

**Academic & Student Affairs
Information System Operation Manual**

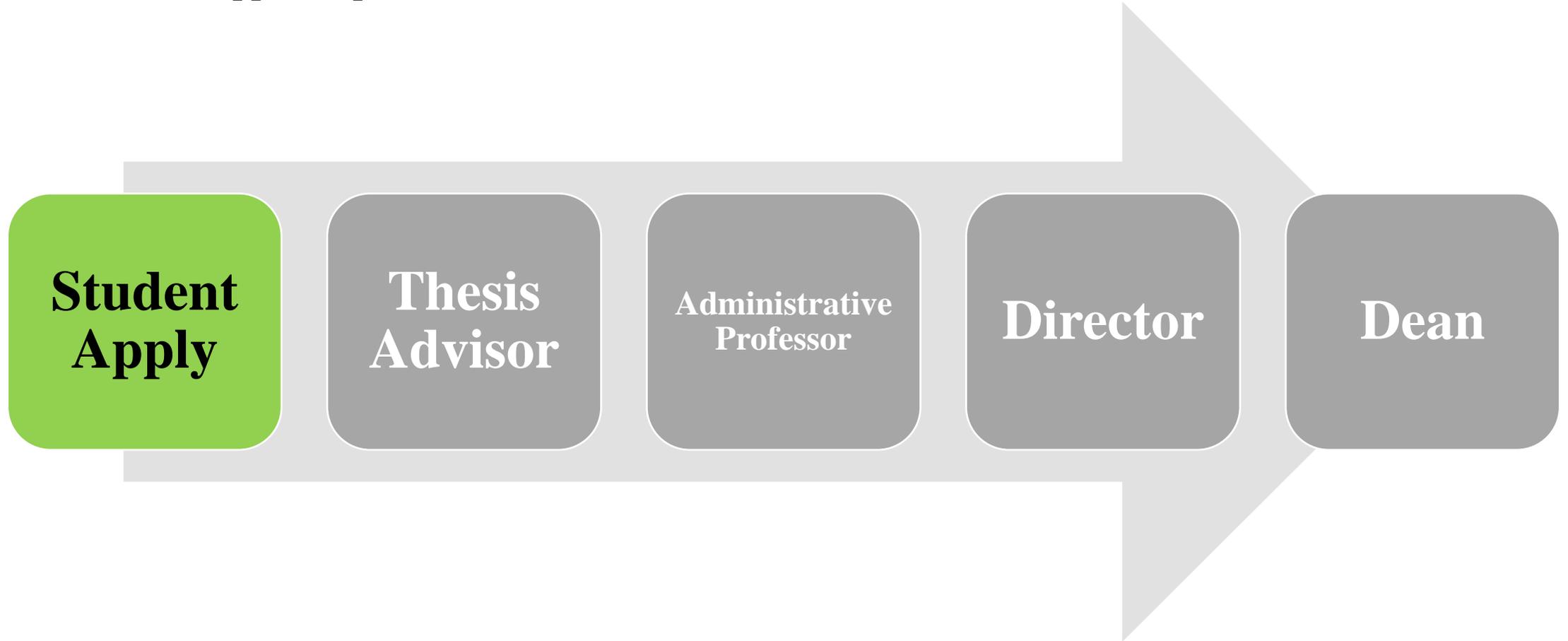
Registration Section,
Office of Academic Affairs,
Taipei Medical University

**Instruction of Applying for
Graduation Defense (Degree Examination)**

Student Apply

Graduation Defense Procedure

- The application date refer to the TMU schedule and Graduation Defense timetable of the semester
- The approval procedure refer to the Graduation Defense timetable of the semester



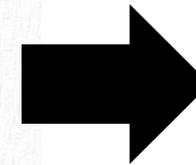
Apply for Graduation Defense

Apply for Cancellation of Graduation Defense

Apply for Committee Member Amendment

Graduation Procedure

■ Log in Academic & Student Affairs Information System (newacademic.tmu.edu.tw)



The detailed view of the login form shows the following elements:

- Header: 使用 Google 帳戶登入 (Log in with Google account)
- Section: 登入 (Log in)
- Text: 繼續使用「tmu.edu.tw」 (Continue using 'tmu.edu.tw')
- Input field: 輸入您的電子郵件 (Enter your email) with a placeholder for @tmu.edu.tw.
- Link: 忘記電子郵件地址? (Forgot email address?)
- Callout box: Please enter TMU email & password
- Text: 電子郵件地址「tmu.edu.tw」 (Email address 'tmu.edu.tw')
- Buttons: 建立帳戶 (Create account) and 繼續 (Continue)
- Footer: 繁體中文 (Traditional Chinese), 說明 (Help), 隱私權 (Privacy Policy), 條款 (Terms of Service)

Apply for Graduation Defense

Upload Threshold

- Upload evidence.
- The requirements are request from your department, please contact them directly.
- No items could select = no extra requirement by department, no need to upload.
- [Click here for system manual video](#)

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)** Step 1
- Result of Credit Progress
- 研究所學位考試(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 (only acceptance letter is not accepted). SCI, SSCI, A&HCI, EI, THCI Core publications should meet the following requirements so as to apply for ICM Preliminary Audit of Ph.D. Dissertation: (1) At least 1 original publication in SCI, SSCI, A&HCI, EI, THCI Core Journal (ranked in top 50) as first author. (2) Publication should be published under the name of International Ph.D. Program in Medicine, College of Medicine, Taipei Medical University as the primary institutional affiliation and be witnessed. (3) Student's supervisor or co-supervisor should be the corresponding author of the qualified publication(s). Co-supervisor should be notified before publication submission; otherwise 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 : Description: Step 3

Please save the file after upload.

Preview	Description
<input type="button" value="Delete"/>	SCI Accepted Letter

Issue Unit :

Issue Date :

Step 4

■ Click “Graduation Defense Application” → “Add” → read the note

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 Comm 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 : TEST Reivew Status : All ▼

DEG2011_Graduation Defense Application

Select all Deselect all Delete seleted item 【 Each Page 20 Results Page 1 Total 0 Pages, Total 0 Results 】

No matching data!!

Select all Deselect all Delete seleted 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 requirements 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 for Graduation Defense

Returned Application

- If your application is returned by professor, it will show on the “Home Page” → Find “System Info” → click the hyperlink of “Eng. Ver. Review of Graduation Defense” → click “Details” → After revised **must click “Save” & ”Send”**
- [Click here for system manual video](#)

The screenshot shows a web application interface with the following elements:

- Header:** 身分別: 學生 姓名: [Redacted] | 回首頁Home Page | 登出Log out
- System Info:** 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]
- Table:**

Student Department	Student ID	Student Name	Previous Comment(s)
Master Program in Graduate Institute of Medical Sciences	SAMPLE	SAMPLE	Please revise the thesis
- Step 2:** A red box highlights the "Details" button in the first row of the table.
- Information Section:**

Degree Program :	Master's Degree	Department :	Master Program in Graduate Institute of Medical Sciences
Grade Level :	2		
Student ID :	[Redacted]	Name :	[Redacted]
- Step 3:** A red box highlights the "Save" button.
- Step 4:** A red box highlights the "Send" button.

Find the reasons

Revise the application, and save the revision

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

Apply for Graduation Defense

Apply for Cancellation of Graduation Defense

Apply for Committee Member Amendment

Graduation Procedure

Apply for Graduation Defense

Apply for Cancellation of Graduation Defense

Apply for Committee Member Amendment

Graduation Procedure

Apply for Committee Member Amendment

- If the committee members cannot attend the defense, please apply for the amendment. Click “Amendment to Defense Committee”→click ”Add” →make sure this application already agreed by the advisor

教務系統(Academic) ▲

- 註冊繳費 ▼
- 學籍(Enrollment Status) ▼
- 抵免作業(Course Credit Waiver) ▼
- 選課(Course Selection) ▼
- 成績(Score) ▼
- 畢業學分進度查詢 ▼

研究所學位考試(Graduation Defense) ▲

- Apply Graduation Defense
- Amendment to Defense Committee
- Cancel Graduation

Step 1

Step 2

Add Clear Search

Period of Application : 1111
Student ID : SAMPLE
Name : SAMPLE
Degree Program : Master's Degree
Department : Master Program in School of Medical Laboratory
Science and Biotechnology

ent

DEG2060_Attention

Step 3

I have advisor's permission to apply defense committee member amendment

To

To

Apply for Committee Member Amendment

Add a New Committee Member

- Add a new committee member → Click “Add Committee Member” → Choice “inside/outside” TMU → Enter the name and click “Search” → find the result below, and click “Select” → click “Recommend committee member” to save. Information inside TMU is provided from Human Resources, it cannot be revised on this system

Amendment To Defense Committee Members

Step 1 [Add Committee Member](#) [Cancel Amendment](#)

Status	Role	Inside/Outside TMU	Name	Institute	Department	Title/Position	Committee member's qualification meets regulation	Assign as Committee Advisor
<input type="checkbox"/>	Advisor	Inside	Liu, XX	TAIPEI MEDICAL UNIVERSITY		Professor	V	
<input type="checkbox"/>	Co-advisor	Inside	Lin, XX	TAIPEI MEDICAL UNIVERSITY		Associate Professor	V	
<input type="checkbox"/>	DEL Committee advisor	Outside	Wu, XX	SAMPLE	SAMPLE	Associate Professor	V	Committee Advisor
<input type="checkbox"/>	Committee							
<input type="checkbox"/>	Committee							

Please choose 「Inside/Outside」 → Key in name → Click 「Search」

Step 2 Inside **Step 3** CHEN,OO **Search** **Step 5** [Recommend committee member](#)

Inside/Outside TMU * : Inside Name * : CHEN,OO Institute * : TAIPEI MEDICAL UNIVERSITY Department * :
Title/Position : Professor

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

Step 4 [Select](#)

Name	Institute	Department	Title/Position	Committee member's qualification meets regulation
CHEN,OO	TAIPEI MEDICAL UNIVERSITY			Has been a professor

Apply for Committee Member Amendment

Build a New Committee Member

- If there's no result for committees outside TMU, please click "Build a new committee member" → fill in all the information and click "save" → click "Recommend committee member" to save

Please choose 「Inside/Outside」 → Key in name → Click 「Search」

Recommend committee member

Step 1

Build a new committee member

Inside/Outside TMU * :	Name * :	Institute * :	Department * :
Outside ▾	Li, Yun-Yun <input type="button" value="Search"/>	<input type="text"/>	<input type="text"/>

【Edit】 - Add

Step 3

Save

ID :	<input type="text"/>	Department :	E1400- ▾
English Version	Name * :	Li, Yun-Yun	
	Institute * :	National Taiwan University i.e. National Taiwan University	
	Department * :	School of Nursing i.e. School of Nursing	
	Title * :	Professor i.e. Professor(Please choose one or key in words directly)	
Committee member's qualification meets regulation * :	Details regarding qualifications specified in below shall be determined by the academic affairs meetings of respective departments. Ph.D. Program: no. 5-6 Master Program: no. 7-8 <input checked="" type="radio"/> 1. Has been a professor <input type="radio"/> 2. Has been a committee member or research fellow in Academia Sinica <input type="radio"/> 3. Has been a associate professor <input type="radio"/> 4. Has been a committee member or associate research fellow in Academia Sinica <input type="radio"/> 5. Has been a assistant professor <input type="radio"/> 6. Has been a committee member or assistant research fellow in Academia Sinica <input type="radio"/> 7. Has obtained doctoral degree in any profession or specialization <input type="radio"/> 8. Has achievement on rare or extraordinary subjects in any profession or specialization		

Step 2

Please choose 「Inside/Outside」 → Key in name → Click 「Search」

Step 4

Recommend committee member

Build a new committee member

Inside/Outside TMU * :	Name * :	Institute * :	Department * :
Outside ▾	Li, Yun-Yun <input type="button" value="Search"/>	National Taiwan University	School of Nursing
	Title/Position :		
	Professor		

Apply for Committee Member Amendment

- After submitted, click “procedure” to follow up the application reviewing by every section.

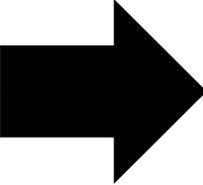
Amendment To Defense Committee Members

<input type="checkbox"/>	Status	Role	Inside/Outside TMU	Name	Institute	Department	Title/Position	Committee member's qualification meets regulation	Assign as Committee Advisor
<input type="checkbox"/>		Advisor	Inside	Liu, XX	TAIPEI MEDICAL UNIVERSITY		Professor	V	
<input type="checkbox"/>		Co-advisor	Inside						
<input type="checkbox"/>	DEL	Committee advisor	Outside						
<input type="checkbox"/>		Committee	Inside						
<input type="checkbox"/>		Committee	Inside						
<input type="checkbox"/>	ADD	Committee	Inside						

Form Number : 111D300002 Procedure : 05- Application for Amendment of Committee Members_Master Program

FLO3020_Search Procedure

Audit Status	Process Date	Procedure	Department	Reviewer	Comment
Reviewed	111/09/13 14:34:58	Student's Application	Master Program in School of Medical Laboratory Science and Biotechnology	SAMPLE	送出
Under reviewing		Advisor		SAMPLE	
To be reviewed		Administrative Professor		SAMPLE	
To be reviewed		Director	Master Program in School of Medical Laboratory Science and Biotechnology	SAMPLE	
To be reviewed		Registration Section	Office of Academic Affairs	SAMPLE	
To be reviewed		Chief of Registration Section	Office of Academic Affairs	SAMPLE	
To be reviewed		Dean of Academic Affairs	Office of Academic Affairs	SAMPLE	



Apply for Graduation Defense

Apply for Cancellation of Graduation Defense

Apply for Committee Member Amendment

Graduation Procedure

Graduation Procedure

- Student who are eligible to graduate, visit system → Graduation Procedure to **finish all requirements from every section** before visit Registration Section to receive the diploma (bring student ID card).



STEP 1

學年期 Semester	學號 Student ID	姓名 Name	系所 Department	通過畢業資格 Graduation Qualification	通過學位考試 Graduation Defense	上傳授權書 Upload Authorization Form	行政老師 Administrative Prof.	指導教授 Advisor	出納組 Cashier Section	是否可領取畢業證書 Ready for Issue	領取狀態 Received Diploma	數位學位證書 Digital Diploma	就服組 Career Planning and Placement Section	保管組 Property Management Section	國際處 OGE
1122	M432000000	Sam Lin	Master Program in School of Nursing	V	V	V	V	V	V	Available	N	Not Issued Yet	V	V	V

Includes thesis review

Every section shows V

STEP 2

Available = Go to OAA to receive your diploma

STEP 3

Graduation Procedure

■ After secretary of department submit the final defense grade →upload signed “Authorization for Public Access of Thesis” →Library review

STEP 1

上傳學位論文授權書
Upload Authorization

學年期Semester	申請日期 Application Date	<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid red; padding: 2px;">清除 Clear</div> <div style="border: 1px solid red; padding: 2px;">存檔 Save</div> <div style="border: 1px solid red; padding: 2px;">送出 Submit</div> </div>
學號Student ID	姓名Name	<div style="border: 1px solid green; padding: 5px; color: blue; font-weight: bold;">Must Click Submit</div>
STEP 2	選擇檔案 Select File	<div style="border: 1px solid red; padding: 2px;">附加 Attach File</div>
附件 Up	說明Decription	STEP 3

STEP 4

STEP 5

教務系統(Academic) ▲

畢業離校 (Graduation Procedure) ▲

學位論文授權書 Upload Authorization ▲

說明Decription

Taipei Medical University Authorized Agreement for Thesis/Dissertation

ID:109TMC0067E006

• Applicant (thesis/dissertation author) LIU, FEI-HAN (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 2 semester of 109 academic year.

Title : Artificial Intelligence for the neurological examination: taking finger-to-nose test for example

Advisor : 吳明倫, LIN, MING-CHUN

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Signature of the Applicant: _____ Date: 2022/11/11 (yyyy/mm/dd)