

Taipei Medical University

Timetable for Degree Examination (Graduation Defense) in Fall Semester 2024

Date (yyyy.mm.dd)	Who	Require Actions	Notes
2024.09.16 09:00 AM ~ 2024.10.11 17:00 PM	Graduate Students	Apply for graduation defense online	<ul style="list-style-type: none"> ● Must have advisor's permission ● Apply on Academic & Student Affairs Information System ● Please confirm graduation credits and thresholds are completed
2024.10.14-2024.10.20	Advisor	<ol style="list-style-type: none"> 1. Review application of graduation defense 2. Recommend candidates for defense committee members 	
2024.10.21-2024.10.29	Administrative Professor	<ol style="list-style-type: none"> 1. Review applicants' graduation credits and thresholds 2. Review the qualification of defense committee members 	
2024.11.04-2024.11.10	Director	<ol style="list-style-type: none"> 1. Approve Ph.D. program student's application 2. Confirm students' thesis meets the department /degree program's professional field 3. Confirm master program students' committee members 	
2024.11.11-2024.11.17	Dean	Confirm Ph.D. program students' committee members	
By 2024.11.19	Registration Section	Propose graduation defense applicants and committee members list to Principal	
From 2024.11.27	Administrative Secretary	Print defense documents on Academic & Student Affairs Information System and deliver to each advisor	
2024.11.27-2025.01.17	Graduate Students	Graduation defense period	
Deadline: 2024.12.20 5:00 PM	Graduate Students	Apply for "Suspension" of Fall 2024	
Deadline: 2025.01.10 5:00 PM	Graduate Students	Apply for cancellation of graduation defense online	Apply on Academic Affairs & Student Information System
Before 2025.01.24 5:00 PM	Graduate Students	Apply for "Preserving Passed Degree Examination Scores" and submit it to the Registration Section	Students who passed the graduation defense and under the maximum year of study, but are unable to submit thesis by the deadline could apply it

Date (yyyy.mm.dd)	Who	Require Actions	Notes
Before 2025.01.24 5:00 PM	Department	Submit thesis & related documents to the Registration Section. (Documents submitted by students will not be accepted)	(1) 2 copies of softcover thesis (required to bound with Graduate Thesis Certification in photocopy, Application for Embargo of Thesis in original hardcopy) (2) Evaluation Sheets (3) Original Confidentiality Agreement & Sign-in Form (4) Advisor Signed-Originality Report of Final Thesis Plagiarism Detection-Cover page + final percentage page (5) Application for Embargo of Thesis evidence material(original hardcopy) +evidence (6) Upload electronic thesis * Only students who intend to apply for delay public access to the thesis need to submit “Application for Embargo of Thesis”
Before 2025.02.14	Registration Section	Confirm students' graduation qualifications	Registration Section email department qualified student list
Deadline: 2025.02.14 5:00 PM	Graduate Students	Complete graduation procedures	
Deadline: 2025.02.21	Registration Section	Submit Theses to National Central Library	

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