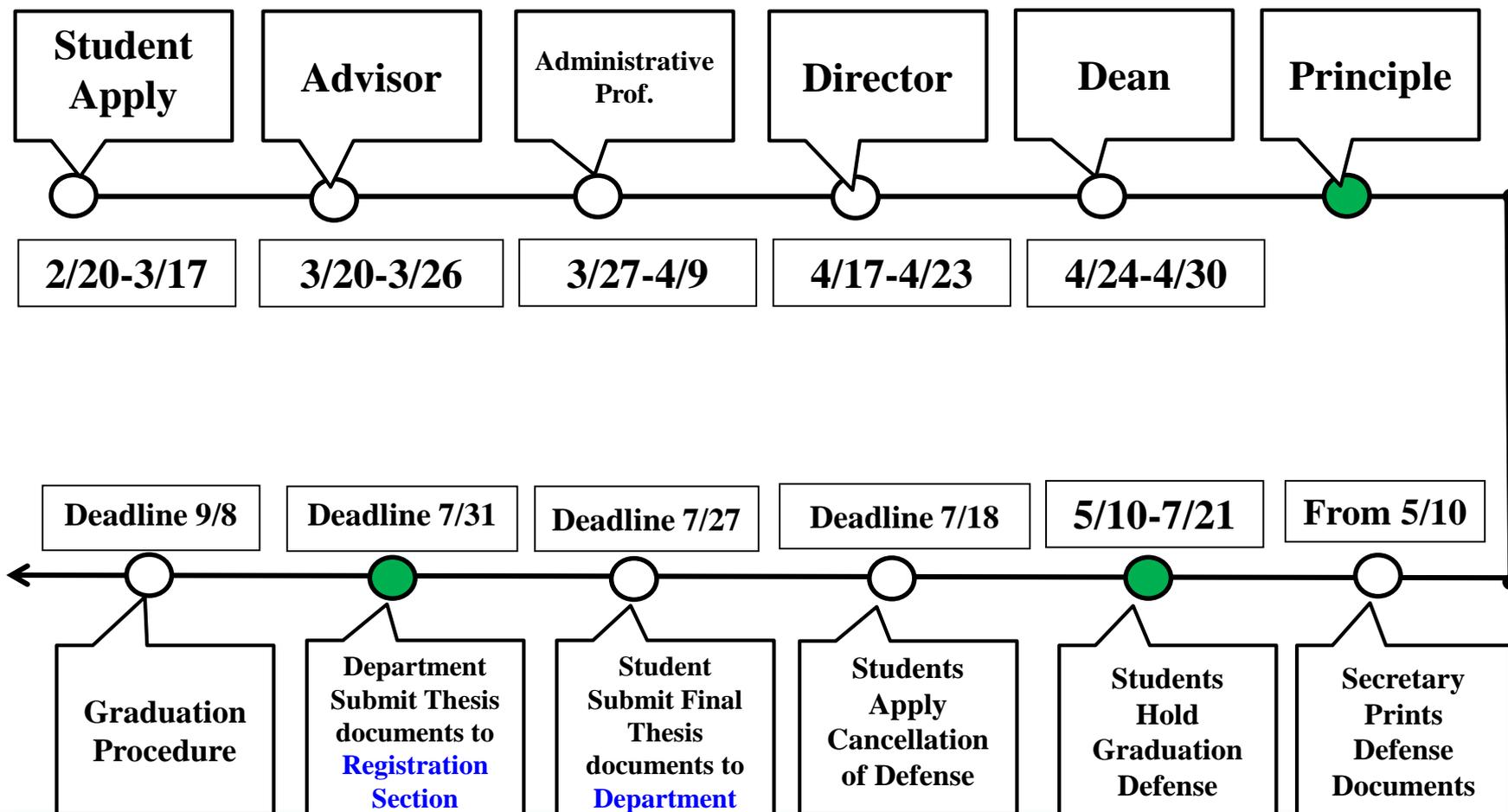
**\*The final version will be announced on Mar. 15, 2023 after the Academic Affairs Meeting**

Date	Target	Actions
<b>*Deadline: 2023.07.18 5 P.M.</b>	<b>Student (optional)</b>	<b>Apply cancellation of graduation defense</b>
<b>Deadline: 2023.06.09 5 P.M.</b>	<b>Student (optional)</b>	<b>Apply “suspension” of Spring 2023</b>
<b>*Before 2023.07.27</b>	<b>Student</b>	<b>Submit final Thesis and related documents to department</b>
<b>Before 2023.07.31 5 P.M.</b>	<b>Student (optional)</b>	<b>Submit hardcopy application of “preserving passed degree exam scores”</b> <ul style="list-style-type: none"> <li>•students who passed the defense but are unable to submit thesis before 31<sup>st</sup> Jul, and still have “study year”.</li> <li>•student who apply it will graduate next semester.</li> </ul>
<b>*Before 2023.09.08</b>	<b>Student</b>	<b>Finish the Graduation Procedure (obtain the degree diploma)</b>



# Graduation Defense Procedure

For students who passed graduation defense, graduation requirements, and submitted thesis with related documents, from Aug. 1<sup>st</sup> 2023 will be marked as graduated in TMU system.





# Apply Graduation Defense-Qualification

- According to the *“TMU Notes for Course Selection and Registration” Article III*, students **must complete “Research Ethics”** course before applying for a degree examination.
- According to the *“TMU Enforcement Rules for the Master’s and Doctoral Degree Examinations”*: Students **must have completed all required courses and obtained all required credits and requirements stipulated by their institute/department and completed research ethics courses** then are eligible to apply degree examination.
- Before applying, students must consider and value their situation and can follow TMU's required timetable and procedure, including defense holding and thesis submission.
- Students shall finish following requirements before applying for the graduation defense:
  - ✓ Already passed the **“Research Ethics”** Course
  - ✓ Select **“Thesis” / “Dissertation”** Course this semester
  - ✓ Ph.D. program students pass the **qualifying exam**
  - ✓ Meet **graduation credit requirements**
  - ✓ Meet **graduation threshold and upload evidence materials**



# Apply Defense (1)

- Upload evidence of your finished graduation requirement. The requirements are from your department and program, if you have any questions please contact them directly.

教務系統(Academic)

- 註冊繳費
- 學籍(Enrollment Status)
- 抵免作業(Course Credit Waiver)
- 課程課務(Curriculum)
- 選課(Course Selection)
- 成績(Score)
- 核心能力
- 畢業學分進度查詢(Credit Progress)
- Requirements for Graduation (Student Form)**
- Research Progress
- 研究所畢業申請(Graduation Defense)
- 教學評量(Course Evaluation)

【Edit Window】 - Add

Items \* : SCI, SSCI, A&HCI, EI, THCI Core paper **Step 2**

Note : 1. Photocopies of qualified SCI, SSCI, A&HCI, EI, THCI Core publication meet the following requirements so as to apply for IGPM Preliminary THCI Core journal (ranked in top 50%) as the first author. (2) Publication in the Journal of the College of Medicine, Taipei Medical University as the primary institution should be the corresponding author of the qualified publication(s). Content of the publication will not be counted. (4) Content of the publication should be fundamentally logical, coherent and also relevant to the student's Dissertation.

Student Note \* : SCI Accepted Letter

Upload Related Document :  **Select File** Description: SCI Accepted Letter **Attach File**

Please save the file after uploading a **Step 3**

	Preview	Description
Delete		SCI Accepted Letter

Issue Unit :

Issue Date :

**Clear Save**

**SAMPLE**

Select All Deselect all Delete

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

	Year of Admission	Department	Items	Student Note	Review Status
<input type="checkbox"/>	<a href="#">Edit</a> 105	International Ph.D. Program in Medicine7	SCI, SSCI, A&HCI, EI, THCI Core paper	SCI Accepted Letter	Unviewed

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

Select All Deselect all Delete

# Apply Defense (2)

## 教務系統(Academic)

學程

核心能力

學籍(Enrollment Status)

 抵免作業(Course Credit  
Waiver)

成績(Score)

 畢業學分進度查詢(Credit  
Progress)

選課(Course Selection)

 研究所學位考試(Graduation  
Defense)

 Graduation Defense  
Application

 Amendment Committee  
Members

Cancel Graduation Defense

Step 1



Result

Step 2

Add

Clear

Search

Degree Program : Doctoral Degree

Department : 7

Student ID : [REDACTED]

Name : [REDACTED]

Period of Application : 1112

Reivew Status : All



DEG2011\_Graduation Defense Application

Select all

Deselect all

Delete selected item

【 Each Page 20

Results

Page 1

Total 0 Pages, Total 0 Results】

No matching data!!

Select all

Deselect all

Delete selected item

【 Each Page 20

Results

Page 1

Total 0 Pages, Total 0 Results】

【Note】

1. Students who apply for the degree examinations must meet the requirement of "TMU Implementation Guidelines Of Master And Ph.D. Degree Examination" Article II. And according To the "Notes For Course Selection And Registration" Article III, students must complete "Research Ethics" course before applying For a degree examination.
2. Before applying, please read the study regulation Of respect department/program & information Of graduation defense orientation. Student must prepare the evidence Of completed requirements And upload the evidence On the system.
3. Students must provide originality reports Of plagiarism detection To committee members On the day Of graduation defense. Students who did Not provide the report cannot hold the defense. For the detection tool please use "Turnitin".
4. Students whose application was conditionally And temporarily approved by the respect department/program, And held the graduation defense, however, did Not meet the graduation requirement, will be deemed As fail On graduation defense For 1 time.

Step 3

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



# Apply Defense(4)

- Returned application shows on the Homepage.
- Click Home page→Find “System Info” →click the English hyperlink→“Details”  
→After revised must click “Save” & ”Send”

身分別：學生 姓名：

[回首頁Home Page](#) [登出Log out](#)

系統資訊 System Info

Step 1

待辦事項

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

Step 2

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

Details

Find the reasons

【Information】

Step 3

[Save](#)

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

Revise the application, and save the revision

Comment(s)

Step 4

[Send](#)

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





# Notifications-**Before** Hold Graduation Defense

## Submit Originality Report of Plagiarism Detection

- Student must provide “Originality Report of Plagiarism Detection” to committee members during the graduation defense. Please use “**Turnitin**” as detection tool

## Hold the **physical** graduation defense

- Student must hold the **physical** graduation defense **in TMU campus** (including ShuangHo campus). **Video conference is not accepted.**

## Apply on System-Amendment of Committee Members

- Deadline: **21<sup>st</sup> Jul. 2023**

## Apply on System-Cancellation of Graduation Defense

- Deadline: **5:00 P.M. 18<sup>th</sup> Jul. 2023**

## Situations that Deemed as **Fail on Graduation Defense**

- Fail score on defense
- Pass the defense however fail on the understudying graduation credit (**cannot** apply preserving passed degree exam scores)
- Did not hold the defense before deadline and not apply for the cancellation
- Did not submit required thesis documents before deadline (**2023.07.31 5 P.M**)



# Thesis Documents Submission & Review

## Department Review

- A. Thesis & TMU Thesis Certification
- B. Original Confidentiality Agreement & Sign-in Form
- C. Evaluation Sheet
- D. Advisor Signed- Originality Report of Final Thesis Plagiarism Detection(including scan file)

[For students apply for thesis delay publication]

- E. \*Application for Embargo of Thesis (with evidence)

**\*This is required for students applying for thesis delay publication only**

## Student Upload

Upload on “TMU Electronic Dissertation Service System”

1. Electronic Thesis (with Thesis Certification)
2. Authorized agreement (signed & scan)

[For students apply for thesis delay publication]

3. Application for Embargo of Thesis (with evidence)

## Library Review

Received E-MAIL for review and notification message:

- Pass- printed Thesis
- Fail- correct and submit again

## Registration Section Review

We notify results to department by email

- A. Thesis in softcover with **2 copies** (require bound with TMU Thesis Certification)
- B. Original Confidentiality Agreement & Sign-in Form
- C. Evaluation Sheet
- D. Advisor Signed-Originality Report of Final Thesis Plagiarism Detection(**Cover + Percentage Page**)

[For students apply for thesis delay publication]

- E. Bound “Application for Embargo of Thesis” original hardcopy and photocopy separately in 2 copies of softcover thesis

- F. Evidence (provide NCL)

## Department Review

- A. Thesis in softcover with **2 copies** (require bound with TMU Thesis Certification)
- B. Original Confidentiality Agreement & Sign-in Form
- C. Evaluation Sheet
- D. Advisor Signed-Originality Report of Final Thesis Plagiarism Detection(including scan file)

[For students apply for thesis delay publication]

- E. Bound “Application for Embargo of Thesis” original hardcopy and photocopy separately in 2 copies of softcover thesis

- F. Evidence (provide NCL)



# Thesis Documents Review

## ■ Department name must be correct

- Refer to the official program/department name
- Download it from website of Office of Academic Affairs→Registration Section→[Graduation Message](#)

## ■ Thesis title shall be consistent in all documents

- Includes Chinese(if you have one), letter case(upper case, lower case) and punctuation

## ■ Thesis cover and spine

- Format & color follows regulation of department
- Both Chinese and English department name shall be identical with each other

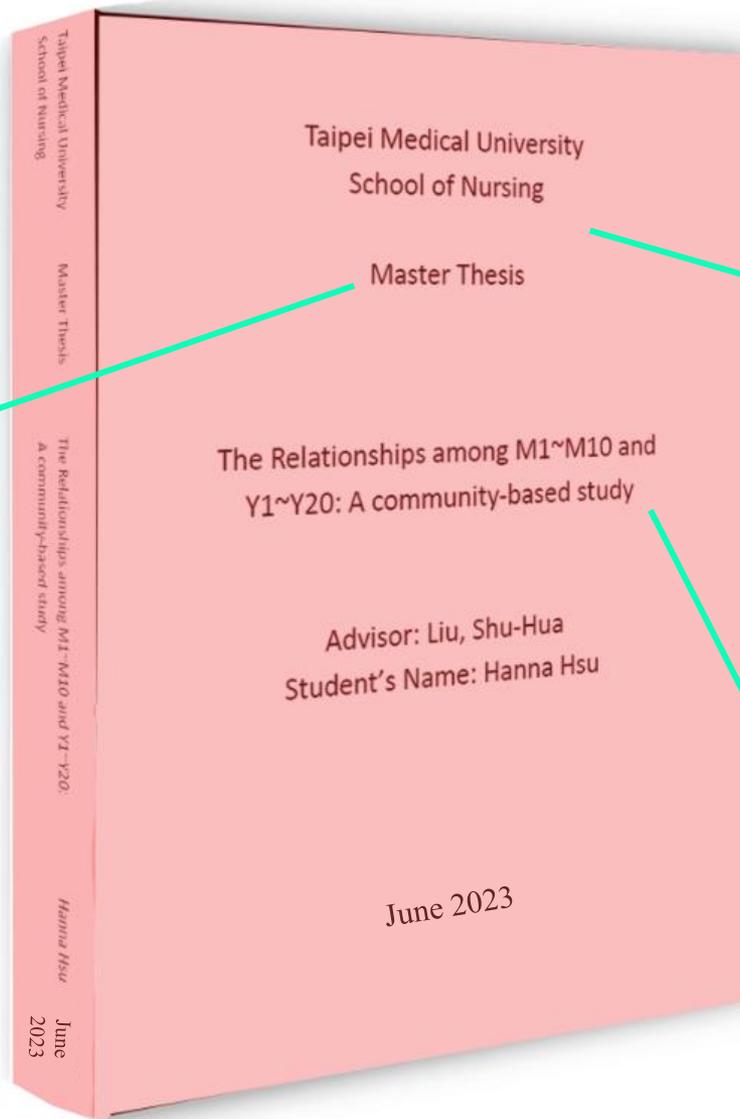
## ■ Modified documents: Advisor Should sign or stamp on it

- Advisor shall stamp or sign at where you fixed (stamp at the edge of fixed)
- Advisor cannot be substituted by co-advisor/director/other professors



# Thesis in softcover

**Master Thesis /  
Ph.D. Dissertation**



**Department name  
must be correct**

**Thesis title must be  
correct**  
**Letter case(upper case, lower  
case) and punctuation**

**\*Color and format please  
refer to the department**



# TMU Thesis Certification

## Taipei Medical University Graduate Thesis Certification

Title: [REDACTED]

This thesis is the doctoral dissertation of [REDACTED] in the Ph.D. Program in Graduate Institute of Clinical Medicine 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) \_\_\_\_\_

Already confirmed student's report of plagiarism detection checker.

Thesis Advisor: \_\_\_\_\_ (Signature)

2023 / 06 / 20

Bound copy in  
your thesis

## Taipei Medical University Graduate Thesis Certification

Title: [REDACTED]

This thesis is the doctoral dissertation of [REDACTED] in the Ph.D. Program in Graduate Institute of Clinical Medicine 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) [Signature]

Thesis Co-Advisor (Signature) [Signature]

Committee Advisor (Signature) [Signature]

Committee Member (Signature) [Signature]

Committee Member (Signature) [Signature]

Already confirmed student's report of plagiarism detection checker.

Thesis Advisor: [Signature] (Signature)

2023 / 06 / 20

1. Signed by every committee member
2. Notice the correct role title of committee



# Original Confidentiality Agreement & Sign-in Form

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

學位考試基本資料 Information :

論文題目 Thesis/Dissertation Title	(中文 Chinese Title) 中文論文題目		
	(英文 English Title) English thesis title		
指導教授 Advisor	吳家家	教職 Title	教授
學生姓名 Student	林逸仙	系所 Department	臨床醫學研究所碩士
		學號 Student ID No.	M111111111
考試時間 Defense Date	2023年year 6月month 20日date 上午A.M. 10:00		
考試地點 Defense Place	12F meeting room, medical comprehensive back building		

本論文考試涉及揭發方所告知或交付之研發成果或技術秘密等重要智慧財產權，該機密資訊為揭發方所擁有之法定權利或期待利益，僅限以下特定人士參與，所有與會者了解並同意對參與本考試所接觸到之機密內容保守秘密，不得自行利用或以任何方式使第三人利用「機密資訊」或取得任何權利，直到本論文開放閱覽或完成專利申請為止。

學位考試委員簽署 Committee Members :

\*服務機構、所屬單位及教職應與登報名冊一致 This shall be consistent with the "list of qualified committee members"

姓名 Name	服務機構 Institution	所屬單位 Department	教職 Title	簽名 Signature
林 OO	臺北醫學大學	臨床醫學研究所	教授	
李 OO	臺北醫學大學	臨床醫學研究所	副教授	
天 OO	國立陽明大學	醫學系外科學科	教授	

**Defense place must  
inside TMU campus**

**Sign by every  
committee member**



# Evaluation Sheet

## Final Evaluation Sheet\*1

## Evaluation Sheets (copies for every committee member)

臺北醫學大學碩士/博士學位考試總評分表 Taipei Medical University Thesis/Dissertation Defense Final Evaluation Sheet	
學生姓名 Student	學號 Student ID No.
系所 Department	臨床醫學研究所博士班
論文題目 Thesis/Dissertation Title	(中文/Chinese Title) test
	(英文/English Title) test
總評分 Final Score	(請參考考試委員評分，分數請中文大寫加「分」或英文大寫，壹佰分滿分，柒拾分及格。 Please fill in score with uppercase. Full score is ONE-HUNDRED, passing score is SEVENTY.)
與會委員簽名 (不含召集人) Committee Members Signature (Not includes Committee Advisor)	
決議 Result	(研究生是否通過學位考試，請召集人勾選，Committee Advisor should check the box here.) <input type="checkbox"/> 通過 Pass <input type="checkbox"/> 不通過 Fail
召集人簽名 Committee Advisor Signature	
考試日期 Defense Date	

Not include committee  
advisor's signature

Fill in & sign by  
committee advisor

臺北醫學大學碩士/博士學位考試評分表 Taipei Medical University Thesis/Dissertation Defense Evaluation Sheet	
學生姓名 Student	學號 Student ID No.
系所 Department	臨床醫學研究所博士班
論文題目 Thesis/Dissertation Title	(中文/Chinese Title) test
	(英文/English Title) test
論文評語 (請勾選) Thesis/Dissertation Comment (Please check 1 box)	<input type="checkbox"/> 極佳 Excellent <input type="checkbox"/> 極好 Very Good <input type="checkbox"/> 良好 Good <input type="checkbox"/> 尚可 Fair <input type="checkbox"/> 尚佳 Fairly Good <input type="checkbox"/> 普通 Average <input type="checkbox"/> 不及格 Below Average <input type="checkbox"/> 未評定 Not Evaluated
考試評語 Defense Comments	
評分 Score	(分數請中文大寫加「分」或英文大寫，壹佰分滿分，柒拾分及格。 Please fill in score with uppercase. Full score is ONE-HUNDRED, passing score is SEVENTY.)
委員簽名 Committee Member Signature	
考試日期 Defense Date	__年-year __月month __日 day

Chinese upper case+”分(fen)”  
or English UPPER CASE



# Originality Report of Plagiarism Detection

## Page 1.

Here, you are required to present your final thesis title

by Joanne Wong

1. Please use account of your own and remember to update the final thesis title

Submission ID: 1412724573

File name: .pdf (245.67K)

Word count: 5062

Character count: 9779

## Page 2.

Here, you are required to present your final thesis title

Final Percentage Page  
Advisor Signature+Date

**15%**      8%      1%      %  
SIMILARITY INDEX    INTERNET SOURCES    PUBLICATIONS    STUDENT PAPERS

### PRIMARY SOURCES

1	aca.tmu.edu.tw Internet Source	10%
2	academic.tmu.edu.tw Internet Source	4%
3	is520.uc520.com.tw Internet Source	1%

1. Use the final version of your Thesis  
2. The % requirement depends on the regulation of your department & the advisor



# NCL Application for Embargo of Thesis

國家圖書館學位論文延後公開申請書			
Application for Embargo of Thesis/Dissertation			
申請日期: 民國 _____ 年 _____ 月 _____ 日 Application Date: _____ / _____ / _____ (YYYY/MM/DD)			
申請人姓名 applicant Name	學位類別 Graduate Degree	<input type="checkbox"/> 碩士 Master <input type="checkbox"/> 博士 Doctor	畢業年月 Graduate Date (YYYY/MM)
學校名稱 University	系所名稱 School/Department	醫學科學研究所 研博上組	
論文名稱 Thesis / Dissertation			
延後公開原因 Reason for embargo	<input type="checkbox"/> 涉及機密 Contains information pertaining to the secret. <input type="checkbox"/> 專利事項, 申請案號: Filing for patent registration. Registration number <input type="checkbox"/> 依法不得提供, 請說明: Withheld according to the law. Please specify.		
申請項目 Options	<input type="checkbox"/> 紙本論文延後公開 Delay public access to the printed copies of my thesis, but leave the online bibliographic record open to the public. <input type="checkbox"/> 書目資料延後公開 Delay public access to online bibliographic record of my thesis.		
公開日期 Delayed Until	民國 _____ 年 _____ 月 _____ 日 _____/_____/_____(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: _____			
【說明】 1. 依教高字第107年12月5日臺教高(二)字第1070210758號函及109年3月13日臺教高通字第1090027810號函, 請據實填寫本申請書並檢附由學校認定審議單位認定之證明文件, 經由學校向本館提出申請, 本館認定審議單位簽章後再回本館處理。			
1. Graduation Date: <b>June 2023</b>			
2. Check the reason and provide the evidence			
3. Signature			
(以下由國圖填寫 For Internal Use)			

bound original  
hardcopy in your 1<sup>st</sup>  
thesis

國家圖書館學位論文延後公開申請書			
Application for Embargo of Thesis/Dissertation			
申請日期: 民國 _____ 年 _____ 月 _____ 日 Application Date: _____ / _____ / _____ (YYYY/MM/DD)			
申請人姓名 applicant Name	學位類別 Graduate Degree	<input type="checkbox"/> 碩士 Master <input type="checkbox"/> 博士 Doctor	畢業年月 Graduate Date (YYYY/MM)
學校名稱 University	系所名稱 School/Department	醫學科學研究所 研博上組	
論文名稱 Thesis / Dissertation			
延後公開原因 Reason for embargo	<input type="checkbox"/> 涉及機密 Contains information pertaining to the secret. <input type="checkbox"/> 專利事項, 申請案號: Filing for patent registration. Registration number <input type="checkbox"/> 依法不得提供, 請說明: Withheld according to the law. Please specify.		
申請項目 Options	<input type="checkbox"/> 紙本論文延後公開 Delay public access to the printed copies of my thesis, but leave the online bibliographic record open to the public. <input type="checkbox"/> 書目資料延後公開 Delay public access to online bibliographic record of my thesis.		
公開日期 Delayed Until	民國 _____ 年 _____ 月 _____ 日 _____/_____/_____(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: _____			
【說明】 1. 依教高字第107年12月5日臺教高(二)字第1070210758號函及109年3月13日臺教高通字第1090027810號函, 請據實填寫本申請書並檢附由學校認定審議單位認定之證明文件, 經由學校向本館提出申請, 本館認定審議單位簽章後再回本館處理。			
1. Graduation Date: <b>June 2023</b>			
2. Check the reason and provide the evidence			
3. Signature			
(以下由國圖填寫 For Internal Use)			

bound photocopy in  
your 2<sup>nd</sup> thesis

國家圖書館學位論文延後公開申請書			
Application for Embargo of Thesis/Dissertation			
申請日期: 民國 _____ 年 _____ 月 _____ 日 Application Date: _____ / _____ / _____ (YYYY/MM/DD)			
申請人姓名 applicant Name	學位類別 Graduate Degree	<input type="checkbox"/> 碩士 Master <input type="checkbox"/> 博士 Doctor	畢業年月 Graduate Date (YYYY/MM)
學校名稱 University	系所名稱 School/Department	醫學科學研究所 研博上組	
論文名稱 Thesis / Dissertation			
延後公開原因 Reason for embargo	<input type="checkbox"/> 涉及機密 Contains information pertaining to the secret. <input type="checkbox"/> 專利事項, 申請案號: Filing for patent registration. Registration number <input type="checkbox"/> 依法不得提供, 請說明: Withheld according to the law. Please specify.		
申請項目 Options	<input type="checkbox"/> 紙本論文延後公開 Delay public access to the printed copies of my thesis, but leave the online bibliographic record open to the public. <input type="checkbox"/> 書目資料延後公開 Delay public access to online bibliographic record of my thesis.		
公開日期 Delayed Until	民國 _____ 年 _____ 月 _____ 日 _____/_____/_____(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: _____			
【說明】 1. 依教高字第107年12月5日臺教高(二)字第1070210758號函及109年3月13日臺教高通字第1090027810號函, 請據實填寫本申請書並檢附由學校認定審議單位認定之證明文件, 經由學校向本館提出申請, 本館認定審議單位簽章後再回本館處理。			
1. Graduation Date: <b>June 2023</b>			
2. Check the reason and provide the evidence			
3. Signature			
(以下由國圖填寫 For Internal Use)			

# Application for Embargo of Thesis

- Students who will public thesis immediately **don't need to submit it**
- Instruction of application

Type	Item	Notice	Note
Reason for Embargo	Contains information pertaining to the secret	Must provide evidence materials	-
	Filing for patent registration (registration number)		If registration number unavailable yet, please mark "Preparing to register, and I will provide the registration number after finished." with evidence. (please provide the number to NCL)
	Withheld according to the law. (Please specify)		-
Options	Delay public access to the printed copies of my thesis	Public thesis/dissertation title	
	Delay public access to online bibliographic record of my thesis	Withhold all information	

- Any question please contact National Central Library

- National Digital Library of Theses and Dissertations in Taiwan(論文加值服務系統/知識服務組)-  
Mr. Wang, Hong-De (王宏德) +886-2-23619132 ext.528
- Collection Development and Bibliography Management Division(館藏發展及書目管理組)-  
Ms. Chang, Mei-Chi (張美琪) +886-2-23619132 ext.871 chichichang@ncl.edu.tw

# Q&A

# Upload Electronic Thesis/Dissertation on System

**Library**

**Ms. Chien, Li-Ting (Vicky)**

**ext. 2519**

**E-mail: [etds@tmu.edu.tw](mailto:etds@tmu.edu.tw)**

# Thesis Documents Submission & Review

(Several parts related to the library)

## Department Review

- A. Thesis & TMU Thesis Certification
- B. Original Confidentiality Agreement & Sign-in Form
- C. Evaluation Sheet
- D. Advisor Signed- Originality Report of Final Thesis Plagiarism Detection(including scan file)

[For students apply for thesis delay publication]

- E. \*Application for Embargo of Thesis (with evidence)

**\*This is required for students applying for thesis delay publication only**

## Student Upload

Upload on "TMU Electronic Dissertation Service System"

1. Electronic Thesis (with Thesis Certification)
2. Authorized agreement (signed & scan)

[For students apply for thesis delay publication]

3. Application for Embargo of Thesis (with evidence)

## Library Review

Received E-MAIL for review and notification message:

- Pass- printed Thesis
- Fail- correct and submit again

## Registration Section Review

- A. Thesis in softcover with **2 copies** (require bound with TMU Thesis Certification)
- B. Original Confidentiality Agreement & Sign-in Form
- C. Evaluation Sheet
- D. Advisor Signed-Originality Report of Final Thesis Plagiarism Detection(**Cover + Percentage Page**)

[For students apply for thesis delay publication]

- E. Bound "Application for Embargo of Thesis" original hardcopy and photocopy separately in 2 copies of softcover thesis
- F. Evidence (provide NCL)

## Department Review

- A. Thesis in softcover with **2 copies** (require bound with TMU Thesis Certification)
- B. Original Confidentiality Agreement & Sign-in Form
- C. Evaluation Sheet
- D. Advisor Signed-Originality Report of Final Thesis Plagiarism Detection(including scan file)

[For students apply for thesis delay publication]

- E. Bound "Application for Embargo of Thesis" original hardcopy and photocopy separately in 2 copies of softcover thesis
- F. Evidence (provide NCL)

# 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 in to the **Electronic Thesis/Dissertation (ETD)** <https://cloud.ncl.edu.tw/tmu/>
- Click "**Register**" on the left, enter the Taipei Medical University **E-mail ID** and **password** on the page that came up.
- Fill out the basic information of your thesis/dissertation.
- Upload your PDF file.
- Select the options for your Copyright License Agreement.
- Print out & upload authorization letter.
- Submit.

## STEP 3

- You will receive a notice after your file is corrected.
- Please upload authorization letter to **the [Academic & Student Affairs Information System](#)**.

# How to download "TMU watermark"?

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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

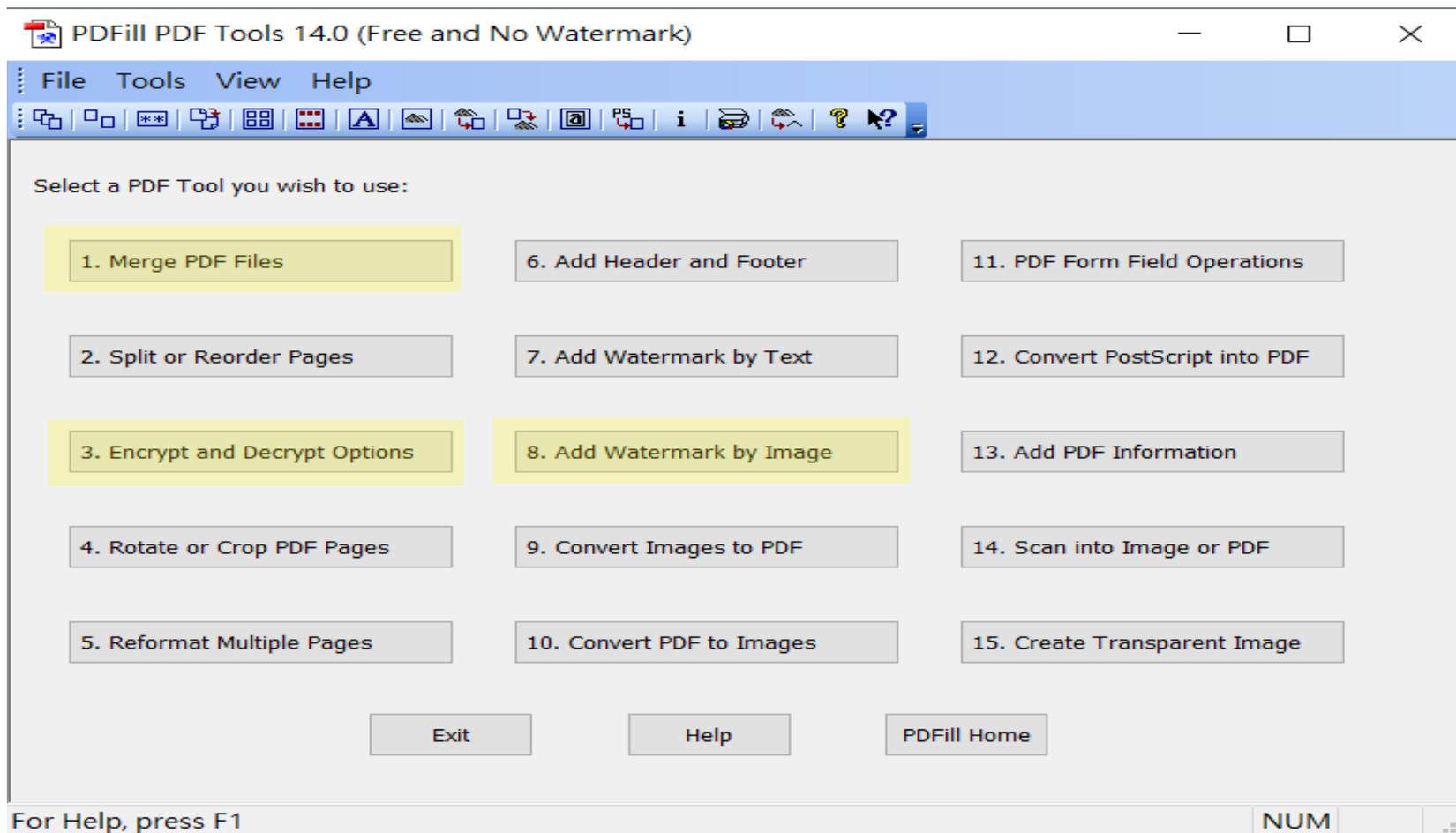
**Notes**

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.

# TMU LOGO

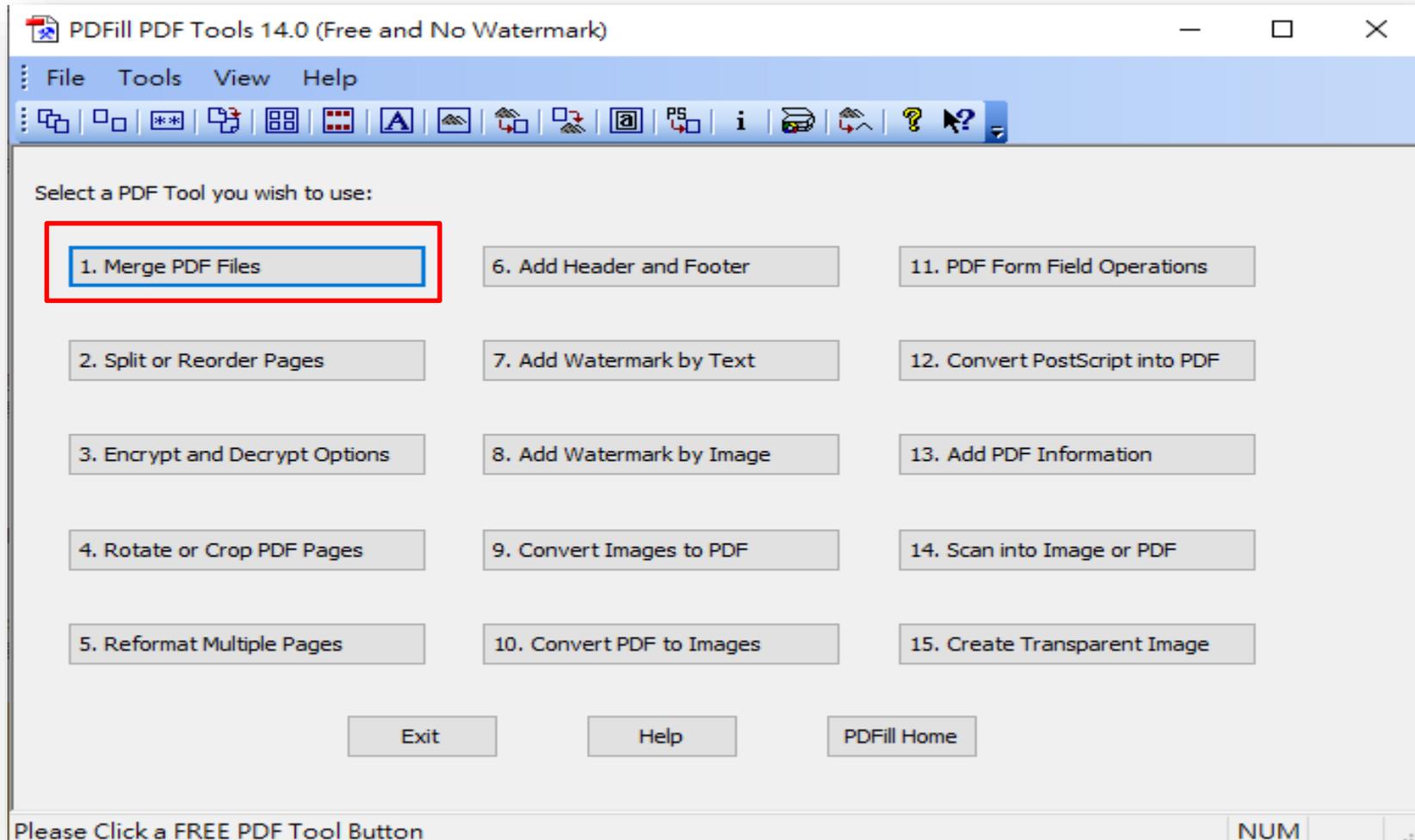


# PDFill PDF Tools program function description



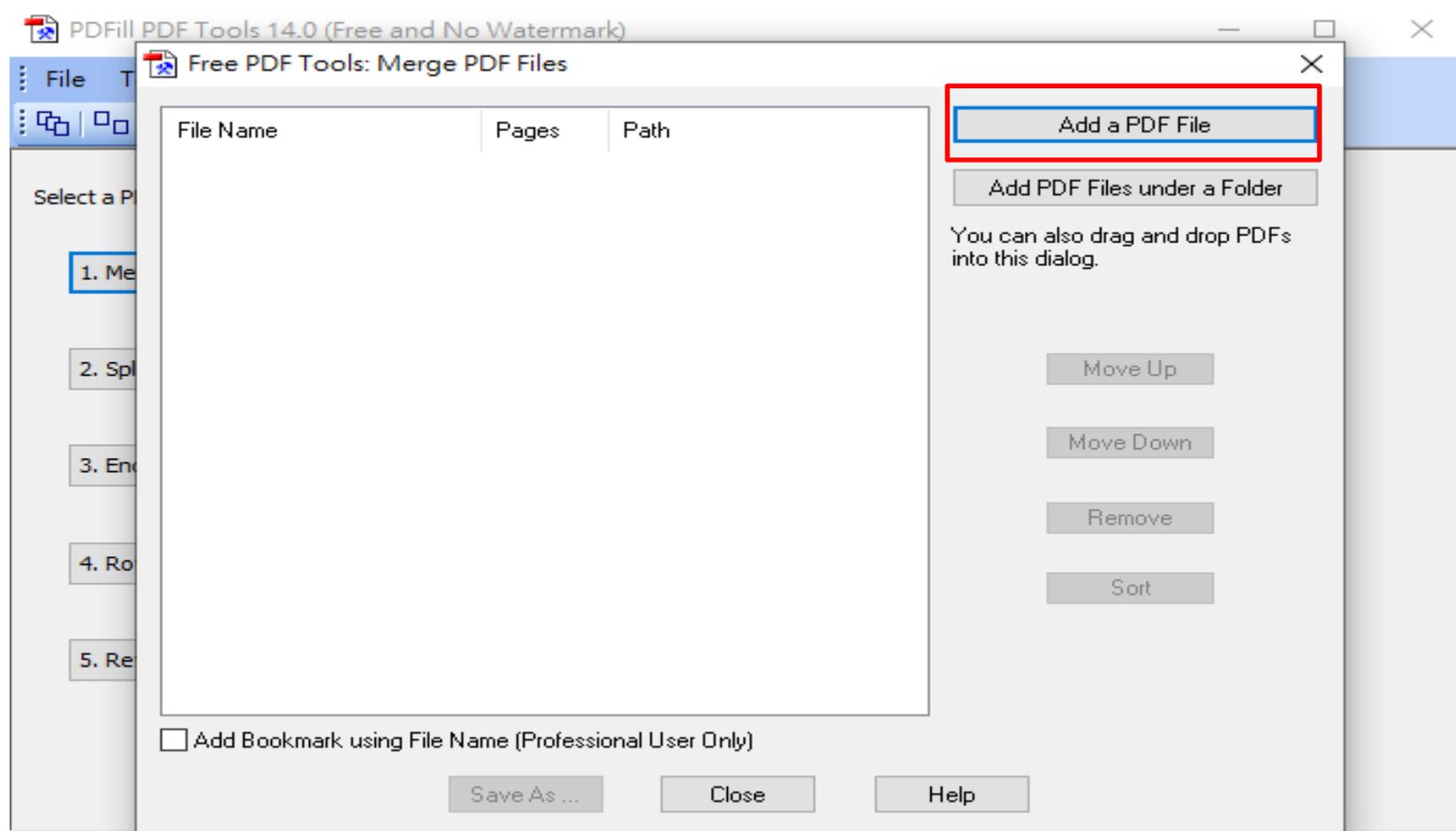
# Merging multiple files of thesis (1)

Open the PDFill software> select 1.Merge PDF Files



# Merging multiple files of thesis (2)

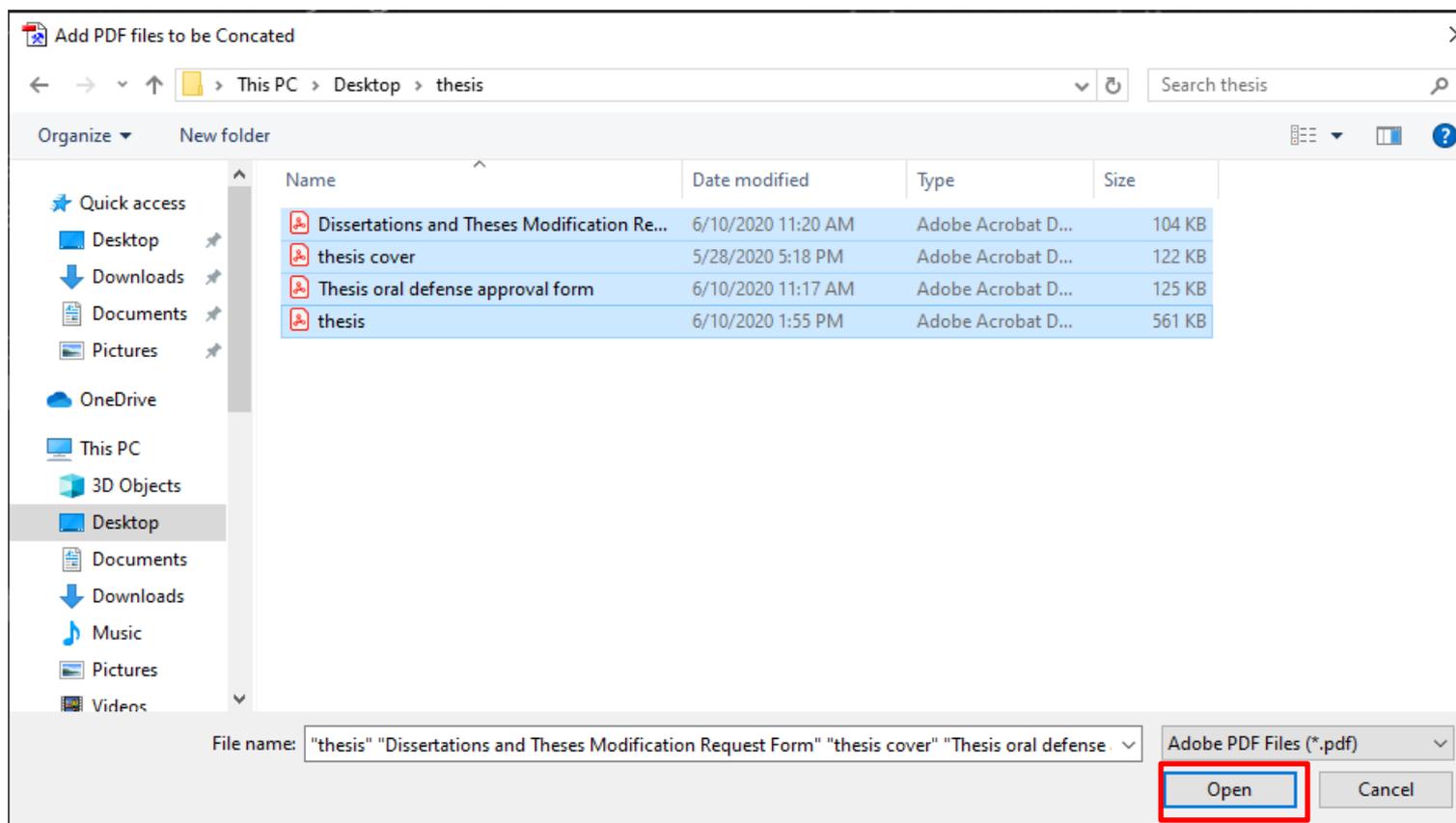
- Select [Add a PDF File]



1. Merge two or more PDF files into a single PDF file.

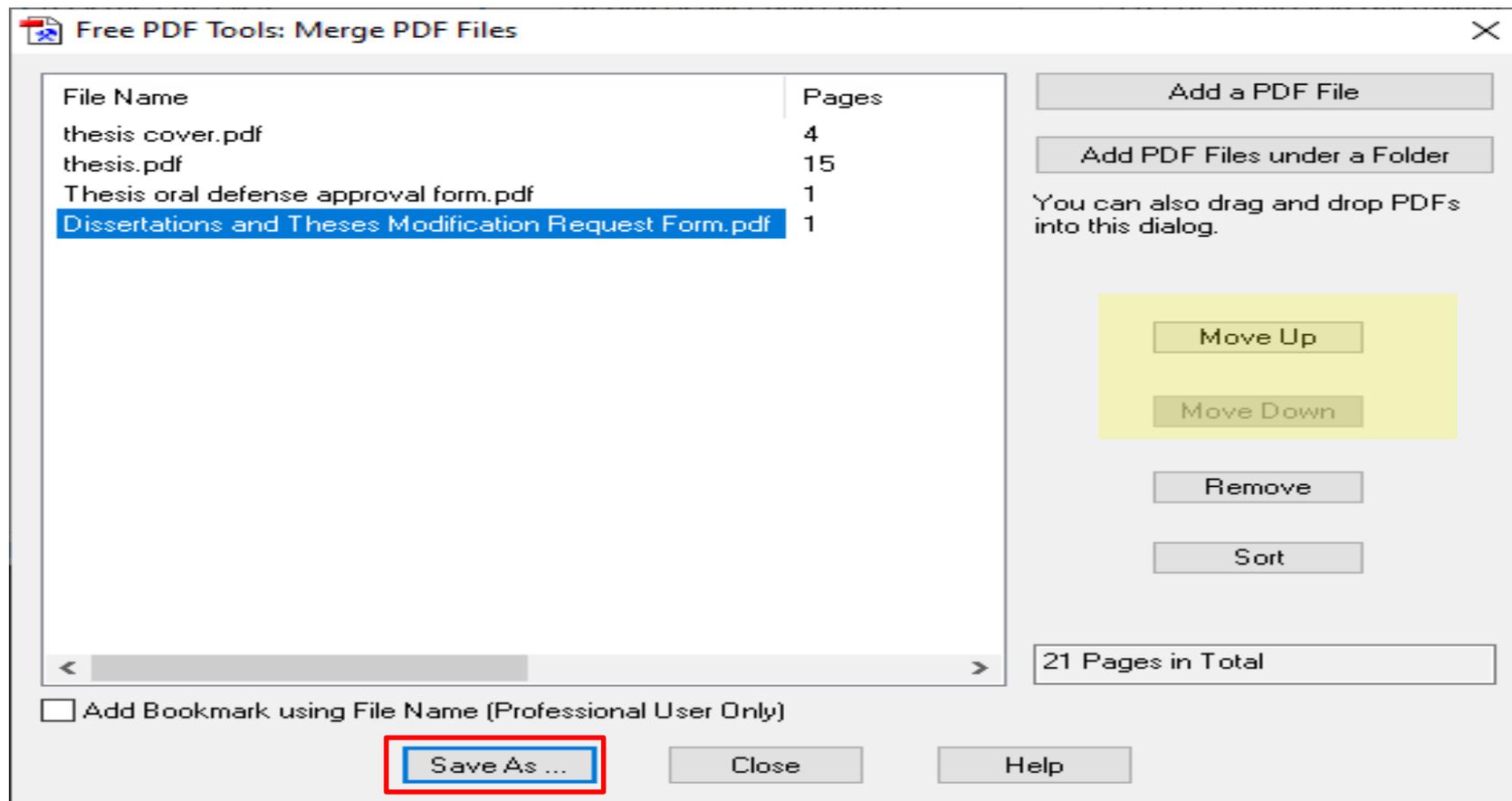
# Merging multiple files of thesis (3)

- Hold “Ctrl” to select the files need to merged, then press [Open]



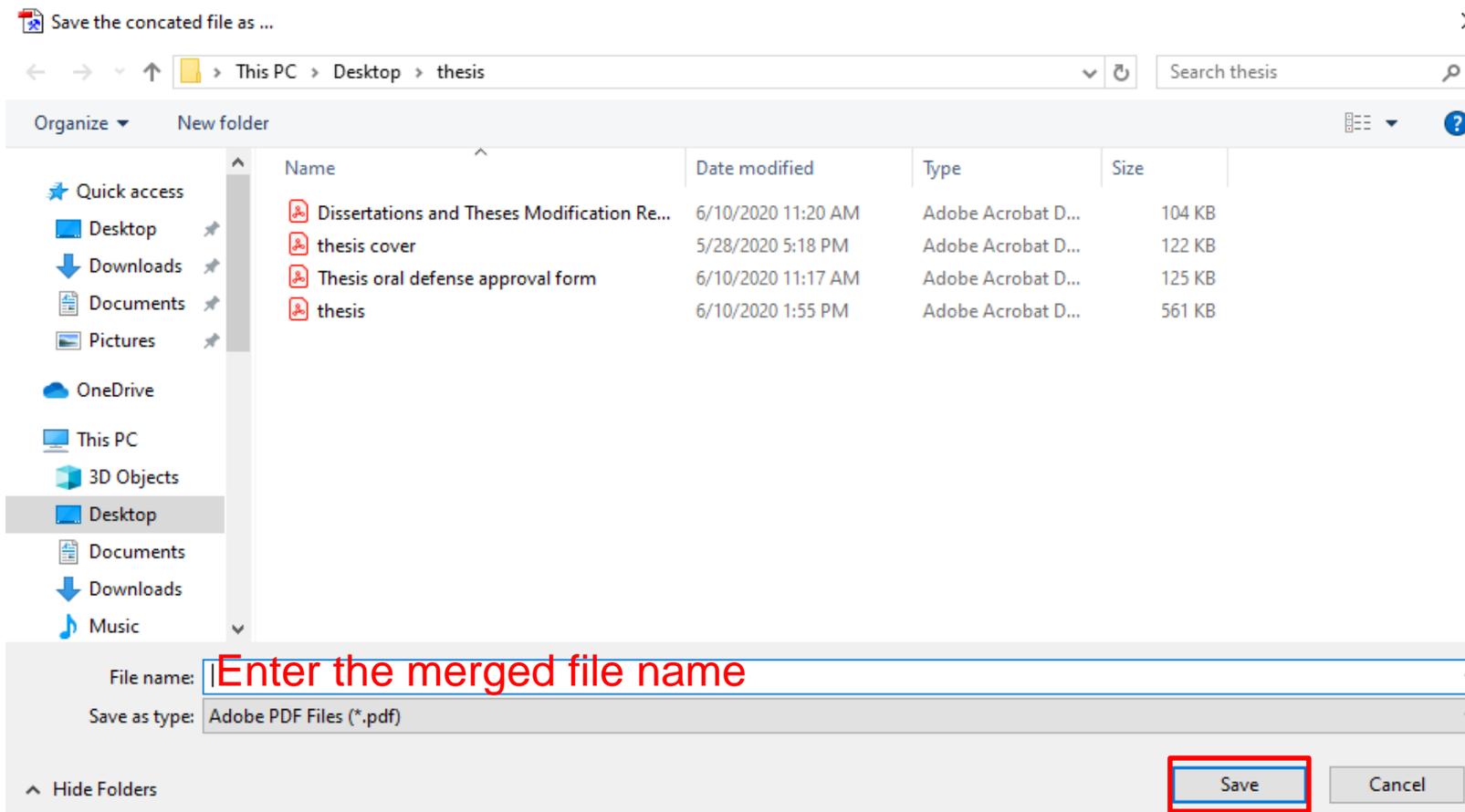
# Merging multiple files of thesis (4)

- Using Move Up / Down on the right can change the combined order, then select [Save AS] to save the file as another file



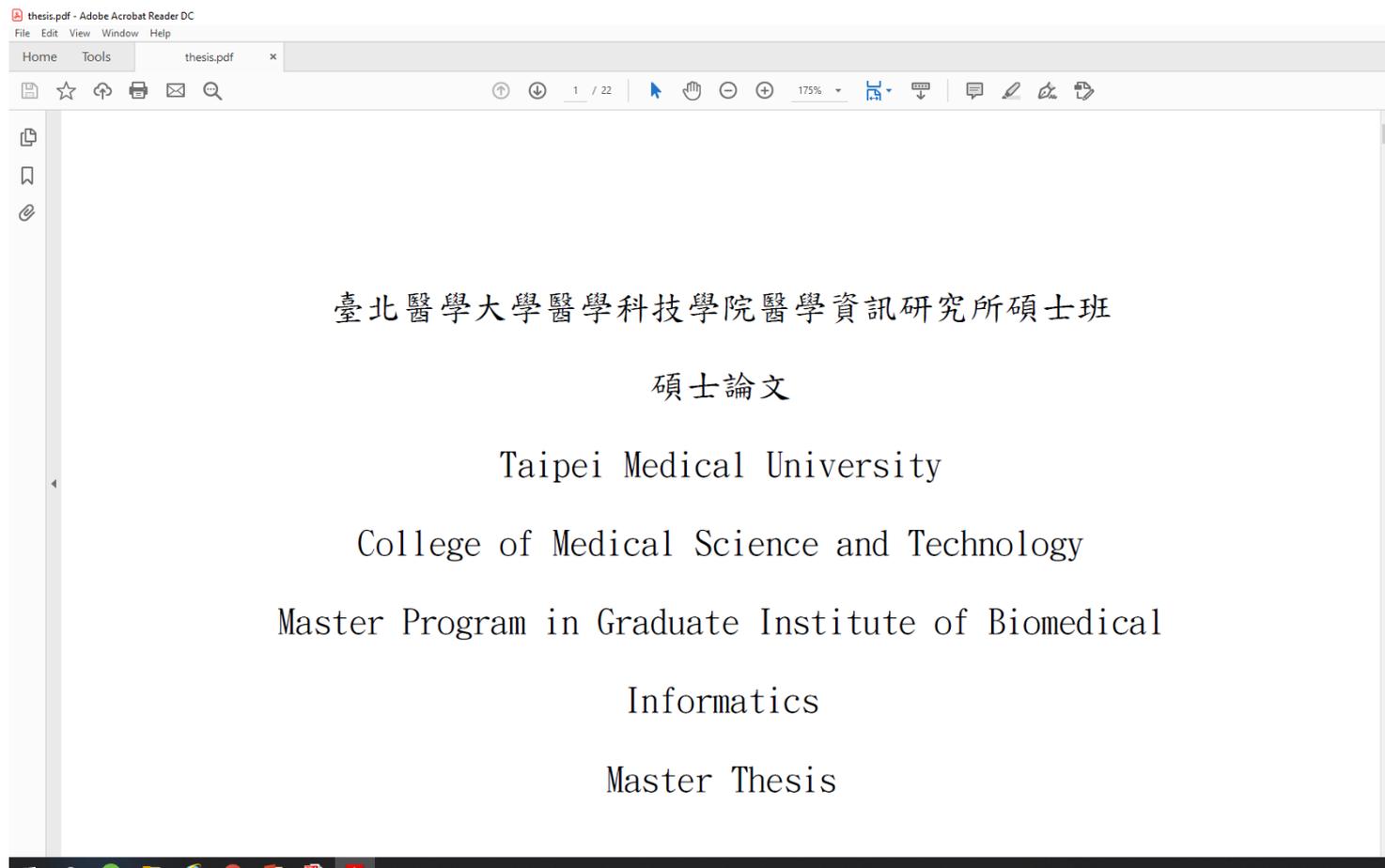
# Merging multiple files of thesis(5)

- Enter the merged file name , then select [Save ]



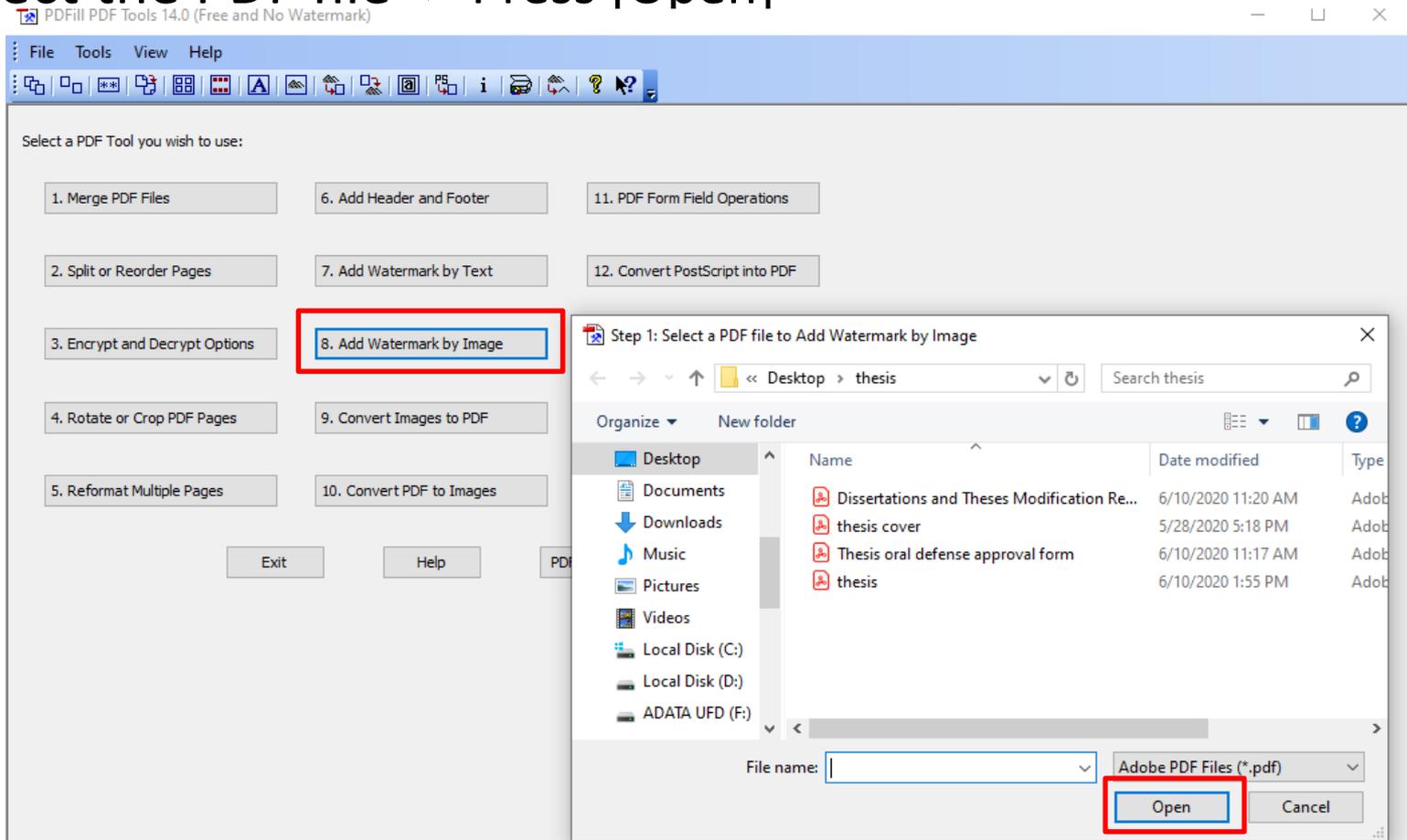
# Merging multiple files of thesis(6)

- Open the merged file



# Add the watermark in PDF(1)

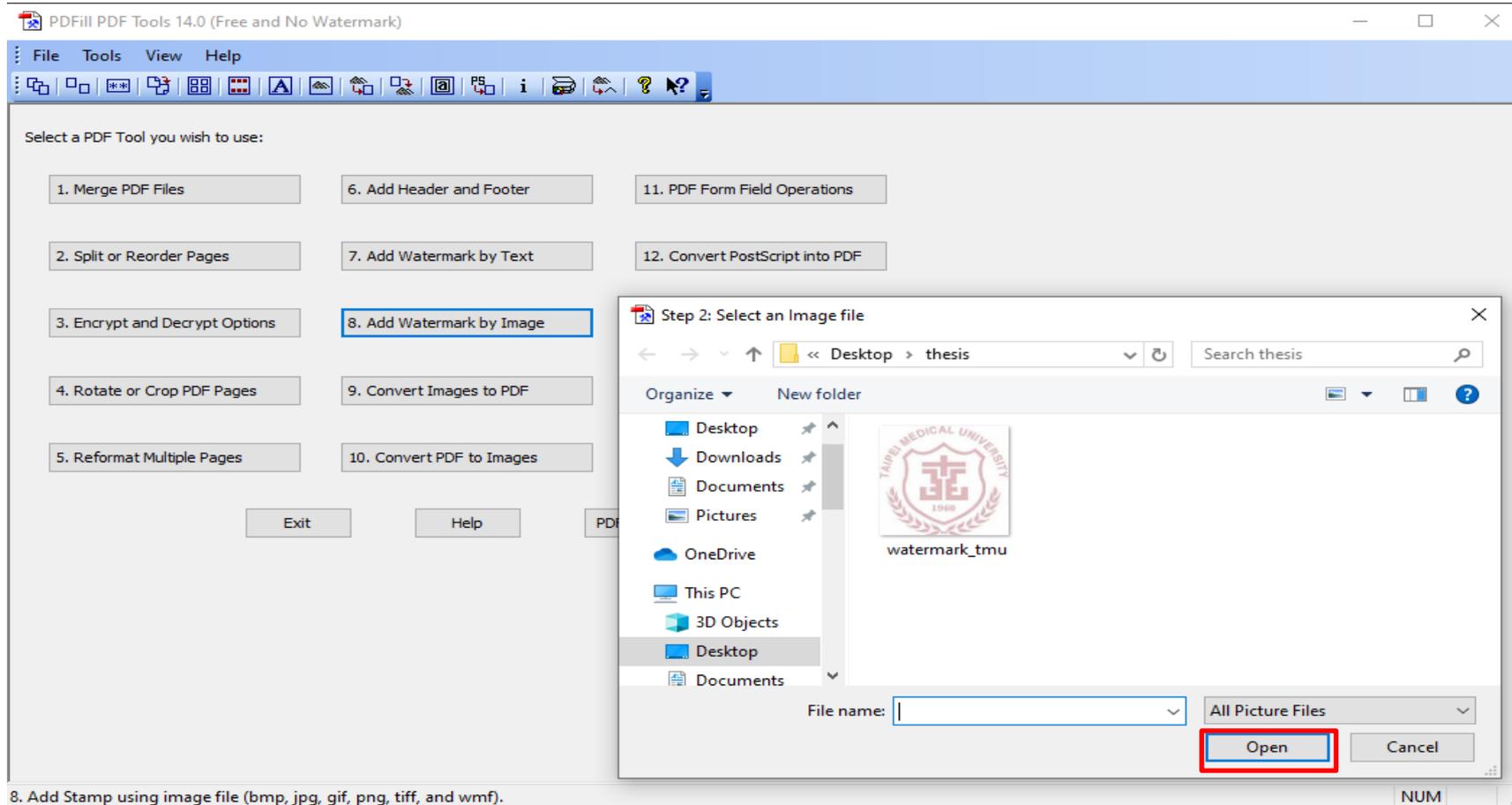
- Open the PDFill software -> Select 8.Add Watermark by Image -> Select the PDF file -> Press [Open]



8. Add Stamp using image file (bmp, jpg, gif, png, tiff, and wmf).

# Add the watermark in PDF(2)

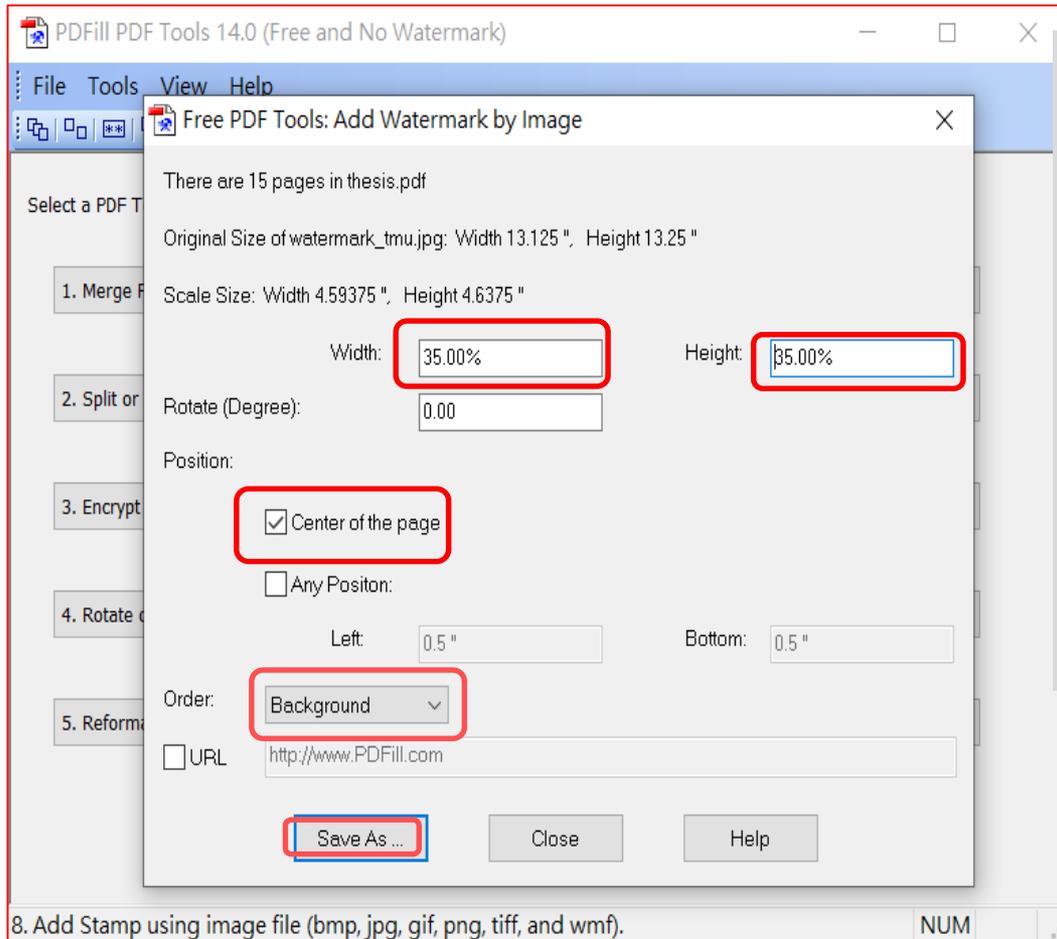
- Select the watermark image -> Press [Open]



8. Add Stamp using image file (bmp, jpg, gif, png, tiff, and wmf).

# Add the watermark in PDF(3)

- Adjust the watermark image -> Press [Save As] to save the file as another file



1. Select the watermark image
2. Scale Size setting  
Width: 35%  
Height: 35%
3. Position select **Center of the page**
4. Order select **Background**
5. Click **Save As** to save the file, then the add watermark PDF is complete.

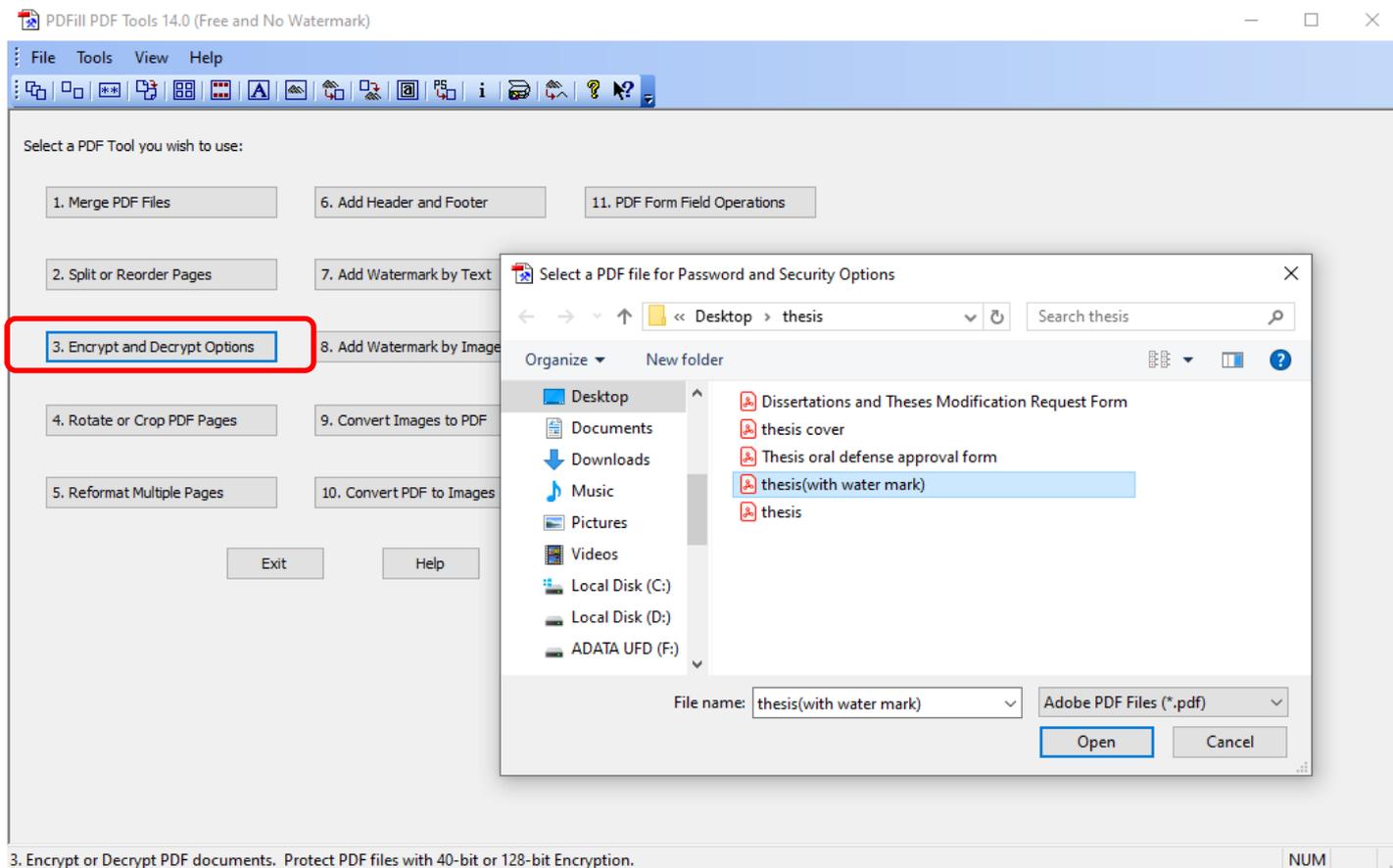
# Add the watermark in PDF(4)



※The picture is watermarked, there is no preview function.  
Therefore, you can adjust the position first, then check after you transfer it out.

# PDF Protection(1)

- Open the PDFill software -> Select [3. Encrypt and Decrypt Options] -> Select the file -> Press [Open]

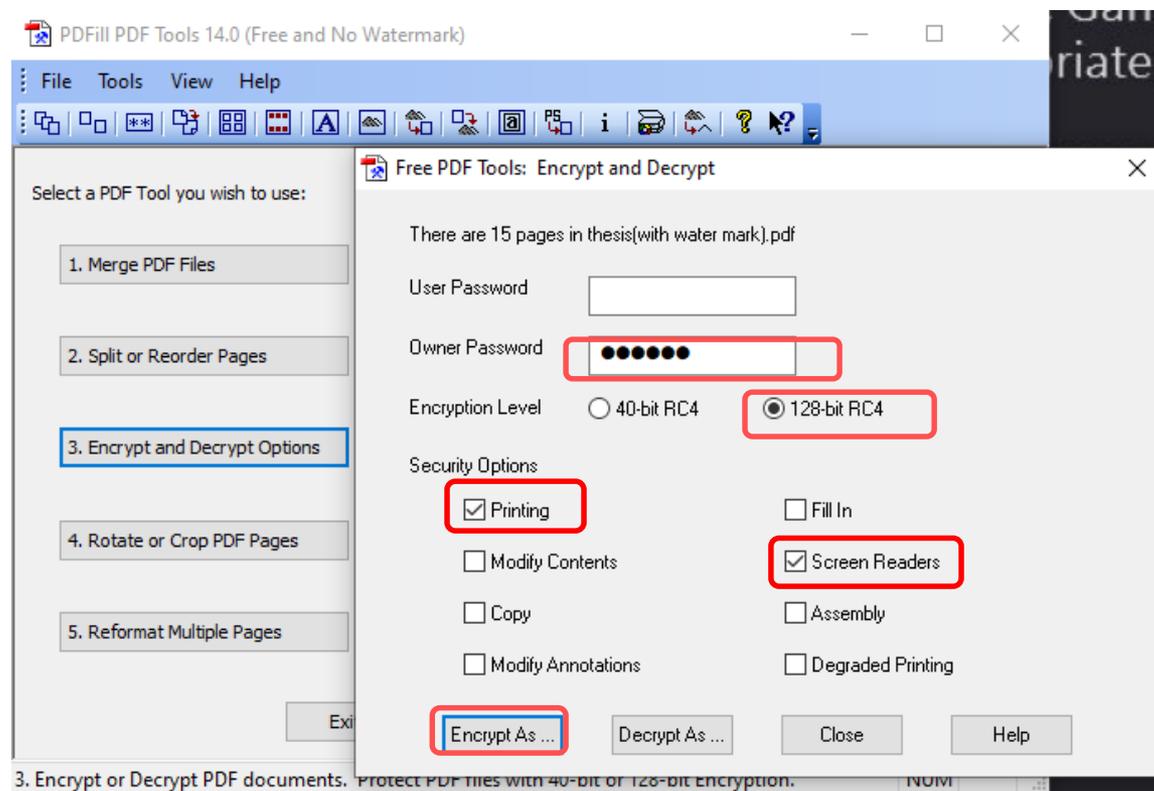


3. Encrypt or Decrypt PDF documents. Protect PDF files with 40-bit or 128-bit Encryption.

NUM

# PDF Protection(2)

1. Select **Owner Password** (User Password cannot be used)
2. Encryption Level: **128-bit RC4**( Acrobat 5.0 and Later)
3. Security Options : Click [**Printing**] and [**Screen Readers**]
4. After select complete, select [**Encrypt As**], enter a new file name and save



# PDF Protection(3)

- PDF will show (SECURED)

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File Edit View Window Help

thesis(with water mark & security).pdf (SECURED) - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools thesis(with water m... x

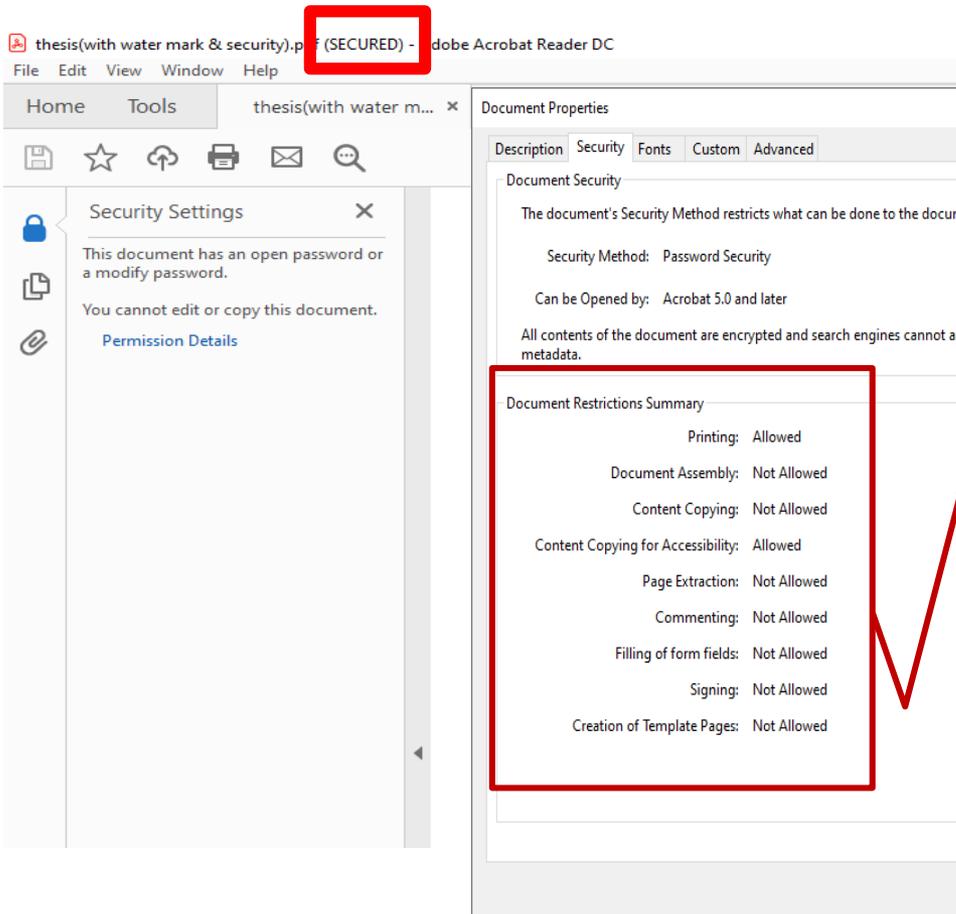


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論文格式

# PDF Protection(4)

- Re-confirm the successful file setting preservation and document restriction summary



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2. File name (secured)

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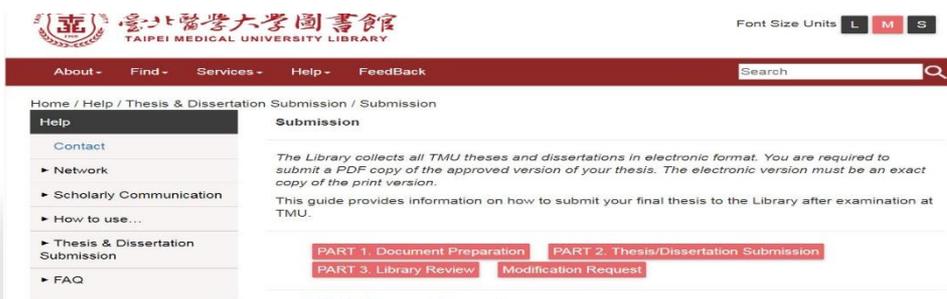
-Print: **Allow**

-Copy content for other assistance tools: **Allow**

-All other items are **Prohibited**

# How to Upload File

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

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  - ※This will take approximately 20-30 minutes.
  - ※Check the procedure of submission



# Electronic Thesis/Dissertation System



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Taipei Medical University Electronic Theses and Dissertations System

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◆ 國家圖書館學位論文相關處理原則及申請書(odt)-國家圖書館-各種申請表單下載

◆ PDFfill 免費PDF編輯工具集 (PDFfill - PDF Editor)

PDFfill: 合併頁面、分割頁面、重新排序、加入浮水印、加解密、PDF轉存圖片(說明文件如附件)。

官方下載頁面: [https://www.pdfill.com/gs\\_download.html](https://www.pdfill.com/gs_download.html)

北醫資訊處: [http://oit.tmu.edu.tw/files/14-1002-5558\\_r11-1.php](http://oit.tmu.edu.tw/files/14-1002-5558_r11-1.php)

# ETD System Account Application -1

cloud.ncl.edu.tw/tmu/download.php



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Taipei Medical University Electronic Theses and Dissertations System

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建立帳戶

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北醫資訊處：<http://oit.tmu.edu.tw/files/14-1002-5558,r11-1.php>

# ETD System Account Application -2

請輸入個人基本資料 紅色\*號為必填欄位  
Please Key in Red \* is the required field

如果有任何問題，請立刻聯絡我們  
If you have any problem, please [Contact Us](#)

欄位Field

內容Content

*學年度: Academic Year:	111	3	School year
學校名稱: School Name:	臺北醫學大學		
*系所名稱: Department Name:	Department	請輸入系所名稱	<b>※ notices:</b> If you choose the wrong department, you must delete the account again and re-create all the data.
姓名: Name:	Name		
*學號: Student Id:	Student ID		
*電子郵件: E-mail:	Email		
學期: Semester:	Semester		
連絡電話: Phone Number:			
地址: Address:			

## 個人資料蒐集、處理及利用告知事項

本校蒐集您個人資料的目的係為進行電子論文作業管理，本表蒐集之個人資料：姓名、學號、系級、連絡電話、電子信箱(C001辨識個人者註)等資訊。在電子論文作業管理期間於校務地區進行各項聯繫及通知(電子郵件、電話、書面)之用。若未提供必備欄(\*)正確完整之資料，有可能無法完成申請。你得依個人資料保護法第3條請求查閱、補充、更正、製給複製本及請求停止蒐集、處理、利用及請求刪除等權利，行使方式請洽本校業務承辦人。

註：個人資料保護法之特定目的及個人資料之類別代號

<http://mojlw.moj.gov.tw/LawContentDetails.aspx?id=FL010631>

4

確定申請Apply

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親愛的研究生 您好! 登出

▶ 系統功能 Functions

○ 基本資料 Personal Data

▶ 其他功能 Others

○ 聯絡我們

○ 登出系統

請輸入個人基本資料 紅色\*號為必填欄位  
Please Key in Red \* is the required field

如果有任何問題, 請立刻聯絡我們  
If you have any problem, please Contact Us

欄位Field

申請已通過, 建檔帳密如下

帳號: 109TMC00217001

密碼: [REDACTED] (系統預設密碼, 如您已自行修改, 請以修改後密碼為準)

您可選擇使用校方核發之E-mail帳號, 或以本系統核發之帳號, 二者都可以登入建檔或修改資料

5 開始建檔

3

個人資料蒐集、處理及利用告知事項

本校蒐集您個人資料的目的係為進行電子論文作業管理, 本表蒐集之個人資料: 姓名、學號、系級、連絡電話、電子信箱(COO1辨識個人者註)等資訊。在電子論文作業管理期間於校務地區進行各項聯繫及通知(電子郵件、電話、書面)之用。若未提供必備欄(\*)正確完整之資料, 有可能無法完成申請。你得依個人資料保護法第3條請求查閱、補充、更正、製給複製本及請求停止蒐集、處理、利用及請求刪除等權利, 行使方式請洽本校業務承辦人。

註: 個人資料保護法之特定目的及個人資料之類別代號

The system will provide an account and password

Click start Key in

After completing the application, there will be two sets of account passwords, both of which can be logged in:

1. Student ID@tmu.edu.tw & password
2. Account provided by the system

# ETD System Account Application -4

臺灣博碩士論文知識加值系統 <ndltd@ncl.edu.tw>  
您好！您的學位論文線上建檔帳號與密碼已正式啟用（請勿直接回覆）

親愛的

The system will send you the account and password to your mailbox.

恭喜您順利通過論文口試，您專屬的學位論文線上建檔帳號與密碼已正式啟用：

帳號：10071700511000  
密碼：[redacted]

請您至 <http://cloud.ncl.edu.tw/tmu> 進行論文建檔與修改作業，感謝您的配合。  
臺北醫學大學 圖書館

Theses and Dissertations in Taiwan

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密碼：  
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或請使用北醫信箱登入  
Log in with TMU Email

both of which can be logged in:  
1. Student ID@tmu.edu.tw & password  
2. Account provided by the system

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Click "Step1 Key in" on the left, then click "Add Dissertation/Thesis".

Input Metadata

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中文版 / English

## Thesis

 step1 Key in

9

 step2 Upload

 step3 print out & upload  
authroization letter

 step4 Submit

## Other Function

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 Question

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step1 Key in If you have any problem , please contact us.

 Add Dissertation/Thesis

10

Basic

Abstract

Table of Content

Reference

thesis type : Academic thesis/ dissertation

Chinese Name : 簡莉婷

Foreign Name : CHIEN,LI-TING

Chinese Title : 探討台灣青少年認知功能障礙與相關因子之關聯性

Foreign Title : To explore the relationship between cognitive dysfunction and related factors in Taiwanese adolescents

Advisor :

Chinese : 王小明

Foreign : WANG, XIAO-MING

E-mail of Advisor : vickychien1102@gmail.com

Advisory Committee :

Chinese : 林志明

Foreign : LIN,ZHI-MING

Chinese : 王春嬌

Foreign : LIN,ZHI-MING

Date of Defense : 2021-05-25

Degree : Master

School Name : Taipei Medical University

Department Name : Master Program in Graduate Institute of Data Science

Academic Year : 109

Publish Year : 2021

# Step1 Key in-2

Provide the necessary thesis/dissertation information, abstracts, table of contents and references according to the system instructions.

## Edit Dissertation/Thesis

Basic Abstract Table of Content Reference

Remember to switch tabs when filling in the contents.

All mandatory fields indicated with red asterisks

- \* thesis type :  Academic thesis/ dissertation  
 Thesis substitute: technical report (applied science/ technology)  
 Thesis substitute: work with written report (fine arts)  
 Thesis substitute: proof of achievement with written report (sports)  
 Thesis substitute: professional practice report (professional practice areas)

\* Chinese Name : 簡小婷

Please follow the description to fill in the fields.

\* Foreign Name : The all letter of English name must be uppercase ,Ex: WANG, XIAO-MING or WANG, SIAO-MING

CHIEN,LI-TING

\* Chinese Title : 探討台灣青少年認知功能障礙與相關因子之關聯性

\* Foreign Title : The first letter of English name must be uppercase

Explore the relationship between cognitive impairment and related factors in adolescent population in Taiwan

\* Advisor :  The all letter of English name must be uppercase ,Ex: WANG, XIAO-MING or WANG, SIAO-MING

Chinese 王小明

Foreign WANG, XIAO-MING

Chinese 林明明

Foreign LIN, MING-MING

\* E-mail of Advisor : If there are more than two E-mail, please use comma(,) to separate them

lilv7824@hotmail.com 006884@w.tmu.edu.tw

# Step1 Key in-3

- Fields with common mistakes:

Field	Fill-Out Instructions
Foreign Name	Write in the form of “LAST NAME, FIRST NAME”.
Advisor	If there is a co-advisor, please use “ <b>Add</b> ” button to add a new field. The Chinese name is required.
Advisory Committee	Please provide <b>at least 3 committees</b> , and specify if the advisor is one of the committees. The Chinese name is required.
Publication Year	Same as the year written on thesis/dissertation cover page.
Page Count	The total pages are the Arabic numeral page number of the last page of the full-text. <b>(Not the total pages of PDF file.)</b>
Chinese/ English Keywords	A keyword per field. Please use “ <b>Add</b> ” button to add new fields for multiple keywords.
Table of Contents	Please provide the entire content with each Chapter and page numbers.

⊗ All the field should be filled in. Any blank is **not allowed**.  
If there is no Chinese information, please fill in the English one instead.

# Step1 Key in-4

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## Thesis

 step1 Key in

 step2 Upload

 step3 print out & upload authorization letter

 step4 Submit

**File order**

## Other Function

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 Personal Data

 Question

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 Logout

**step1 Key in** If you have any problem , please contact us.

[Edit Dissertation/Thesis](#)
 Basic

 Abstract

 Table of Content

 Reference

Remember to switch tabs when filling in the contents.

**1 2 3 4**

Chinese Name : 簡莉婷

Foreign Name : CHIEN,LI-TING

Chinese Title : 探討台灣青少年認知功能障礙與相關因子之關聯性

Foreign Title : To explore the relationship between cognitive dysfunction and related factors in Taiwanese adolescents

Advisor :

Chinese : 王小明

Foreign : WANG, XIAO-MING

E-mail of Advisor : vickychien1102@gmail.com

Advisory Committee :

Chinese : 林志明

Foreign : LIN,ZHI-MING

Chinese : 王春嬌

Foreign : LIN,ZHI-MING

Date of Defense : 2021-05-25

Degree : Master

School Name : Taipei Medical University

Department Name : Master Program in Graduate Institute of Data Science

Academic Year : 109

Publish Year : 2021

# Step2 Upload -1

Input Metadata

Full text

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[User's Manual](#)

## Thesis

step1 Key in

step2 Upload

step3 print out &amp; upload authorization letter

step4 Submit

## Other Function

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Logout

step2 Upload **If you have any problem, please [Contact Us](#)**

After fill in all the information, go to "Step 2" to upload the thesis/dissertation PDF file.

**Upload or delete full text** [Click here if applying for embargo of thesis/dissertation button](#) (If you want to apply for the patent through TIPO, please click this button)

fulltext

### Edit Dissertation/Thesis

Basic Abstract Table of Content Reference **fulltext**

All mandatory fields indicated with red asterisks

#### 上傳全文注意事項：

1. 若有超過一個檔案須上傳，可利用下方「增加檔案」功能增加上傳檔案的數量，上傳時僅需選擇檔案並按下「確定上傳」，系統便會自動將檔案上傳。此外，您亦可將多個檔案自行打包為壓縮檔（如zip、7z等）後再上傳。
2. **本網頁僅供電子全文檔案上傳**，倘若您的學位論文包括高解析度圖檔（如JPG、TIF、PSD、AI）、CAD圖檔（如DWG、DXF、FBX、DAE）、3D動畫或模型檔（如3DS、MAX）、音訊檔（如WAV、MP3）、視訊檔（如AVI、MOV、WMV、MP4）等**作品檔案、程式執行檔或是其他格式檔案**，請另行燒錄成光碟，併同紙本論文或書面報告繳交學校代收後統一寄送國家圖書館保存。
3. 若您有線上建檔的問題，可洽詢學校管理者或與我們聯絡。若您的全文無法自行上傳或全文檔案太大無法於本網頁上傳，也請與我們聯絡（[https://ndltdcc.ncl.edu.tw/get\\_contact.php](https://ndltdcc.ncl.edu.tw/get_contact.php)），謝謝！

Delete Full Text

If it is returned and re-uploaded, please delete the original file first

Upload Full Text :

Add file

File Name : Full-Text

選擇檔案

未選擇任何檔案

Upload a complete PDF file  
(Document preservation must be added)

確定上傳

# Step2 Upload -2

Input Metadata

Full text

Validate

Pass

中文版 / English

Question User's Manual 簡莉婷

## Thesis

step1 Key in

step2 Upload

step3 print out & upload  
authorization letter

step4 Submit

## Other Function

Change log

Personal Data

Question

Contact Us

Logout

### step2 Upload [If you have any problem · please Contact Us](#)

Upload or delete full text [Click here if applying for embargo of thesis/dissertation](#) (if you want to apply for the patent through TIPO, please click this button)

fulltext

Full-Text

Status : have Full Text

(If you want to apply for the patent through TIPO, please click this button)

#### Copyright License Agreement :

- Immediate public access
- Immediate on-campus access · Public access starting from  year  month  day
- On-campus access starting from  year  month  day ; Public access starting from  year  month  day
- Other :

Please fill in the authorization status of the "full text" according to your needs

Next

# Step3 print out & upload authorization letter

Input Metadata

Full text

Validate

Not Pass

中文版 / English Question User's Manual

## Thesis

step1 Key in

1

step2 Upload

step3 print out &amp; upload authorization letter

step4 Submit

## Other Function

Change log

Personal Data

Question

Contact Us

Logout

### step3 print out & upload authorization letter

Print 3

**Taipei Medical University Authorized Agreement for Thesis/Dissertation**



\* 1 0 9 T M C 0 0 3 1 2 0 0 3 \*

ID:109TMC00312003

- Applicant (thesis/dissertation author)CHIEN, LI-TING: (hereinafter referred to as "I")
- Authorized subject: This form is to authorize the use of the following dissertation/thesis (circle one) written to meet graduation requirements of Taipei Medical University in the department of Master Program in Graduate Institute of Data Science for the 二 semester of 109 academic year.

**Title :** To explore the relationship between cognitive dysfunction and related factors in Taiwanese adolescents

**Advisor :** 王小明, WANG, XIAO-MING

Upload authorization letter

All mandatory fields indicated with red asterisks

\*File Name :  未選擇任何檔案

**Notice :**

1. Please print out and sign the authorization letter, then photo or scan the letter into JPG or PDF to upload the file in this page.
2. If there are two authorization letters (for school and National Central Library respectively), upload the authorization letter for school only.
3. Before uploading the authorization letter, please make sure the JPG or PDF image is clear and the date of embargo is correct.
4. After validation, if the authorization status needs to be changed, please contact with school department/ library to apply for "thesis return". Once the thesis is returned, please print out the revised authorization letter and upload it again.

Save 5

Print

2

Upload authorization letter

4

Next

6

# Dissertation and Thesis Authorization Form to Post Digital Copy Online (example)

## Taipei Medical University Authorized Agreement for Thesis/Dissertation



\*109THC09067E006\*

- Applicant (thesis/dissertation author) [REDACTED] (hereinafter referred to as "I")
- Authorized subject: This form is to authorize the use of the following dissertation/thesis (circle one) written to meet graduation requirements of Taipei Medical University in the department of Professional Master Program in Biomedical Informatics for the 二 semester of 109 academic year.

Title : [REDACTED]  
nose tes

Advisor : 林明鏡, LIN, MING-CHIN

(Hereinafter referred to as "the publication", which contains all thesis/dissertation catalogues, graphic documents, audiovisual reports, technical reports or reports, etc.). In accordance with the Degree Conferral Act and other regulations, for this publication and its electronic file, the school library can be used according to the law. The National Central Library must preserve it according to the law and to permit public access in the library with paper or reading equipment in order to promote academic research and scholarly communication, I hereby authorize the School and the National Central Library to use this publication for the following purposes:

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- Open access at my school after // ; open public access after //
- Other \_\_\_\_\_

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Signature of the Applicant : \_\_\_\_\_ Date : \_\_\_\_\_ (yyyy/mm/dd)

1. Print out 1 copy of the thesis authorization letter and then "Signature and Date"
2. Scan into a PDF file, upload it to step 3, print and upload authorization letter
3. Electronic Signature is not accepted.

4 "Upload authorization letter"

# Step 4 Submit

Input Metadata

Full text

Validate

Not Pass

## Thesis

step1 Key in

step2 Upload

step3 print out & upload  
authroization letter

step4 Submit

## Other Function

Change log

Personal Data

Question

Contact Us

Logout

step4 Submit (Not Pass) **Submitted** [Click here to enter , validate your Dissertation/Thesis](#)

Basic

Abstract

Table of Content

Reference

fulltext

thesis type : Academic thesis/ dissertation

Chinese Name : 簡莉婷

Foreign Name : CHIEN,LI-TING

Chinese Title : 探討台灣青少年認知功能障礙與相關因子之關聯性

Foreign Title : To explore the relationship between cognitive dysfunction and related factors in Taiwanese adolescents

Advisor :

Chinese : 王小明

Foreign : WANG, XIAO-MING

E-mail of Advisor : vickychien1102@gmail.com

Advisory Committee :

Chinese : 林志明

Library review will take **1~3working days**; please be patient.

# Upon a successful upload, you will receive an email notification-(Fail Situation)

論文審核結果通知信 ( 請勿直接回覆 ) The TMU ETDS Notification(please do not reply directly) ▶

臺灣博碩士論文知識加值系統 <ndltd@ncl.edu.tw>

下午1:35 (5 小時)

寄給我 ▼

親愛的 [redacted] 您好

Dear [redacted]

您的論文審核結果為( Your submission of thesis/dissertation is ) 不通過  
Your thesis/dissertation is not approved for the following reason(s):

不通過的原因為：

1. 論文資訊內容不齊全
2. 論文畢業學年度有誤
3. 論文全文電子檔內未加入浮水印

Please confirm the reason for the failure, and modify the web page data or PDF file.

★論文審核為需要修改，請更新後，至 [北醫大博碩士論文系統](#)，step 4 送出審核 (送出審核)。

★If the thesis/dissertation requires revision after review. Please update it and send it to [TMU Electronic Thesis/Dissertation](#)，step 4 Submit (Submitted).

★論文審核為 通過，記得將 [北醫大博碩士論文系統](#) 的親簽授權書 PDF 檔，上傳至 [臺北醫學大學教務資訊系統](#)。

★After the thesis/dissertation approved, remember to upload the PDF file of the [TMU Electronic Thesis/Dissertation](#) authorization agreement into the [Academic Affairs Information System](#).

# Upon a successful upload, you will receive an email notification-(Pass Situation)

論文審核結果通知信 ( 請勿直接回覆 ) The TMU ETDS Notification (please do not reply directly)

臺灣博碩士論文知識加值系統 <ndlt@ncl.edu.tw>

寄給我 ▾

親愛的 [redacted] 您好

Dear [redacted]

您的論文審核結果為 ( Your submission of thesis/dissertation is ) 通過 **pass**

請至系統列印授權書，於辦理離校時使用

...

★論文審核為需要修改，請更新後，至 [北醫大博碩士論文系統](#)，step 4 送出審核 (送出審核)。

★If the thesis/dissertation requires revision after review. Please update it and send it to [TMU Electronic Thesis/Dissertation](#)，step 4 Submit (Submitted).

★論文審核為 通過，記得將 [北醫大博碩士論文系統](#) 的親簽授權書 PDF 檔，上傳至 [臺北醫學大學教務資訊系統](#)。

★After the thesis/dissertation approved, remember to upload the PDF file of the [TMU Electronic Thesis/Dissertation](#) authorization agreement into the [Academic Affairs Information System](#).

Receipt of this letter means that the Thesis/Dissertation review result passed:

1. Take this version of the electronic file and send it to the printed paper.
2. Upload the thesis authorization letter to the [Academic & Student Affairs Information System](#).

# Upload a signed authorization -1

- Sign in  
Academic & Student Affairs Information System  
<https://newacademic.tmu.edu.tw/>



# Upload a signed authorization-2

The screenshot shows the Taipei Medical University Academic Information System (教務資訊系統) interface. The top navigation bar includes links for Timetable, Apply Defense, Hold Defense, Submit Thesis Doc., Review Thesis Doc., Electronic Thesis, and Graduation Procedure. The main header displays the university logo and name, along with a search bar and user information (Student ID and Student Name). A sidebar on the left contains navigation options such as '查詢畫面' (Search Page), '顯示程式代碼' (Show Code), '教務系統(Academic)', '畢業離校系統' (Graduation System), '學位論文授權書' (Thesis Authorization), '上傳學位論文授權書' (Upload Thesis Authorization), and 'Upload Authorization for Public Access of Thesis/ Dissertation'. The main content area is titled 'QUT2011\_Upload Authorization for Public Access of Thesis/ Dissertation' and features an 'Application' form. The form includes fields for 'Academic Year / Semester' (1091), 'Application Date' (110/03/12), 'Student ID', and 'Student Name'. A red box highlights the 'Select File' button, the 'Description' input field, and the 'Attach File' button. Below these fields, a message reads 'Please save the file after uploading an attachment.' and a table with 'Preview' and 'Description' columns is visible. The 'File Format' is specified as PDF.

## ✘Upload Authorization for Public Access of Thesis/Dissertation

Select File>Upload the PDF file of the signed the authorization letter>Attach File>Save>Submit



# PAY ATTENTION

# Application for Embargo of Thesis/Dissertation

- Students who will public thesis immediately don't need to submit
- Instruction of application

Type	Item	Notice	Note
① Reason for Embargo	Contains information pertaining to the secret	<p><b>Must provide evidence materials</b></p> 	-
	Filing for patent registration (registration number)		If registration number unavailable yet, please mark "Preparing to register, and I will provide the registration number after finished." with evidence. (please provide the number to NCL directly)
	Withheld according to the law. (Please specify)		-
② Options	Delay public access to the printed copies of my thesis	Public thesis/dissertation title	
	Delay public access to online bibliographic record of my thesis	Withhold all information	

# 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: _____ / _____ / _____ (YYYY/MM/DD)			
申請人姓名 applicant Name	學位類別 Graduate Degree	<input type="checkbox"/> 碩士 Master <input type="checkbox"/> 博士 Doctor	畢業年月 Graduate Date (YYYY/MM) 民國 _____ 年 _____ 月
學校名稱 University	臺北醫學大學 Taipei Medical University	系所名稱 School/Department	醫學科學研究所博士班
論文名稱 Thesis / Dissertation	[Redacted]		
延後公開原因 Reason for embargo	<input type="checkbox"/> 涉及機密 Contains information pertaining to the secret. <input type="checkbox"/> 專利事項，申請案號： Filing for patent registration. Registration number <input type="checkbox"/> 依法不得提供，請說明： Withheld according to the law. Please specify.		
申請項目 Options	<input type="checkbox"/> 紙本論文延後公開 Delay public access to the printed copies of my thesis, but leave the online bibliographic record open to the public. <input type="checkbox"/> 書目資料延後公開 Delay public access to online bibliographic record of my thesis.		
公開日期 Delayed Until	民國 _____ 年 _____ 月 _____ 日 _____/_____/_____(YYYY/MM/DD)		<input type="checkbox"/> 不公開 Prohibited from public access.
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 : _____			
<b>【說明】</b> 1. 依教育部107年12月5日臺教高(二)字第1070210758號函及109年3月13日臺教高通字第1090027810號函，請據實填寫本申請書並檢附由學校認定或審議單位認定之證明文件，經由學校向本館提出申請，無認定或審議單位章戳者退回學校處理。 2. 論文尚未送交國家圖書館，請於提送論文時，夾附親筆簽名申請書1份。 3. 論文已送達國家圖書館，請將親筆簽名申請書一式2份掛號郵寄10001臺北市中山南路20號國家圖書館館藏發展及書目管理組，並於信封註明「學位論文延後公開申請書」。 4. 本館保存之學位論文依學位授予法應提供公眾於館內閱覽紙本，或透過獨立設備讀取電子資料庫，二者依表單填寫日期公開。			
<b>【Notes】</b> 1. Please fill in all blanks and attach the certification documents approved by the university and apply through the university. The application form will not be accepted for processing until all information, signatures, and stamps are included. 2. If the thesis or dissertation is not yet submitted to the NCL, please attach the signed application form to the thesis or dissertation. 3. If the thesis or dissertation has been submitted to the NCL, please send a registered letter with 2 copies of the signed application form attached. The letter should be addressed to , Collection Development Division , National Central Library with a note in the envelope indicating , Application for delay of public release , to the following address. No.20, Zhongshan S. Rd., Zhongzheng District, Taipei City 10001, Taiwan (R.O.C.) 4. The delayed date of printed copies and the independent viewing equipment will synchronize.			
(以下由國圖填寫 For Internal Use)			

# Online Learning Resources-Library My2TMU

## 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.*

Click here to go to the library My2TMU course <http://bit.ly/2vEez68>

**My2TMU 教-學-用 二代學習網**

My2TMU | 社群 | 歷程 | 中文(台灣) | English(US) | Q&A | Online Users: 1140

**No Permission! Please log in first**

**Login**

Account:   
 Password:   
 Stay signed in

Position: 圖書館講習講座 Library Corner > Course Information

**Course Description**

Item	Description
Course Name	圖書館講習講座 Library Corner (Con...
Guest Access	Allow guests who log in
Wiki Use	None
Instructor	圖書館管理員
TA	邱瑋綺, avon001005, 李昱澄, 蕭...
Credit	0

**Class Schedule**

Description  
 圖書館每學期都會開設資料庫檢索課程，並於2020/...

想學怎麼查 Pubmed 與其他資料庫？  
 想知道怎麼用EndNote來把書目加入論文中？

快登入你的北醫帳號就能觀看完整課程內容囉！

**Open Materials List**  All  Material  Assign

No.	Title
2484902	APP下載: 館藏合集(電子書/電子雜誌/圖書藏)
2484887	APP下載: 實證資源合集 EBm resources
2484808	APP下載: 臨床資源合集 Clinical database
2480437	[Training] BMC/SpringerOpen投稿說明 (ch...

**圖書館講習講座 Library Corner**

Course: 圖書館講習講座 Library Co...  
 Upcoming Events: 請問你希望圖書館下學期開設或製作什...  
 Tools: Activities (Announcements), Teaching Materials (17), Wiki, Course Information, Calendar, Forums (2), Teams, Open Notes, Assignments, Survey (1), Quizzes  
 Latest Discussion: re: 關於採擇性期刊v.InCites JCR的...  
 Course Description: Guests: 1226, Articles: 19, Comments: 2, Free Quota: 976.4 MB (2.9 GB), Instructor: 圖書館管理員, TA: 游曉芬, 黃莉娟, 蕭淑媛, 李昱澄, avon001005, 邱瑋綺, Guest Access: Allow guests who log in

Position: 圖書館講習講座 Library Corner > Teaching Materials

**Announcements**

	Date	Views
1. 請大家多多利用+幫宣傳我們的My2課程囉	04-01	63
2. 你希望圖書館下學期開設或製作什麼資源的課程?? 快來填問卷給意見	05-27	10

No.	Title	Author	Views	Discussion	Modified
2512075	[Training] Turnitin 原創性比對 (cht)	參考館員	3	0	06-14 09:38
2484902	APP下載: 館藏合集(電子書/電子雜誌/圖書藏)	圖書館	12	0	05-21 10:46
2484887	APP下載: 實證資源合集 EBm resources	圖書館	12	0	05-26 16:38
2484808	APP下載: 臨床資源合集 Clinical databases	圖書館	14	0	05-27 22:18
2484074	[Training] EndNote Windows (cht) 代理高版	參考館員	21	0	05-26 16:22
2483570	[Training] 2020.5.07 - 資料評估+Pubmed+Scopus (cht)	參考館員	13	0	05-20 11:27
2482076	[Training] InCites JCR vs 採擇性期刊 (cht)	參考館員	13	0	05-26 16:22
2481960	[Training] Cochrane Library (cht)	參考館員	16	0	05-26 16:22
2480437	[Training] BMC/SpringerOpen投稿說明 (cht)	參考館員2號	56	0	05-20 16:27
2419274	[Training] EndNote Windows (eng)	Reference L...	52	0	05-26 16:21
2396556	[Training] Turnitin Student (eng)	Reference L...	96	0	05-26 16:20
2389919	[Training] EndNote Windows (cht) 北醫圖版	參考館員	137	0	05-26 16:20
2386904	[Training] 新版 Pubmed (cht)	參考館員	89	0	06-03 00:29
2385082	[Training] UpToDate (cht)	參考館員	40	0	05-26 16:18
2385004	[Training] Ovid Medline (cht)	參考館員	43	0	05-26 16:18
2293774	[Training] 20191101 NEJM Group - Adding Value to your Institution (eng)	參考館員2號	34	0	05-20 16:28
2293768	[Training] 20191101 Meet the Publisher - NEJM (eng)	參考館員2號	29	0	05-20 16:28

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**TMUL website**

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

**ELIS館藏(書刊)查詢系統**

<https://libelis.tmu.edu.tw>

**Electronic Resources Management System**

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

**ETDS System**

<https://cloud.ncl.edu.tw/tmu/>

**Reference Service Desk**

**ext. 2515**

Place: 2<sup>nd</sup> Floor of Library

Mail : [asktmul@tmu.edu.tw](mailto:asktmul@tmu.edu.tw)



# Graduation Procedure(1)

- Student who received the “Pass” email on thesis document review by Registration Section, visit system → Graduation Procedure to finish all requirements from every section in order to obtain the diploma

Note: Graduation status shall be marked with "V," before students can inquire about the review status in all the Library system will verify book return from students after approval for leaving school are received. Students need not report to the Library in person.

[1] [Each Page 20] Results Page 1 Total 1 Pages, Total 1 Results]

Student ID	Name	Department / Program	Graduation Qualification Approved	Graduation Defense Passed	Administrative Advisor	Advising Professor	Career Planning and Placement Section	Property Management Section	Cashier Section	Office of Global Engagement	Library	Ready for Issue	Issue
			V	V	V	V	V	V	V	V	V	Available	Y

① requirements from every section

② Status of requirements

③ Available=Visit Academic Affairs to obtain the diploma

Unit	Checklist
Library	Check you have paid off fine and returned all the materials borrowed from library(ext.2511) Thesis & Dissertation Submission (ext.2519)
Administrative Advisor	According to Department/ Program's Regulation
Cashier Section	Confirm the non-payment records.(ext.2332)
Office of Global Engagement	National Health Insurance & Scholarship & Housing Status(ext.2720)
Property Management Section	Gown return. (ext.2342)
Advising Professor	According to Department/ Program's Regulation



# Graduation Procedure(2)

- **Library Section: upload signed “Authorization for Public Access of Thesis”**
- **Click Graduation Procedure → School Leaving Checklist for Graduates**

The screenshot shows the 'Upload Authorization for Public Access of Thesis/ Dissertation' form. The left sidebar contains a menu with 'Upload Authorization for Public Access of Thesis/ Dissertation' highlighted in red. The main form area includes fields for 'Academic Year / Semester', 'Student ID', 'Application Date', and 'Student Name'. Below these are 'Select File' and 'Attach File' buttons, with a note: 'Please save the file after uploading an attachment.' A 'Preview' button is also visible. At the top right of the form, 'Clear', 'Save', and 'Submit' buttons are present, with 'Submit' highlighted in red. A blue callout box with the text 'Must click Submit' points to the 'Submit' button. At the bottom, a box contains the text 'Taipei Medical University Authorized Agreement for Thesis/Dissertation' and a barcode.

# Q&A

# Thank You

