TMU Fall Semester 2021 Graduation Defense Timetable

Date	Who	Actions	Notes
Sep. 20th 09:00 AM ~ Oct. 15th 17:00 PM, 2021	Graduate Students	Apply graduation defense 1. Please have advisor's permission 2. Upload the proof of finishing threshold from department 3. Apply graduation defense	● Please use Academic & Student Affairs Information System ● Please confirm graduation credits and threshold is completed ● If student who is out of Taiwan because of doing "Joint Dual Degree Program", is allowed to apply out of country video interview exam. Please download the application from Registration Section website→ Forms/Documents to Download
Dec. 1st~Dec. 20th, 2021	Graduate Students	Upload English name on diploma	Please Upload from the Academic & Student Affairs Information System
Oct. 19th~Oct. 25th , 2021	Advisor	1. Recommend applicant for graduation defense 2. Recommend candidates for Examination Committee members	
Oct. 27th ~Nov. 5th, 2021	Administrative Advisor	1. Review applicants' graduation credits and thresholds. (includes the amount of research papers student announced.) 2. Review the qualification of defense committee member.	Any nominated committee member meets the qualifications specified in TMU regulation, shall be determined by the academic affairs meetings of respective department. Department shall provide meeting minutes to Registration Section before the deadline
Nov. 11th ~Nov. 17th, 2021	Director	1. Approve applicants' graduation defense 2. Confirm students' thesis meets the department /degree program's professional field 3. Confirm master program students' committee members	
Nov. 18th~Nov. 24th, 2021	Dean	Confirm Ph.D. program students' committee members	
From Nov. 18th, 2021	Administrative Secretary	Prepare list for examination processing fee	

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Deadline: Dec. 3rd 17:00 PM, 2021	Department	Submit out of country interview exams form to Registration Section	
By Nov. 26th, 2021	Registration Section	Propose graduation defense applicants and committee members list to Principal	
From Dec. 2nd, 2021	Administrative Secretary	Print defense-related documents on Academic & Student Affairs Information System and deliver to each advisor	Defense-related documents： ● Letter of Appointment ● Graduate Thesis Certification ● Application for Embargo of Thesis/Dissertation ● Thesis/Dissertation Defense Evaluation Sheet ● Original confidentiality agreement & sign-in Form
Dec. 3rd 2021 ~ Jan. 14th, 2022	Graduate Students, Department	Thesis/dissertation defense period	● Student must provide report of plagiarism detection checker to committee members during graduation defense. ● After thesis/dissertation defense, submit Thesis/Dissertation Defense Evaluation Sheet to department. Department shall upload score of defense on Academic Affairs Information System.
Deadline: Jan. 14th 17:00 PM, 2022	Graduate Students	Deadline to apply "leave of absence" of Fall Semester 2021	
Deadline: Jan. 7th 17:00 PM, 2022	Graduate Students	Apply for cancel graduation defense on Academic Affairs & Student Information System	● The application must be agreed by advisor, department and Office of Academic Affairs.
Before Jan. 25th, 2022	Graduate Students	Submit thesis/dissertation defense report and related documents to department	1. Step1: Please submit documents to department for reviewing: (1) unbound thesis/dissertation (draft) (2) Graduate Thesis Certification (3) Application for Embargo of Thesis/Dissertation-original, copy and evidence material (unnecessary for immediate public) (4) Original confidentiality agreement & sign-in Form (5) Final Version Thesis-Originality Report of Plagiarism Detection-

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			complete electronic version (6) Final Version Thesis-Originality Report of Plagiarism Detection-cover page+ final percentage page (with advisor signature) 2. Step2: After department reviewed, please upload electronic copy of thesis and Application for Embargo of Thesis/Dissertation to TMU library website at: https://cloud.ncl.edu.tw/tmu/ *Electronic copy must include: (1) Graduate Thesis Certification (2) Application for Embargo of Thesis/Dissertation and evidence material (unnecessary for immediate public) 3. Step3: After electronic copy approved by library, bound and submit 2 final copy of thesis/dissertation (softcover) to department for 2nd reviewing. Please bound with documents below: (1) copy of Graduate Thesis Certification (2) original hard-copy of Application for Embargo of Thesis/Dissertation (unnecessary for immediate public) 4. Copy of thesis/dissertation must be consistent with electronic version
Before Jan. 28th 17:00 PM, 2022	Graduate Students	Students who pass the graduation defense and under the maximum year of study, but are unable to submit thesis by the deadline, please complete the application form for preserving passed degree examination scores and submit to Registration Section.	

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Before Jan. 28th 17:00 PM, 2022	Department	Deadline for submitting thesis/dissertation & related documents to Registration Section. (Documents submitted by students will not be accepted)	Department must submit all documents to Registration Section
Before Feb. 15th, 2022	Registration Section	Confirm students' graduation qualifications	Registration Section will notify department qualified student list.
Deadline: Feb. 18th 17:00 PM, 2022	Graduate Students	Deadline to complete TMU graduation procedures	● Please finish and confirm graduation procedure on Academic & Student Affairs Information System. ● After completed, please bring student ID card to Registration Section and get the diploma.
Deadline: Feb. 25th, 2022	Registration Section	Deadline to submit thesis/dissertation to National Library	

➢ **Graduate students who would like to change committee member after proposed, please apply "Amendment to Defense Committee" on Academic & Student Affairs Information System. (Only for graduate student who still not hold graduation defense yet.)**

➢ **The Chinese version of this document shall prevail in case of any discrepancy or inconsistency between Chinese version and its English translation.**