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 Cancellation of Graduation Defense

Apply for Committee Member Amendment

Graduation Procedure

Log in Academic & Student Affairs Information System (<u>newacademic.tmu.edu.tw</u>)



說明 隱私權

條款

繁體中文 ▼

- The requirements are request from your department, please contact them directly.
- No items could select = no extra requirement by department, no need to upload.

Upload Threshold

Click here for system manual video

教務系統(Academic) 🔹 🔺	[Edit Window] - Add	Step 4 Clear Save
註冊繳費 ▼	Items *: SCI, SSCI, A&HCI, EI, THCI Core paper Step 2	
學籍(Enrollment Status) 🔹	1. Photoco es or qual ad SC SSCI, A , CI, EI, T , Core pv , atio tor , ac ptance li en z. SCI, SSCI, A&HCI, EI, THCI C	ore publications should
抵免作業(Course Credit ▼ Waiver)	Note : THCI Core unal (rank A op 50 first ith (Pu cations include be ublished inder the name of International P	on in SCI, SSCI, A&HCI, EI, h.D. Program in Medicine,
課程課務(Curriculum) ▼	college of e, per M, vo University as e privary in itute infiliation a will nited. (3) Student's super-	isor or co-supervisor
選課(Course Selection) 🔹	publication will not be counted. (4) Content of the publication should be fundamentally logical, coherent and also relevant to the	ne student's Dissertation.
成績(Score) 🔹	Student Note Sci Accepted Latter	
核心能力	*:	
畢業學分進度查詢(Credit ▲ Progress) Step 1	測試-論文投稿證明.pdf Select File Description: SCI Accepted Letter Attach File Please save the file after upload Step 3 nent.	
Requirements for Graduation (Student Form)	Related Preview Description	
Result of Credit Progress	Document : Delete Image: SCI Accepted Letter	
研究所學位考試(Graduation ▼		
Defense)		
教學評量(Course Evaluation) ▼		

■ Click "Graduation Defense Application"→"Add" → read the note

務系統(Academic) 🔹 🔺	Result	Step 2
學程	Degree Program : Doctoral Degree Student ID : Period of Application :TEST DEG2011_Graduation Defense Applica Select all Deselect all Delete seleted item No matching data!! Select all Deselect all Delete seleted item	Add Clear Search Department : 7 Name : Image: Clear Reivew Status : All Image: Clear Ition Image: Clear Image: Clear Itio
Amendment Comm Members Cancel Graduation Defense	 Students who apply for the degree examination And according To the "Notes For Course Selection examination. Before applying, please read the study regulation evidence Of completed requirements And upload Students must provide originality reports Of plane report cannot hold the defense. For the detection 4. Students whose application was conditionally A meet the graduation restance Step 3 	[Note] Is must meet the requirement of "TMU Implementation Guidelines Of Master And Ph.D. Degree Examination" Article II. In And Registration" Article III, students must complete "Research Ethics" course before applying For a degree on Of respect department/program & information Of graduation defense orientation. Student must prepare the I the evidence On the system. agiarism detection To committee members On the day Of graduation defense. Students who did Not provide the I tool please use "Turnitin". And temporarily approved by the respect department/program, And held the graduation defense, however, did Not d As fail On graduation defense For 1 time. □ I hereby acknowledge that I have read the contents of this notice.

- Fill out application→Save→Submit. (not submit before deadline = fail application)
- Confirm information uploaded correct before submission
- Thesis draft, Turnitin report are request from your department and thesis advisor
- Any revision must wait until thesis advisor approval period to return it.
- Click here for system manual video

[Information]		Back to Search Clear Save Submit	
Degree Program :	Doctoral Degree	Department : Ph.D. Program in School of Pharmacy	
Grade Level :	4		
Advisor :	Chiu, Shih-Jiuan	Co-Advisor : Hsieh, Chien-Ming \ Sun, Cien-Cien	
Student ID :	D301108013	Name: MADE ARY SARASMITA	
Application Date :	111/09/23	Reivew Status : To be reviewed	
I have advisor's permission to propose the graduate exam * :	● Yes ○ No	I have submitted my thesis/dissertation draft for comparison on Turnitin(depends on the requirement of the department/program) * :	
I have finished all the credits required for graduation in accordance with related requirements * :	● Yes ○ No Res Students who appl Degree Examinatio "Research Ethics" c	It of Academic Credit Progress y for the degree examinations must meet the requirement of "TMU Implementation Guidelines of Master and Ph.D. n" Article II. And according to the "Notes for Course Selection and Registration" <u>Article III, students must complete</u> purse before applying for a degree examination.	
 Thesis/Dissertation Title (Chinese) * :	Test <u>Test Test Test Te</u> Test Test Test Test Te <u>Test</u> If there's no Chines	et tile, please fill in English title	and "Submit" ot submit before
Thesis/Dissertation Title (English) * :	Test <u>Test Test Test Te</u> Test Test Test Test Te Test	at lest lest lest lest lest lest lest les	e deemed as fail ation
		Select File Description: Attach File	
Upload Thesis/Dissertation	Please save the f	le after uploading an attachment.	
(please following the	Preview	Description	
requirement of the	Delete	Report of Plagiarism Detection	
department/program)	Delete	thesis draft	

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

身分別:學生姓名: 回首頁Ho	me Page 🗽 登出Log out			
📰 系統資訊 System Info	D		Stop 1	
待辦事項 (<u>中文版)學位考試審核(學位考試申請審核 研</u> <u>Review(Master Program)</u>) Student Applic	(<u>) 學生申請 共 1 件</u> [() Cation Total: 1]	(Eng. Ver.) Review of Grad	uation Defense(Graduation Defense	
Step 2 Student Department	Student ID Stu Na	tudent Previous lame Comment(s)	Find the reasons	
Details Master Program in Graduate Institute of Medical Sciences	SAMPLE SA	AMPLE Please revis	e Find the reasons	
[Information]			Step 3 Save	
Degree Program : Master's Degree		Department :	Master Program in Graduate Institute of Medical Sciences	Revise the application,
Grade Level : 2				and save the revision
Student ID :		Name :		
Comment(s Step 4	■Click S ■Unsent	SEND to deliver t application wil	it to the advisor I be deemed as failed	

■ Student who submitted application could go back to "Graduation Defense Application"→click "procedure" to follow up the reviewing status

Check Procedure

Every section has the required period to do the review, refer to the timetable

	Period of Application	Application Date	Student ID	The	sis/Dissertation Title (Chinese)	Thesis/D	issertation Tit	tle (English)	Reivev Status
ails Procedure	SAMPLE	SAMPLE	SAMPLE	Test Test Te Test Test Te Test Test Te Test Test Te	est Test Test Test Test Test Test Test T	t Test Test Test t Test Test Test t Test Test Test t Test Test Test	t Test Test Test t Test Test Test t Test Test Test t Test Test Test	Test Test Test Test Test Test Test Test Test Test Test	In Hand
	For	m Number : 111D1	.00005		Proceds 01- Graduation Defense Review(M	aster Program)]	
	FLO3020_Sear	ch Procedure			• · · · · · · · · · · · · · · · · · · ·	5 /			
	Audit Status	Process Date	Pro	ocedure	Department	Reviewer	Comment		
	Reviewed	111/09/13 11:06:4	13 Student's A	Application	International Ph.D. Program in Medicine	00,00-00		-	
	Under reviewing		Advisor			00.00-00		-	
	To be reviewed		Administra	ative Professor		00.00-00			
						~~~~~		1	
	To be reviewed		Registratio	on Section	Office of Academic Affairs	00,00-00			
	To be reviewed To be reviewed		Registratio Director	on Section	Office of Academic Affairs International Ph.D. Program in Medicine	00.00-00			

After procedure finished, the Registration Section will propose it officially. After the official document approved, student could check the committees by clicking "Details" and go to the bottom of the website

		Period of Application	Application Date	Student ID	Thesis/Dissertation Title (Chinese)	Thesis/Dissertation Title (English)	Reivew Status
Details Pro	ocedure	SAMPLE	SAMPLE	SAMPLE	Test Test Test Test Test Test Test Test	Test Test Test Test Test Test Test Test Test Test Test Test Test Test Test Test Test Test Test Test Test Test Test Test Test Test Test Test Test Test Test Test Test Test Test Test Test Test	Approved

#### Graduation Defense Committee Members

[TMU Personnel: 4Members/Non-TMU Personnel: 3Members/Total: 7 Members]

Role	Inside/Outside TMU	Name	Institute	Department	Title/Position	Committee member's qualification meets regulation
Advisor	Inside	Ma, 00-00	TAIPEI MEDICAL UNIVERSITY		Professor	V
Co-advisor	Outside	Emily Borwn	UNSW Sydney	School of Public Health and Community Medicine	Research Fellow	Must be determined by the conference of department
Co-advisor	Inside	Su, <b>OO-OO</b>	TAIPEI MEDICAL UNIVERSITY		Associate Professor	V
Committee	Outside	Harry Clearwater	Jozef Stefan Institute	Department of Intelligent Systems	Assistant Professor	Must be determined by the conference of department
Committee	Outside	Wu, OO	National Taiwan University	School of Pharmacy	Professor	V
Committee	Inside	Chang, <b>OO-OO</b>	TAIPEI MEDICAL UNIVERSITY		Professor	V
Committee	Inside	Zhang, OO-OO	TAIPEI MEDICAL UNIVERSITY		A	V

## **Apply for Cancellation of Graduation Defense**

#### **Apply for Committee Member Amendment**

#### **Graduation Procedure**

■ Students who cannot hold the graduation defense for some reason, please apply for cancellation. Click "Cancel Graduation Defense" → "Apply"→Fill in "Reason" → Click "Submit" to the approval procedure

教務系統(Academic)	-		Apply Academic Year	Apply Date	Student II	D Student Name	Thesis/Dissert	tation Title (Chinese)	Thesis/Dissertation Title (English)
註冊繳費 學籍(Enrollment Status)	•	<u>Apply</u>	s Step	2 _{PLE}	SAMPLE	SAMPLE	Test Test Test Test Test Test Test Test Test Test Test Test Test Test Test Test Test Test Test Test Test	st Test Test Test Test Test Test Test st Test Test Test Test Test Test Test st Test Test Test Test Test Test	Test Test Test Test Test Test Test Test
抵免作業(Course Credit Waiver) 避钾(Course Colortion)	•	[Edit]	- Basic Infor	rmation-Ad	d				Step 4 Submit
選訴(Course selection) 成績(Score)	•		Deg	gree Progra	m : Mast	ter's Degree		Department :	Master Program in School of Medical Laboratory Science and Biotechnology
畢業學分進度查詢	•			Grade Lev	el: 2				
研究所單位考試(Graduation	1 🍝			Advis	or : SAM	IPLE		Co-Advisor :	SAMPLE
Defense)				Student I	D: SAM	IPLE		Name :	SAMPLE
Apply Graduation Defe	nse	Gradu	ation Defens	e Apply Da	te: 111/	09/13		Graduation Defense Apply Date :	Approved
Amendment to Defense Committee	e		Thesis/Di	ssertation (Chines	Title Test e) : Test	Test Test Test Test 1 Test Test Test Test 1	lest Test Test Test Test Test Te lest Test Test Test Test Test Te	st Test Test Test Test Test Test Test Te	est Test Test Test Test Test Test Test T
Cancel Graduation Defe	ense		Thesis/Di	issertation (Englis	Title Test h): Test	Test Test Test Test 1 Test Test Test	Fest Test Test Test Test Test Te	st Test Test Test Test Test Test Test Te	est Test Test Test Test Test Test Test T
Step 1		Co	onfirm to Can	icel Gragua Defens	tion se :	ancelled (Cancel D	ate : )	advisor :	Kao, Shu-Huei
		Ste	a 3 🤇	ancel Reaso	n : Reas	on Reason Reason R	leason Reason Reason		

# After submitted, click "procedure" to follow up the application reviewing by every section.

Edit 1 - Basic Information-Add					Back to Search Submit		
Degree Program :	: Master's Degree		Departr	ment : Master Program	n in School of Medical Laboratory otechnology		
Grade Level	2						
Advisor :	SAMPLE		Co-Ad	visor : SAMPLE			
Student ID :	SAMPLE		N	lame : SAMPLE			
duation Defense Apply Date :	SAMPLE	Graduatic	on Defense Apply	Date : Approved			
Thesis/Dissertation Title (Chinese)	e Test Test Test Test Test Test Test Tes	Test Test Test Test Test	Test Test Test Test	t Test Test Test Test Test	Test Test Test Test Test Test Test		
Thesis/Dissertation Title (English)	e Test Test Test Test Test Test Test Tes	· · · · · ·	* .* .* .* .				
Confirm to Cancel Graguation Defense	n Cancelled (Cancel Date : )		Form Number : 11	1D300002	Procedure : 03- Application for Cancel Gradua	ion Defense_Master Progr	ram
Current Reason 1	The account to account the account the account the						
		FL03020_S	earch Procedure				
		Audit Status	earch Procedure Process Date	Procedure	Department	Reviewer	Commer
ocedure		Audit Status Reviewed	earch Procedure Process Date 111/09/13 14:34:58	Procedure Student's Application	Department Master Program in School of Medical Laboratory Scier and Biotechnology	Reviewer SAMPLE	Commer 送出
cedure		Audit Status Reviewed Under reviewing	earch Procedure Process Date 111/09/13 14:34:58	Procedure Student's Application Advisor	Department Master Program in School of Medical Laboratory Scien and Biotechnology	ICE Reviewer SAMPLE SAMPLE	Commer 送出
ocedure		Audit Status Reviewed Under reviewing To be reviewed	Process Date 111/09/13 14:34:58	Procedure Student's Application Advisor Administrative Professor	Department Master Program in School of Medical Laboratory Scier and Biotechnology	ACCE Reviewer SAMPLE SAMPLE SAMPLE	Commer 送出
ocedure		Audit Status Reviewed Under reviewing To be reviewed To be reviewed	earch Procedure Process Date 111/09/13 14:34:58	Procedure Student's Application Advisor Administrative Professor Director	Department Master Program in School of Medical Laboratory Scien and Biotechnology Master Program in School of Medical Laboratory Scien and Biotechnology	Acce SAMPLE SAMPLE SAMPLE SAMPLE SAMPLE	Commer 送出
pcedure		Audit Status Reviewed Under reviewing To be reviewed To be reviewed To be reviewed	earch Procedure  Process Date  111/09/13 14:34:58	Procedure Student's Application Advisor Administrative Professor Director Registration Section	Department         Master Program in School of Medical Laboratory Scient         and Biotechnology         Master Program in School of Medical Laboratory Scient         and Biotechnology         Office of Academic Affairs	ACCE Reviewer ACCE SAMPLE SAMPLE SAMPLE ACCE SAMPLE SAMPLE	Commer 送出
ocedure		Audit Status Reviewed Under reviewing To be reviewed To be reviewed To be reviewed To be reviewed	earch Procedure  Process Date  111/09/13 14:34:58	Procedure Student's Application Advisor Administrative Professor Director Registration Section Chief of Registration Section	Department         Master Program in School of Medical Laboratory Scient         and Biotechnology         Master Program in School of Medical Laboratory Scient         and Biotechnology         Office of Academic Affairs         Office of Academic Affairs	Reviewer       ICCE     SAMPLE       ICCE     SAMPLE       ICCE     SAMPLE       ICCE     SAMPLE       ICCE     SAMPLE       ICCE     SAMPLE	Comme 送出

#### **Apply for Cancellation of Graduation Defense**

## **Apply for Committee Member Amendment**

#### **Graduation Procedure**

■ 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

**Apply for Committee Member Amendment** 



Fill in the reason first. Choice the committee member and click "Mark as Delete"
 Click "Cancel Amendment" could cancel the mark

			Back to Search Subm
Degree Program :	Doctoral Degree	Department :	Ph.D. Program in Graduate Institute of Biomedical Informatics
Grade Level :	5		
Advisor :	SAMPLE	Co-Advisor :	SAMPLE
Student ID :	SAMPLE	Name :	SAMPLE
Graduation Defense Apply Date :	SAMPLE	Graduation Defense Apply Date :	SAMPLE
Thesis/Dissertation Title (Chinese) :	Test Test Test Test Test Test Test Test	st Test Test Test Test Test Test Test Te	Test Test Test Test Test Test Test Test
Thesis/Dissertation Title (English) :	Test Test Test Test Test Test Test Test	st Test Test Test Test Test Test Test Te	Test Test Test Test Test Test Test Test
Reason * :	Reason Reason Reason	Step 1	



	Mark as De	ete Step 3	3 mber Cancel An	nendment					
	Status	Role	Inside/Outside TMU	Name	Institute	Department	Title/Position	Committee member's qualification meets regulation	Assign as Committee Advisor
		Advisor	Inside	Liu, XX	TAIPEI MEDICAL UNIVERSITY		Professor	v	
		Co-advisor	Inside	Lin, XX	TAIPEI MEDICAL UNIVERSITY		Associate Professor	v	
Step 2		Committee advisor	Outside	Wu, XX	SAMPLE	SAMPLE	Associate Professor	v	Committee Advisor
		Committee	Inside	Xie, XX	TAIPEI MEDICAL UNIVERSITY		Professor	v	
		Committee	Inside	Wang, XX	TAIPEI MEDICAL UNIVERSITY		Professor	v	

■ 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

Step	1 Add Com	mittee Member Cance	I Amendment							
Stati	is Role	Inside/Outsid TMU	le Name	Institute	Department	Title/Position	Committee mee	nember's qualification ts regulation	Assign as Committee Advisor	
	Advisor	Inside	Liu, XX	TAIPEI MEDICAL UNIVERSITY		Professor	v			
	Co-advisor	Inside	Lin, XX	TAIPEI MEDICAL UNIVERSITY		Associate Professor	v			
	Committee advisor	Outside	Wu, XX	SAMPLE	SAMPLE	Associate Professor	v		Committee Advisor	
	Committe									
		Please choose Fins	ide/Outside 」	$\rightarrow$ Key in name $\rightarrow$ Cli	ick ^r Search J			Recommend com	mittee member ^B Step 5	ел
	Committe	Please choose 「In: Inside/Ou In:	ide/Outside」 tside TMU * · ide   Ste	→ Key in name → Cli ep 2	ick ^r Search J Name * : N,OO Title/Position :	Search Ste	p 3 AIPELME	Recommend com titute * : DICAL UNIVERSI	B     Step 5       Department * :	e n
	Committe	Please choose 「Inside/Ou	iide/Outside」 tside TMU * ^{side} ✓ Ste	→ Key in name → Cli	ick ^r Search J <u>Name * :</u> N,OO Title/Position : Professor	Search Ste	Ins p 3 AIPELME	Recommend corr titute * : DICAL UNIVERSI	B     Step 5       Department * :	en
	Committe	Please choose 「Inside/Ou	iide/Outside」 tside TMU * : iide	→ Key in name → Cli	ick ^r Search J <u>Name * :</u> N,OO Title/Position : Professor	Search Ste	p 3 AIPEI ME	Recommend corr         titute * :         DICAL UNIVERSI         Each Page 20         Results	Page 1 Total 1 Pages, Total	e n

#### **Apply for Committee Member Amendment**

■ 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

#### 

**Build a New Committee Member** 

Edit】 - Ac	bb			Step 3 🛛 🔊					
	ID :		Department : E1400-	~					
	Name * :	Li, Yun-Yun							
English	Institute * :	National Taiwan University i.e.							
Version	Department * :	School of Nursing i.e. School of Nursing							
	Ttile * :	Professor	i.e. Professor(Please choose one or key in wo	ords directly)					
Committee member's qualification meets regulation * :		Details regarding of meetings of respect Ph.D. Program: no. Master Program: no.	ualifications specified in below shall be determined tis Step 2 p. 7-8	d by the academic affai					
		<ul> <li>1. Has been a pr</li> <li>2. Has been a co</li> <li>3. Has been a as</li> <li>4. Has been a co</li> <li>5. Has been a as</li> <li>6. Has been a co</li> <li>7. Has obtained</li> </ul>	ofessor ommittee member or research fellow in Academia S sociate professor ommittee member or associate research fellow in Ac sistant professor ommittee member or assistant research fellow in Ac doctoral degree in any profession or specialization	inica cademia Sinica cademia Sinica					
		08. Has achievem	ent on rare or extraordinary subjects in any profess	sion or specialization					

Inside/Outside TMU * :	Name * :	Institute * :	Department * :
Outside 🗸	Li, Yun-Yun Se	h National Taiwan University	School of Nursing
	Title/Position :		
	Professor		

#### **Apply for Committee Member Amendment**

Step

- After confirmed information is correct, click "Submit" for approval procedure
- Committee marked "Must be determined by the conference of department" shall reviewed the qualification on the department meeting. Please contact department office first. The committee member quantity of the delete, shall equal as the add. Please contact the department office first if more committees is needed. The department shall propose the official document to approve.

								Dh D Dragram in Craduate In	stitute of D			
	Degree Prog	ram : Doctoral Dec	gree			Department : Informatics						
	Grade Le	evel: 5										
	Advisor : SAMPLE					Co	-Advisor :	SAMPLE				
	Studen	Student ID : SAMPLE					Name :	SAMPLE				
Graduation Defense Apply Date : SAMPLE					Grad	uation Defense Ap	oply Date :	SAMPLE				
nesis/ <mark>D</mark> isse	rtation Title (Chine	ese) : Test Test Test Test Test Test	Test Test Test Test Test Test	Test Test Test Test Tes Test Test Test Test Tes	st Test Test Test Te st Test Test Test Te	est Test Test Test Te est Test	est Test Test	Test Test Test Test Test Test Test	st Test Test Test Test Test			
hesis/Diss	ertation Title (Engl	lish) : Test Test Test Test Test Test	Test Test Test Test Test Test	Test Test Test Test Tes Test Test Test Test Tes	st Test Test Test Te st Test Test Test Te	est Test Test Test Te est Test	est Test Test	Test Test Test Test Test Test Test	st Test Test Test Test Test			
	Reaso	n * : Reason Re	ason Reason	Reason								
Amendmo Mark as Dek	ent To Defense C ete Add Committee	Committee Memb	ers	1								
Amendmo Mark as Dek	ent To Defense C ete Add Committee Role	Committee Memb Member Cancel An Inside/Outside	ers nendment Name	Institute	Department	Title/Position	Comm	ittee member's qualification	Assign as Committee			
Amendmo Mark as Dek	ent To Defense C ete Add Committee Role Advisor	Committee Memb Member Cancel An Inside/Outside TMU Inside	nendment Name Liu, XX	Institute TAIPEI MEDICAL UNIVERSITY	Department	Title/Position Professor	Comm	ittee member's qualification meets regulation	Assign as Committee Advisor			
Amendmo Mark as Dele Status	ent To Defense C ete Add Committee Role Advisor Co-advisor	Member Cancel An Inside/Outside TMU Inside Inside	ers endment Name Liu, XX Lin, XX	Institute TAIPEI MEDICAL UNIVERSITY TAIPEI MEDICAL UNIVERSITY	Department	Title/Position Professor Associate Professor	Comm V V	ittee member's qualification meets regulation	Assign as Committee Advisor			
Amendmo Mark as Dek Status Dek DEL	ent To Defense C Add Committee Role Advisor Co-advisor Committee advisor	Member Cancel An Inside/Outside TMU Inside Inside Outside	Name Liu, XX Lin, XX Wu, XX	Institute TAIPEI MEDICAL UNIVERSITY TAIPEI MEDICAL UNIVERSITY SAMPLE	Department Department SAMPLE	Title/Position Professor Associate Professor Associate Professor	Comm V V V	ittee member's qualification meets regulation	Assign as Committee Advisor			
Amendmo Mark as Dek Status C D DEL	ent To Defense C ete Add Committee Role Advisor Co-advisor Committee advisor Committee	Committee Memb Member Cancel An Inside/Outside TMU Inside Inside Outside	Name   Liu, XX   Lin, XX   Wu, XX   Xie, XX	Institute TAIPEI MEDICAL UNIVERSITY TAIPEI MEDICAL UNIVERSITY SAMPLE TAIPEI MEDICAL UNIVERSITY	Department SAMPLE	Title/PositionProfessorAssociateProfessorAssociateProfessorProfessorProfessor	Comm V V V V	ittee member's qualification meets regulation	Assign as Committee Advisor			
Amendmo Mark as Dek Status C DEL	ent To Defense C Add Committee Role Advisor Co-advisor Committee advisor Committee Committee	Committee Memb Member Cancel An Inside/Outside TMU Inside Inside Outside Inside Inside	Name   Liu, XX   Lin, XX   Wu, XX   Xie, XX   Xie, XX	Institute TAIPEI MEDICAL UNIVERSITY TAIPEI MEDICAL UNIVERSITY SAMPLE TAIPEI MEDICAL UNIVERSITY TAIPEI MEDICAL UNIVERSITY	Department SAMPLE	Title/PositionProfessorAssociateProfessorAssociateProfessorProfessorProfessorProfessor	Comm V V V V V	ittee member's qualification meets regulation	Assign as Committee Advisor			

# After submitted, click "procedure" to follow up the application reviewing by every section.

Walk as Dek	Add Committe		tenument							
Status	Role	Inside/Outside TMU	Name	Institute	Department	Title/Position	Committee member's qualification	on Assign as Adv	Assign as Committee Advisor	
	Advisor	Inside	Liu, XX	TAIPEI MEDICA UNIVERSITY	L	Professor	V			
	Co-advisor	Inside		Form Number : 1	110200002	Procedure : 05	5- Application for Amendment of Committee	Members Maste	er Program	
	Committee advisor	Outside	<b>R</b> EL02020 1	Fourth Procedure				. Members_Masa	an rogram	
	Committee	Inside	1103020_	Search Flocedure						
	Committee	Inside	Audit Status	Process Date	Procedure		Department	Reviewer	Comment	
-	C	Lucida.	Reviewed	111/09/13 14:34:58	Student's Application	Master Program in S and Biotechnology	School of Medical Laboratory Science	SAMPLE	送出	
	Committee	Inside	Under reviewing		Advisor			SAMPLE		
	1		To be reviewed		Administrative Professor			SAMPLE		
Procedure			To be reviewed		Director	Master Program in S and Biotechnology	School of Medical Laboratory Science	SAMPLE		
			To be reviewed		Registration Section	Office of Academic A	Affairs	SAMPLE		
		•	To be reviewed		Chief of Registration Section	Office of Academic	Affairs	SAMPLE		

Dean of Academic

Affairs

Office of Academic Affairs

SAMPLE

To be

reviewed

#### **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).

	教務	系統(Aca	demic)												
	畢 (Gu	業離校 raduation	1 Procedure)												
		畢業離校 Graduatie	程序 on Procedur	•e											
	_	查詢离 School- for Gra	售校檢核項目 leaving Check duates	list STEI	P 1 Includes	1									
學年期 Semester	學號 Student ID	姓名 Name	系所 Department	通過畢業資格 Graduation Qualification	thesis review 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 Nrusing	V	V	V	V	V	V	Available	Ν	Not Issued Yet	V	V	v
				Every	y section ows V	STEP 2				Availabl OAA to your d	e = Go o receiv liploma	to ve a	STEP 3		

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

