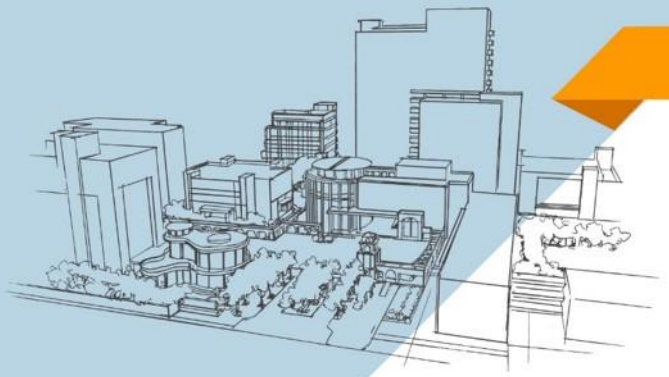
臺北醫學大學
TAIPEI MEDICAL UNIVERSITY

Fall Semester 2019
Graduate Degree Examination Information Session

Registration Section
3rd Oct., 2019



TMU60 1960~2020 北醫六十 邁向榮耀

Agenda

Time	Topic	Coordinator
12：05～12：10	Important Timetable	Registration Section
12：10～12：35	Application and Notice	
12：35～12：50	Thesis/Dissertation Uploading	Library
12：50～13：00	Question and Answer	Registration Section & Library

Differences from previous semester

Before	After
Bound documents below into printed thesis: 1. Graduate Thesis Certification (copy) 2. Delaying Public Assess to Thesis/Dissertation (copy) 3. Original Confidentiality Agreement & Sign-in Form (copy)	**Bound documents below into printed thesis:** 1. Graduate Thesis Certification (copy) 2. Application for Embargo of Thesis/Dissertation (**Original**)
Graduate Thesis Certification 1. Fill in committee members' name, department and position 2. Signature by committee members	**Graduate Thesis Certification** 1. **New Version** 2. Signature by committee members **only**
Delaying Public Assess to Thesis/Dissertation 1. Bound copy into the printed thesis, and submit the original copy to program office 2. Every student is required to submit	**Application for Embargo of Thesis/Dissertation** 1. **New Version** from National Central Library 2. Bound the **Original Copy** into printed thesis 3. Students **who will public thesis immediately don't need to submit**
Original Confidentiality Agreement & Sign-in Form 1. Bound copy into the printed thesis, and submit the original copy to program office	**Original Confidentiality Agreement & Sign-in Form** 1. submit the original copy to program office **only**

Important Timetable

Important Timetable

Date	Actions	Notes
1st Oct.-25th Oct.	Apply thesis/dissertation defense on system	System Manual For Graduate Degree Exam Application
2nd Dec.-31st Dec.	Submit 2 master's degree/Ph.D. graduation photos with cap and gown to Registration Section	1. Two 2-inch photos 2. Please mark your program, student ID number, name and English name on the back of each photo 3. English name: written exactly the same as on your passport
11th Dec., 2019 | 8th Jan., 2020.	Thesis/dissertation defense period	After thesis or dissertation defense, submit "Grading Form" to Program Office
30th Dec., 2019 | 20th Jan., 2020	Submit thesis/dissertation defense report and related documents to Program Office	1. Documents submitted to Program Office for checking 2. upload electronic copy of thesis to TMU library website "Electronic Theses & Dissertations Service"

Important Timetable

Date	Actions	Notes
Deadline: 5:00 P.M. on 3rd Jan.	Deadline to apply "leave of absence" from Fall 2019 semester	Please check with Program Office if you still could apply it or not first
Before 10th Jan.	Cancellation of Degree Examination	Students below need to notify Program Office to apply the cancellation of degree examination (submit official document) 1. Applied degree exam on system but applied leave of absence from TMU this semester 2. Applied degree exam on system but did not run the thesis/dissertation defense

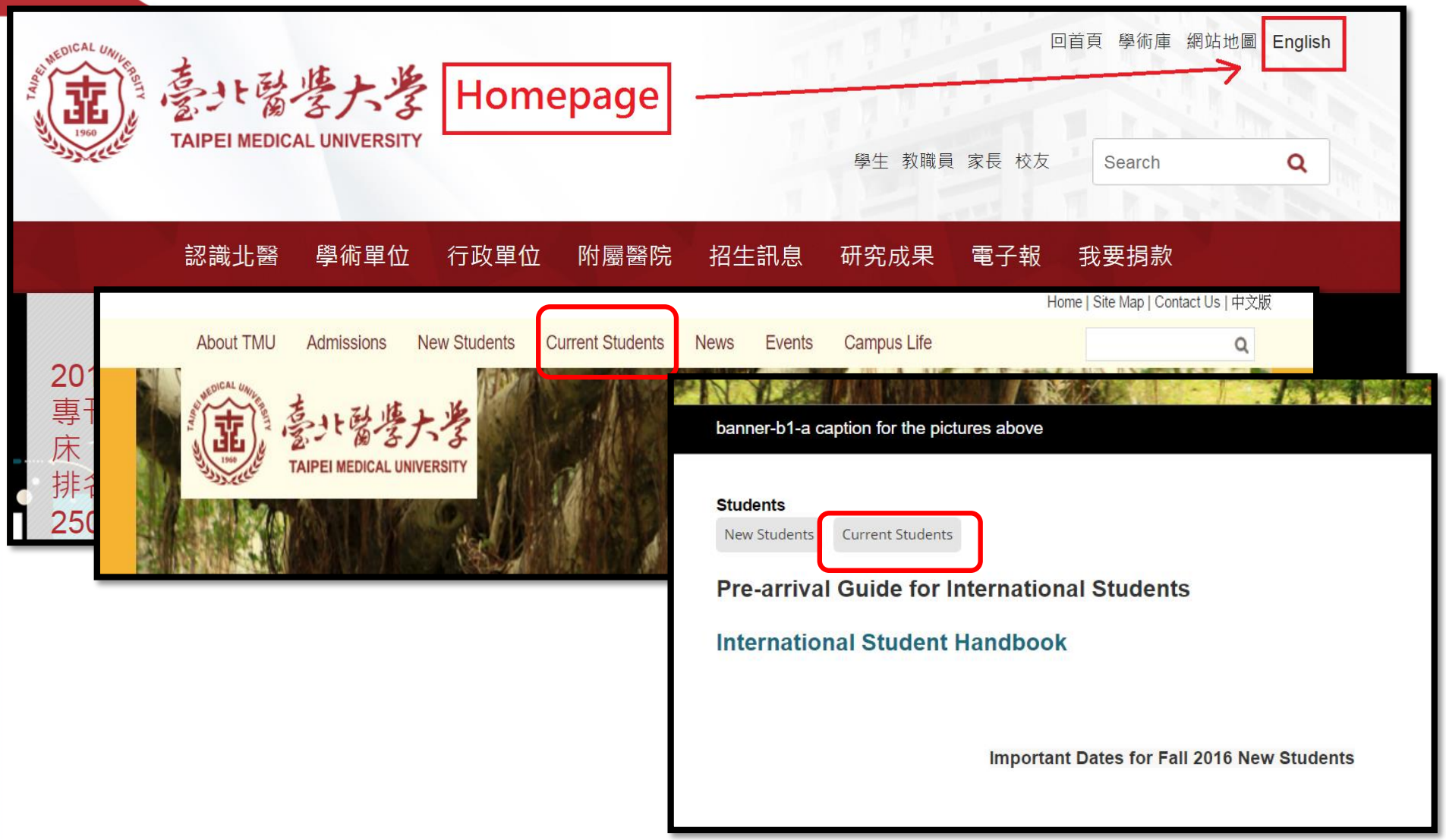
Important Timetable

Date	Actions	Notes
Deadline: 5:00 P.M. on 31st Jan.	(for student who has requirement) Submitting the application form for "preserving passed degree exam scores"	• For students who pass the degree examination but are unable to submit thesis/dissertation on Fall semester • Fill in the application form for "preserving passed degree examination scores" and submit to the Program Office • Program Office should submit to Registration Section by 5 p.m. on 31th Jan.
2nd Jan. | 14th Feb.	To fill all forms and complete Graduation Procedure Application Form	• 1 work day after notification by Program Office, student may fill in graduation form • Diploma can be obtained after graduation forms are submitted

System Operation

TMU60 北醫六十 邁向榮耀

System Operation: Student



http://acadsys.tmu.edu.tw/FRmaster_degree/Default.aspx

System Operation: Student

臺北醫學大學
TAIPEI MEDICAL UNIVERSITY
研究所學位考試作業系統
System Manual For Graduate Degree Exam Application

Home

審核時程 Time Schedule

id	對象 Category	開始時	
1	學生 Student	2019/03/11 0100	2019/04/03 1800
2	指導教授 Adviser	2019/04/09 0100	2019/04/15 1800
3	系所秘書 Department Secretary	2019/03/11 0100	2019/07/31 1800
4	行政老師 Academic Supervisor	2019/04/16 0100	2019/04/22 1800
5	系所主管 Department Director	2019/04/30 0100	2019/05/06 1800
6	學院院長 Dean of Department	2019/05/07 0100	2019/05/13 1800

Role：Student

登入 Login

身份別 Role 學生 Student

帳號 ID @tmu.edu.tw

密碼 Password

☑ Get advisor's permission to propose your graduate exam.

* Please make sure you get advisor's permission to propose graduate exam.

登入Enter 取消Cancel

check the box if meets the request

☑ Get advisor's permission to propose your graduate exam.

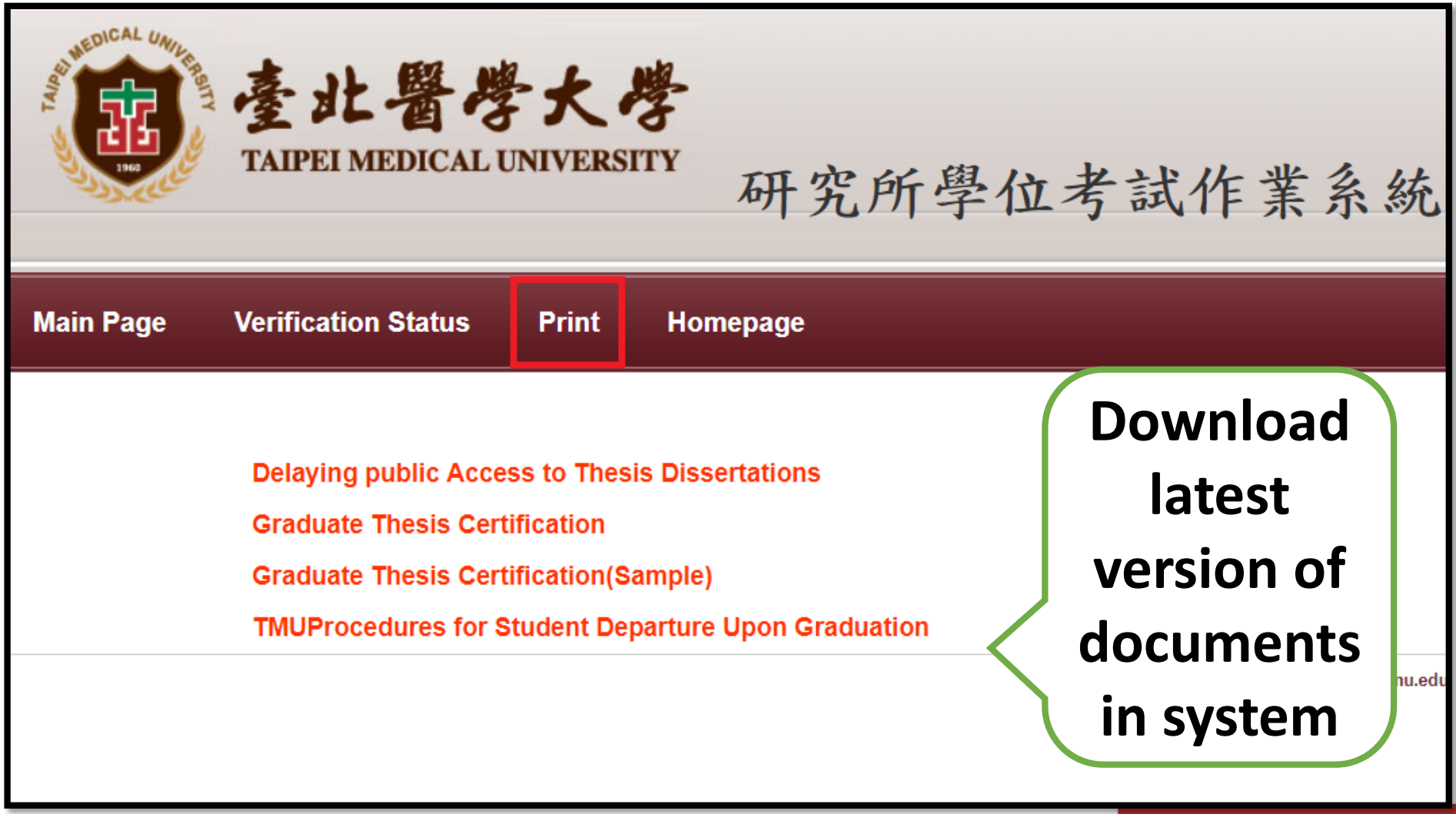
* Please make sure you get advisor's permission to propose graduate exam.

登入Enter 取消Cancel

System Operation: Student

Download system operation manual

System Operation: Student



Procedure

Procedure

Thesis/dissertation defense
Submit **Grading Form** → **Program Office**

Modify thesis/ dissertation with defense report

1st review
Submit Documents to Program Office
1. Bound thesis/dissertation(draft)
2. TMU Graduate Thesis Certification
3. Application for Embargo of Thesis/Dissertation
4. Original Confidentiality Agreement & Sign-in Form

Upload electronic copy of thesis to TMU library website：
http://cetd.tmu.edu.tw/main/index

Receive a notice and authorized agreement after your file is corrected

Print thesis/dissertation in softcover, and bound documents below:
1. TMU Graduate Thesis Certification (copy)
2. Application for Embargo of Thesis/Dissertation **(Original)**

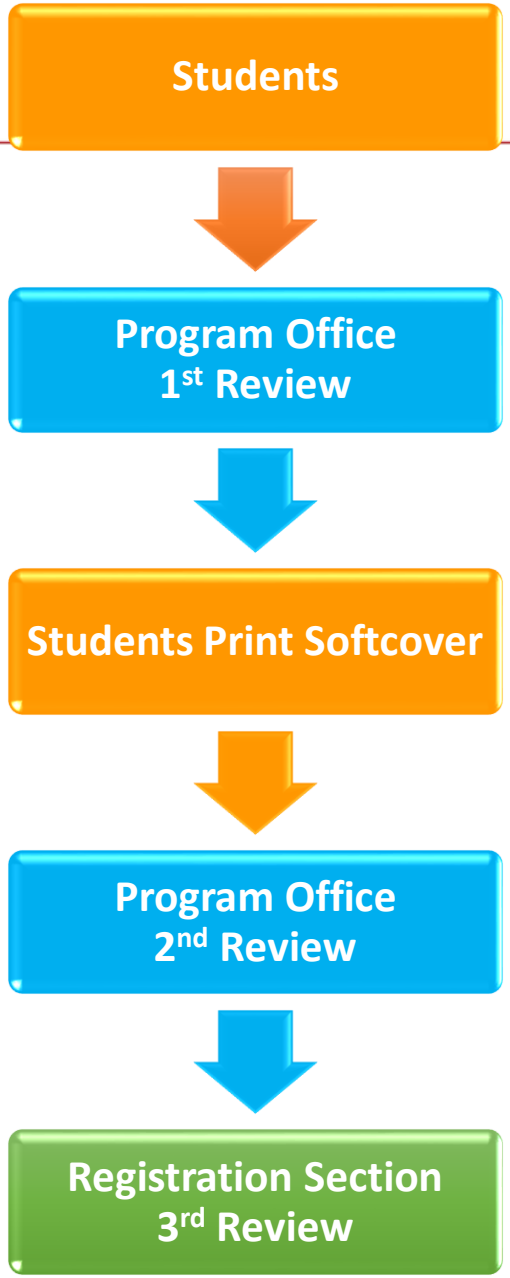
2nd review
Submit all the documents to Program Office
1. Bound Thesis/Dissertation
2. Original Confidentiality Agreement & Sign-in Form

3rd review
Program Office submit all the documents to Registration Section
Documents **submitted by students will not be accepted** by Registration Section

Program Office receive qualified student list from Registration Section and notify student.

1 work day after notification by Program Office, student may apply "Graduation Procedure"

Procedure



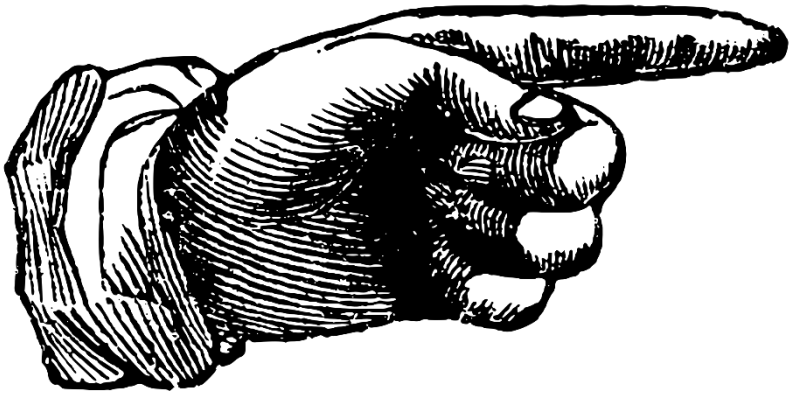
TMU60 北醫六十 邁向榮耀

Always Start the Work Earlier

If you have booked the flight tickets, always start the work earlier

Notice & Check List

Please Notice This



TMU60 北醫六十 邁向榮耀

For All documents

1. Submit below documents to Program Office：

(1)Bound thesis/dissertation(draft)
(2)Graduate Thesis Certification
(3)Original Confidentiality Agreement & Sign-in Form
(4)Application for Embargo of Thesis/Dissertation

2. Program/Department Name：

(1)Identical with the official program/department name

【Where to check】

(a)Download from Degree Exam System→【News】→2nd file (Department Name)

(b)Program/Department Office

Program/Department Name

Download

http://acadsys.tmu.edu.tw/FRmaster_degree/Default.aspx

For All documents

3. **Thesis/Dissertation Title should be consistent in all documents：**

(1)Includes Chinese(if has), letter case(upper case, lower case) and punctuation

(2)Includes Electronic Thesis/Dissertations

- **For example:**
  - Institutional Research- TMU as a Case Study
  - institutional research- TMU as a case study
  - Institutional research- TMU as a Case study.

only 1 type in every documents

Title Should be Consistent in All Documents

臺北醫學大學碩士/博士學位考試評分表
thesis/dissertation grading form

name 學生姓名	Hanna Hsu	student ID 學　號	D000000000
program 系　　所	醫學資訊研究所博士班		
thesis/ dissertation title 論文題目	Institutional Research- TMU as a Case Study		
	Institutional Research- TMU as a Case Study		

臺北醫學大學醫學科技學院醫學資訊研究所

碩士論文 softcover

Taipei Medical University

College of Medical Science and Technology

Graduate Institute of Biomedical Informatics

Master Thesis

Institutional Research- TMU as a Case Study

Taipei Medical University Graduate Thesis Certification

(A completed copy of this form must be bound in submitted thesis)

Institutional Research- TMU as a Case Study

T.D.S 臺北醫學大學電子學位論文服務
Electronic Theses & Dissertations Service

系統識別號	
中文論文名稱	Institutional Research- TMU as a Case Study
英文論文名稱	Institutional Research- TMU as a Case Study

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

（本文件影本與論文一併裝訂）

學位考試基本資料：

論文題目 thesis/ dissertation title	Institutional Research- TMU as a Case Study
	Institutional Research- TMU as a Case Study

For All documents

4. Advisor should sign or stamp at where document had been revised

(1)Stamp or sign at where you fixed, added, and stuck/covered (stamp at the edge of sticker/cover)

(2)Advisor cannot be substituted by other professors

(3)Update copies in softcover thesis/dissertation and electronic thesis/dissertation when there has a revision

Advisor Should Sign or Stamp while Revising

Institutional Research- TMU as a Case Study 許祖蔭

This thesis is the master's degree thesis of Hanna Hsu in the **Master Program** in School of Nursing at Taipei Medical University. This work has been judged satisfactory by the committee members after the degree candidate passed an oral examination. 許祖蔭

at Where you fixed

Thesis Advisor

Tsai, Dong-Lin School of Nursing, Taipei Medical University, Professor Associate 許祖蔭

at where you added

臺北醫學大學碩士/博士學位考試評分表

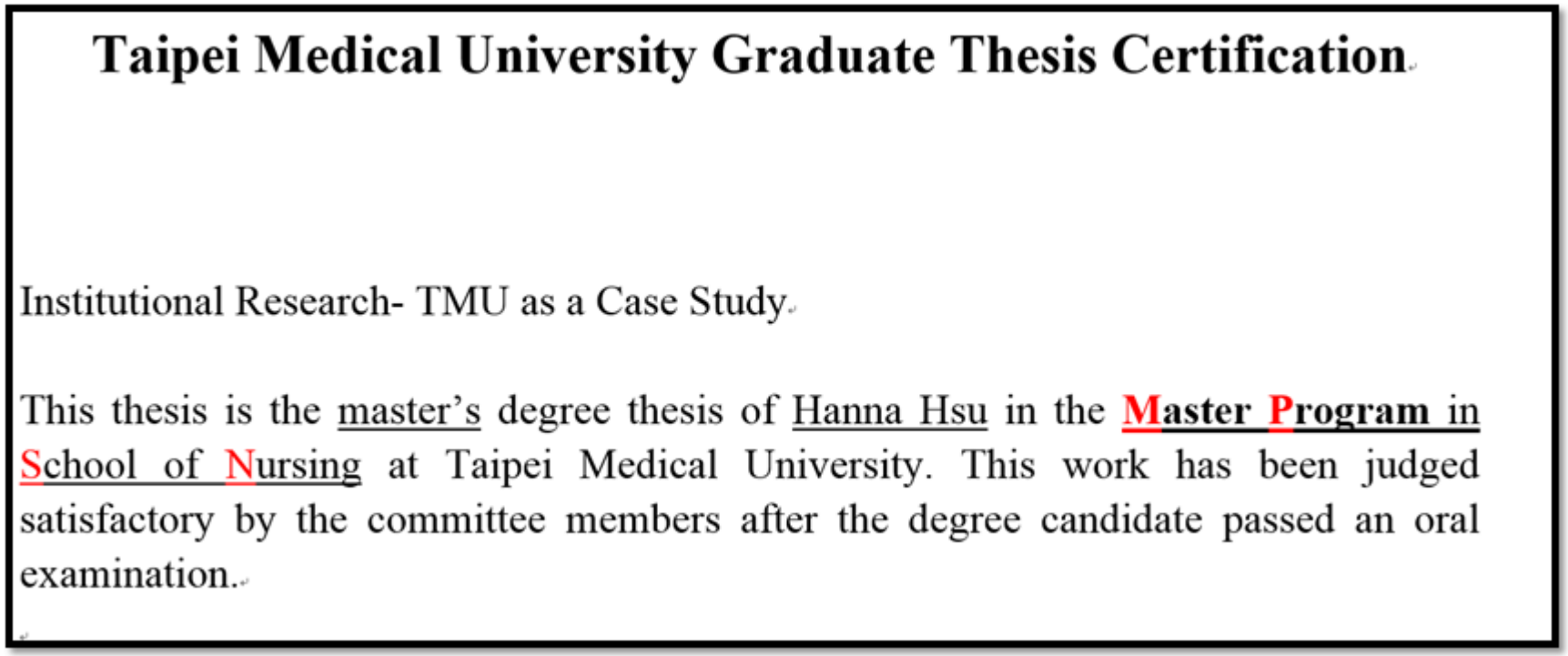
thesis/dissertation grading form

name 學生姓名	Hanna Hsu	student ID 學號	D000000000
program 系所	醫學資訊研究所博士班		
thesis/ dissertation title 論文題目	Institutional Research- TMU as a Case Study 許祖蔭		
	Institutional Research- TMU as a Case Study 許祖蔭		

at Where you stuck/covered

Graduate Thesis Certification (New Version)

- Please download **new version** from system
  - Where to download: Graduate Degree Exam Application System

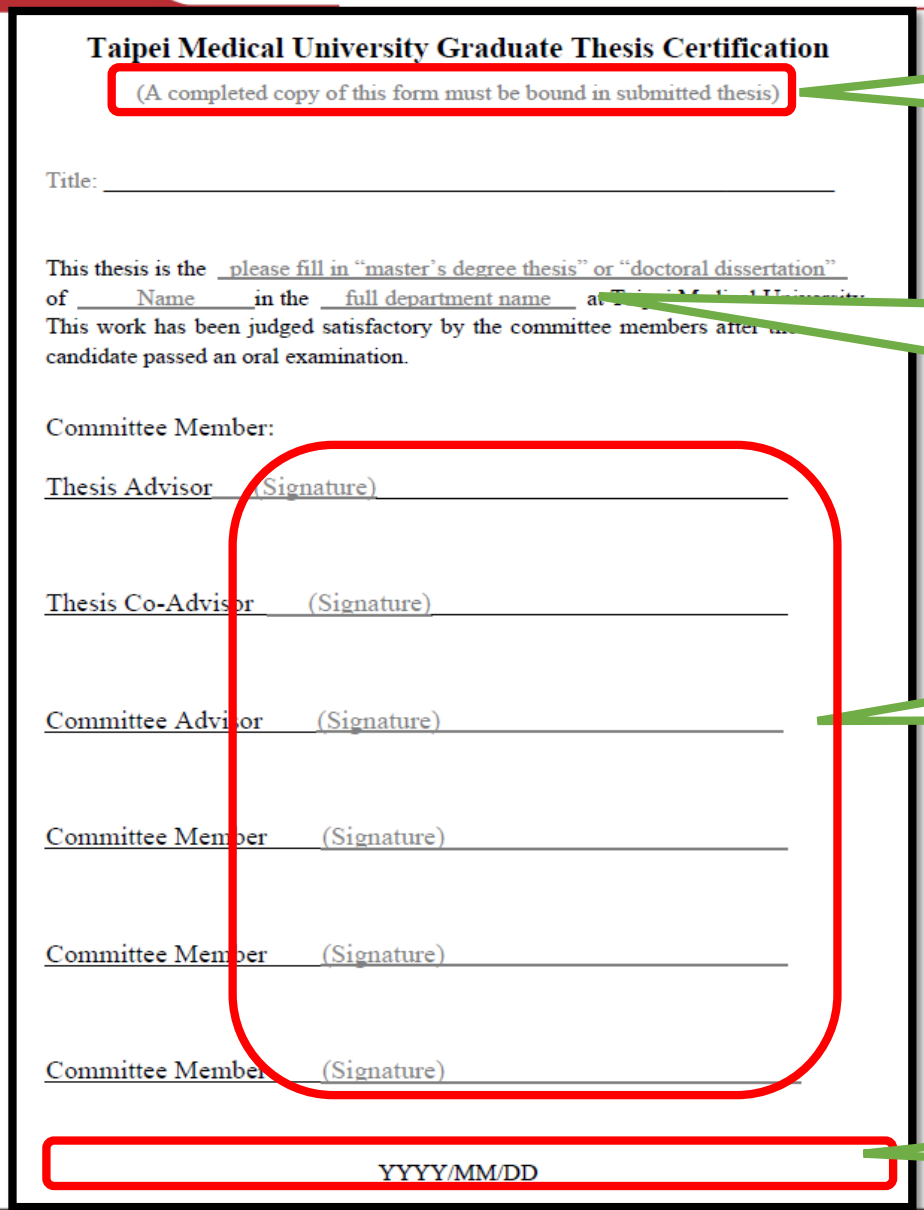


Taipei Medical University Graduate Thesis Certification

Institutional Research- TMU as a Case Study

This thesis is the master's degree thesis of Hanna Hsu in the **Master Program** in School of Nursing at Taipei Medical University. This work has been judged satisfactory by the committee members after the degree candidate passed an oral examination.

Graduate Thesis Certification (New Version)



Taipei Medical University Graduate Thesis Certification

(A completed copy of this form must be bound in submitted thesis)

Title: _____

This thesis is the please fill in "master's degree thesis" or "doctoral dissertation"
of Name in the full department name at
This work has been judged satisfactory by the committee members after
candidate passed an oral examination.

Committee Member:

Thesis Advisor (Signature) _____

Thesis Co-Advisor (Signature) _____

Committee Advisor (Signature) _____

Committee Member (Signature) _____

Committee Member (Signature) _____

Committee Member (Signature) _____

YYYY/MM/DD

Notification, please delete it

Official Department Name

Signature

Date of Defense

Application for Embargo of Thesis/Dissertation (New Version)

- New version is required
- Students who will public thesis immediately don't need to submit
- "Registration number" is required. Or mark "I plan to register the patent, and I will provide the registration number after finished."
  (please provide the number to National Central Library directly)

Application for Embargo of Thesis/Dissertation (New Version)

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:2019 / 12 / 25 (YYYY/MM/DD)

申請人姓名 Applicant Name	Kathleen Lights	學位類別 Graduate Degree	■碩士 Master □博士 Doctor	畢業年月 Graduation Date (YYYY/MM)	民國___年___月 2019/ 01
學校名稱 University	臺北醫學大學 Taipei Medical University	系所名稱 School/Department		Master Program in Nursing	
論文名稱 Thesis / Dissertation Title	Institutional Research- TMU as a Case Study				
延後公開原因 Reason for embargo	■申請專利並檢附證明，專利申請案號：I plan to register the patent, and I will provide the registration number after finished ~~Filing for patent registration. Registration number:~~ □準備以上列論文投稿 Submission for publication. □涉及國家機密 Contains information pertaining to the national secret. □依法不得提供，請說明： Withheld according to the law. Please specify.	公開日期 Delayed Until		民國___年___月___日 2023 / 12 / 12 (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: _____

Fill in English Info only

Graduation Date : 2020/01 (no other option)

Official Department Name

Signature only

Stamp from Department

Before Printing the Thesis/Dissertation

1. **After confirmed, please print the thesis/ dissertation in soft cover**

2. **Bound documents below:**

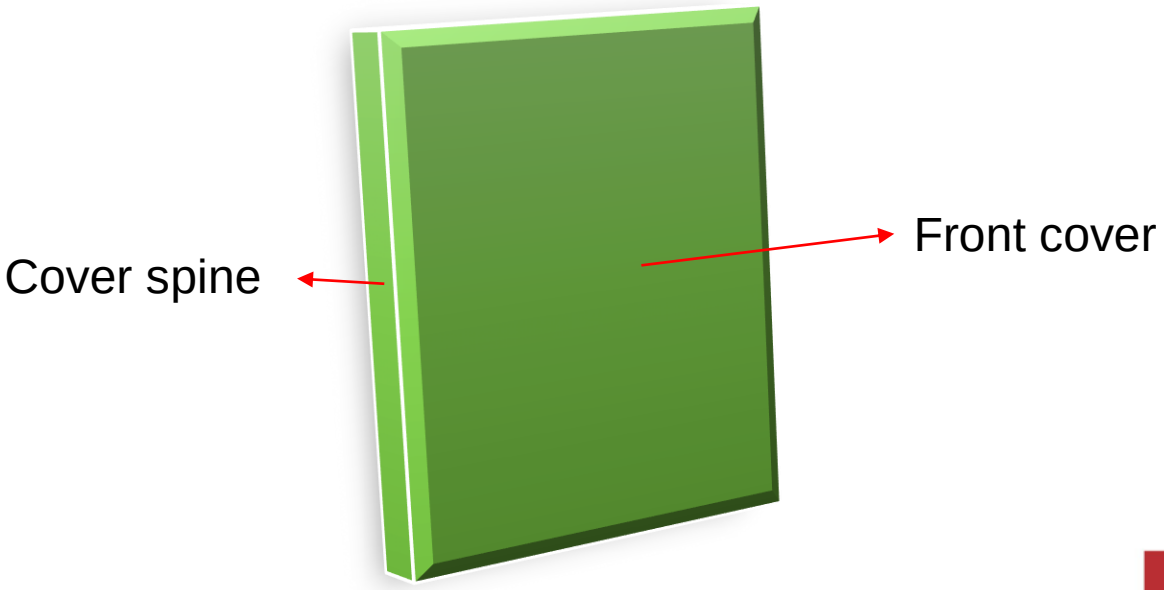
   (1) Graduate Thesis Certification (copy)

   (2) Application for Embargo of Thesis/Dissertation **(Original)**

3. **Printed thesis should be consistent with electronic thesis**

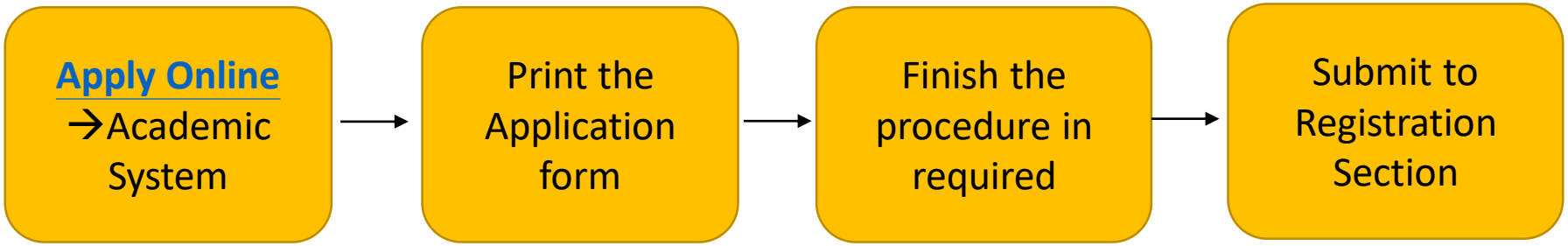
Before Printing the Thesis/Dissertation

3. **Front cover and cover spine should be identical with each other**
   (1) Program/Department name
   (2) Thesis/dissertation title
   (3) the format of Date



How to Apply “Leave of Absence”?

- Deadline on Fall Semester: **3rd Jan., 2019**
- Procedure:



◆Academic System: http://newacademic.tmu.edu.tw/Default.aspx

Others

1. Double check the graduation credit with Program Office
2. Student must select "Thesis" /"Dissertation" Course when applying graduate degree examination
3. Finish the "Research Ethics" Course
4. Finish the English graduation threshold (depends on the regulation from each department)

Documents

Graduate Thesis Certification

Taipei Medical University Graduate Thesis Certification

(A completed copy of this form must be bound in submitted thesis)

Title: _____

This thesis is the _please fill in "master's degree thesis" or "doctoral dissertation"_ of _____Name_____ in the _full department name_ 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) _____

Committee Member (Signature) _____

YYYY/MM/DD

TMU60 北醫六十 邁向榮耀

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	□碩士 Master □博士 Doctor	畢業年月 Graduation 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		
論文名稱 Thesis / Dissertation Title					
延後公開原因 Reason for embargo	□申請專利並檢附證明，專利申請案號： Filing for patent registration. Registration number: □準備以上列論文投稿 Submission for publication. □涉及國家機密 Contains information pertaining to the national secret. □依法不得提供，請說明： Withheld according to the law. Please specify.			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. 以上所有欄位請據實填寫並檢附證明文件，經由學校向本館提出申請，缺項或簽章不全，恕不受理。
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」。

【Notes】

1. Please fill in all blanks and deliver to your 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.)

(以下由國圖填寫 For Internal Use)

承辦單位_館藏組：＿＿＿＿ 日期/處理狀況：

典藏地：＿＿＿＿ 登錄號：＿＿＿＿ 索書號：

會辦單位_知服組：＿＿＿＿ 日期：＿＿＿＿ □移送並註記，原上架日期：

論文系統：＿＿＿＿ 日期：

TMU60 北醫六十 邁向榮耀

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

（本文件影本與論文一併裝訂）

學位考試基本資料：

論文題目			
指導教授		職　稱	
學生姓名		系　所	
		學　號	
考試時間	年　月　日上/下午　時　分		
考試地點			

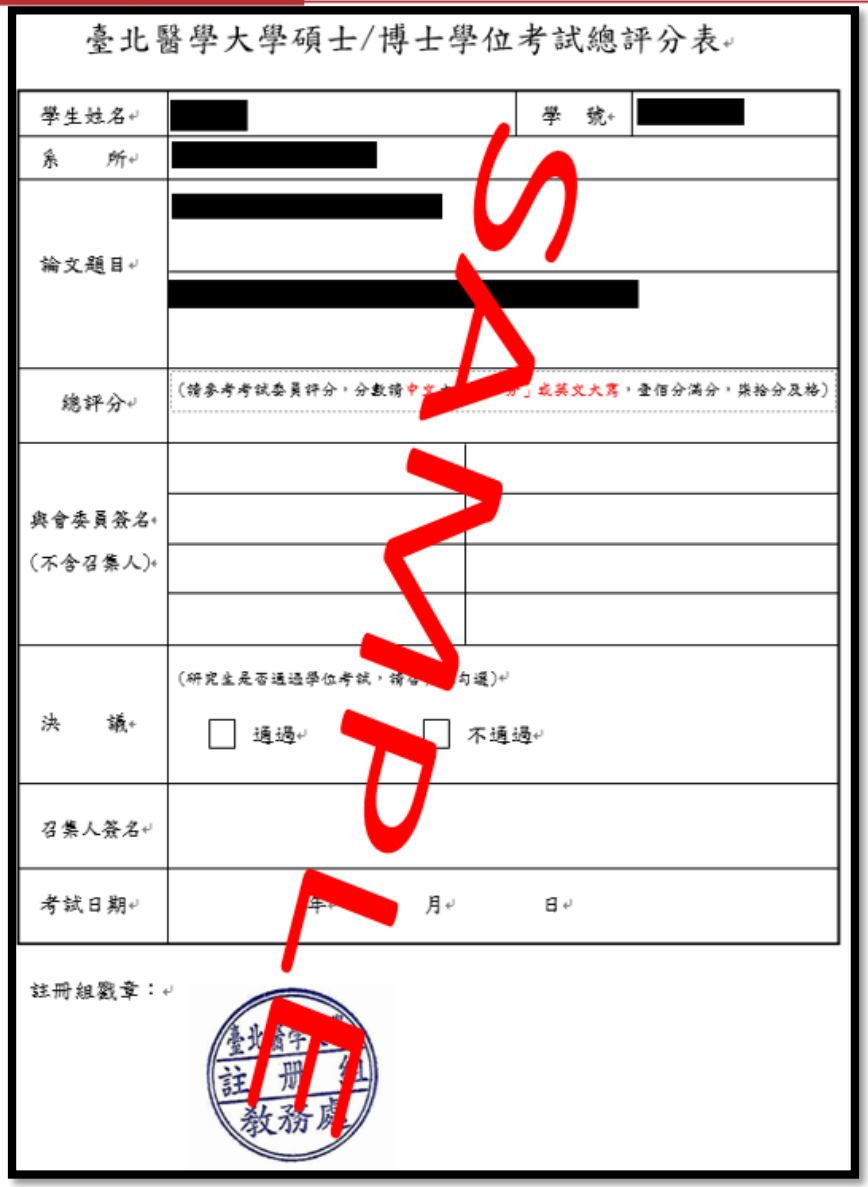
本論文考試涉及揭露方所告知或交付之研發成果或技術秘密等重要智慧財產權，該機密資訊為揭露方所擁有之法定權利或期待利益，**僅限以下特定人士參與，所有與會者了解並同意對參與本考試所接觸到之機密內容保守秘密，**不得自行利用或以任何方式使第三人利用「機密資訊」或取得任何權利，**直到本論文開放閱覽或完成專利申請為止。**

學位考試委員簽署(服務機關、單位及職稱應與簽報名冊一致)：

姓名	服務機關及單位	職稱	簽名

TMU60 北醫六十 邁向榮耀

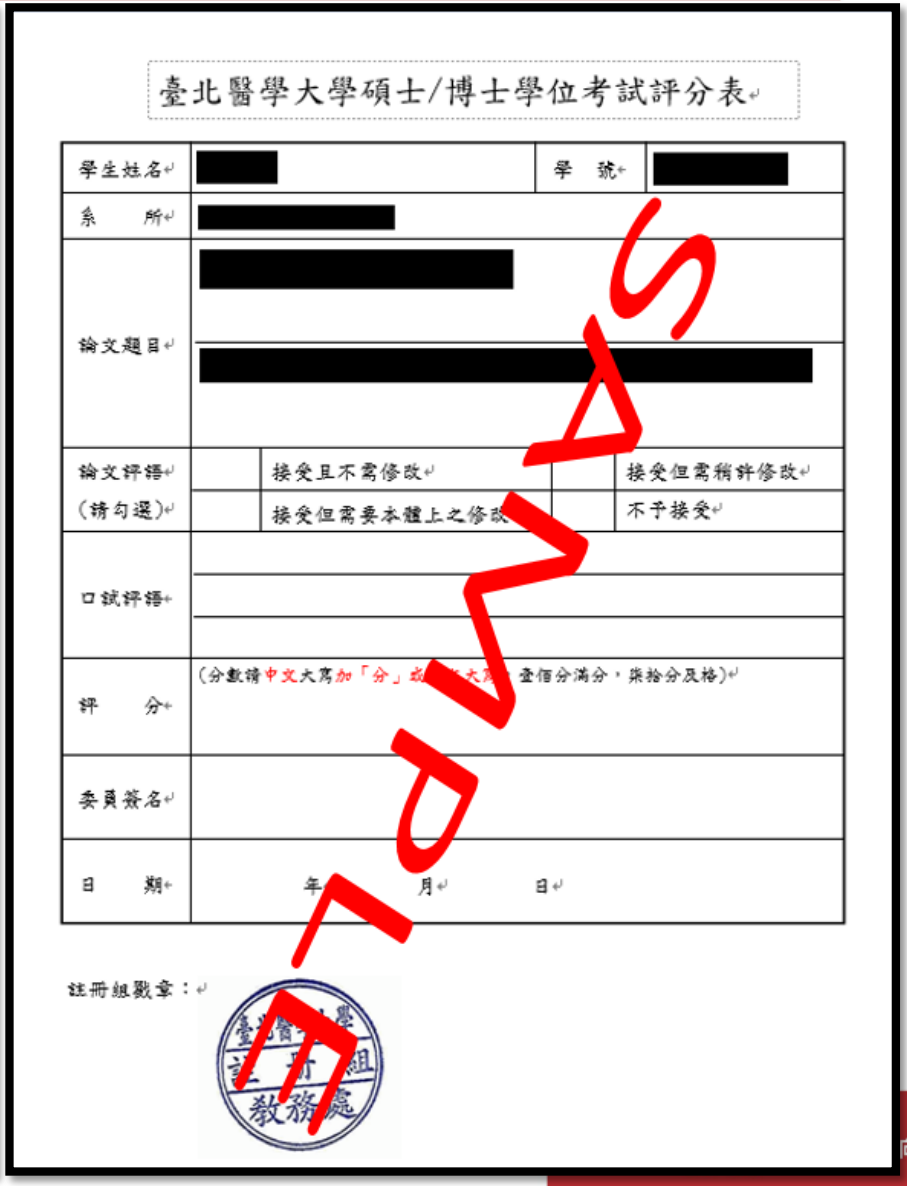
Grading Form



臺北醫學大學碩士/博士學位考試總評分表

學生姓名	[redacted]	學　號	[redacted]
系　　所	[redacted]		
論文題目	[redacted]		
總評分	（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）		
與會委員簽名（不含召集人）			
決　　議	（研究生是否通過學位考試，請勾選） ☐ 通過　☐ 不通過		
召集人簽名			
考試日期	年　月　日		

註冊組戳章：



臺北醫學大學碩士/博士學位考試評分表

學生姓名	[redacted]	學　號	[redacted]
系　　所	[redacted]		
論文題目	[redacted]		
論文評語（請勾選）	☐ 接受且不需修改	☐ 接受但需稍許修改	
	☐ 接受但需要本體上之修改	☐ 不予接受	
口試評語			
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）		
委員簽名			
日　　期	年　月　日		

註冊組戳章：

SAMPLE

TMU library

How to Upload Thesis/Dissertation?

Li-Ting Chien
Ext. ：2519
E-mail: etds@tmu.edu.tw

TMU60 北醫六十 邁向榮耀

Procedure

(Several parts related to the library)

Thesis/dissertation defense
Submit **Grading Form**
→ **Program Office**

Modify thesis/ dissertation with defense report

1st review

Submit Documents to Program Office

1. **Bound thesis/dissertation(draft)**
2. **TMU Graduate Thesis Certification**
3. **Application for Embargo of Thesis/Dissertation** (required only by whom need to postpone the publication)
4. **Original Confidentiality Agreement & Sign-in Form**

Upload your final electronic thesis to TMU library website

"Electronic Theses & Dissertations Service" system.

http://cetd.tmu.edu.tw/main/index

Received E-MAIL for review and notification letter and authorization

(signature after printing)

Print thesis/dissertation in softcover, and bound documents below:

1. **TMU Graduate Thesis Certification (copy)**
2. **Application for Embargo of Thesis/Dissertation (Original)**

2nd review

Submit all the documents to Program Office

1. **Bound Thesis/Dissertation**
2. **Original Confidentiality Agreement & Sign-in Form**

3rd review

Program Office submit all the documents to Registration Section

Documents submitted by students will not be accepted by Registration Section

Program Office receive qualified student list from Registration Section and notify student.

Complete TMU graduation procedures
(1. take the form to the library Seal ;
2. Submit a signature authorization)

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.**

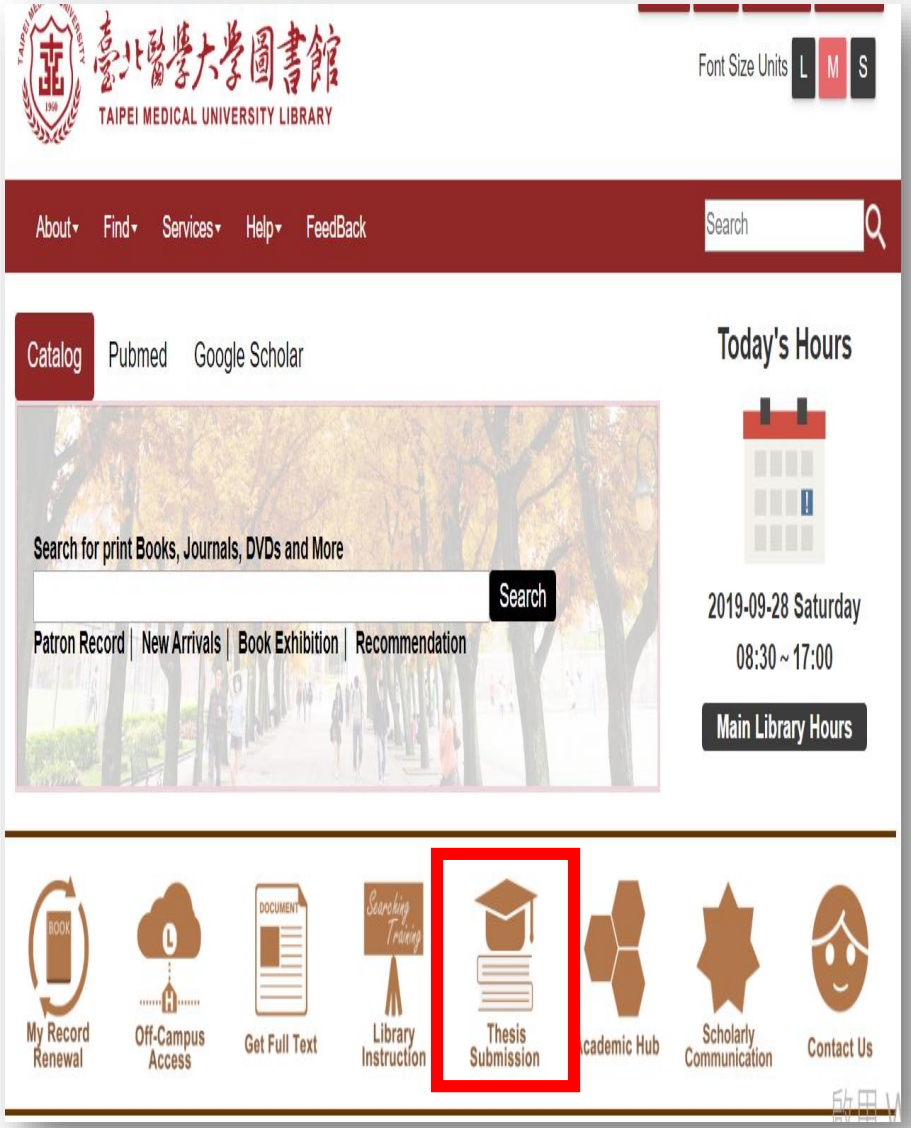
STEP 2

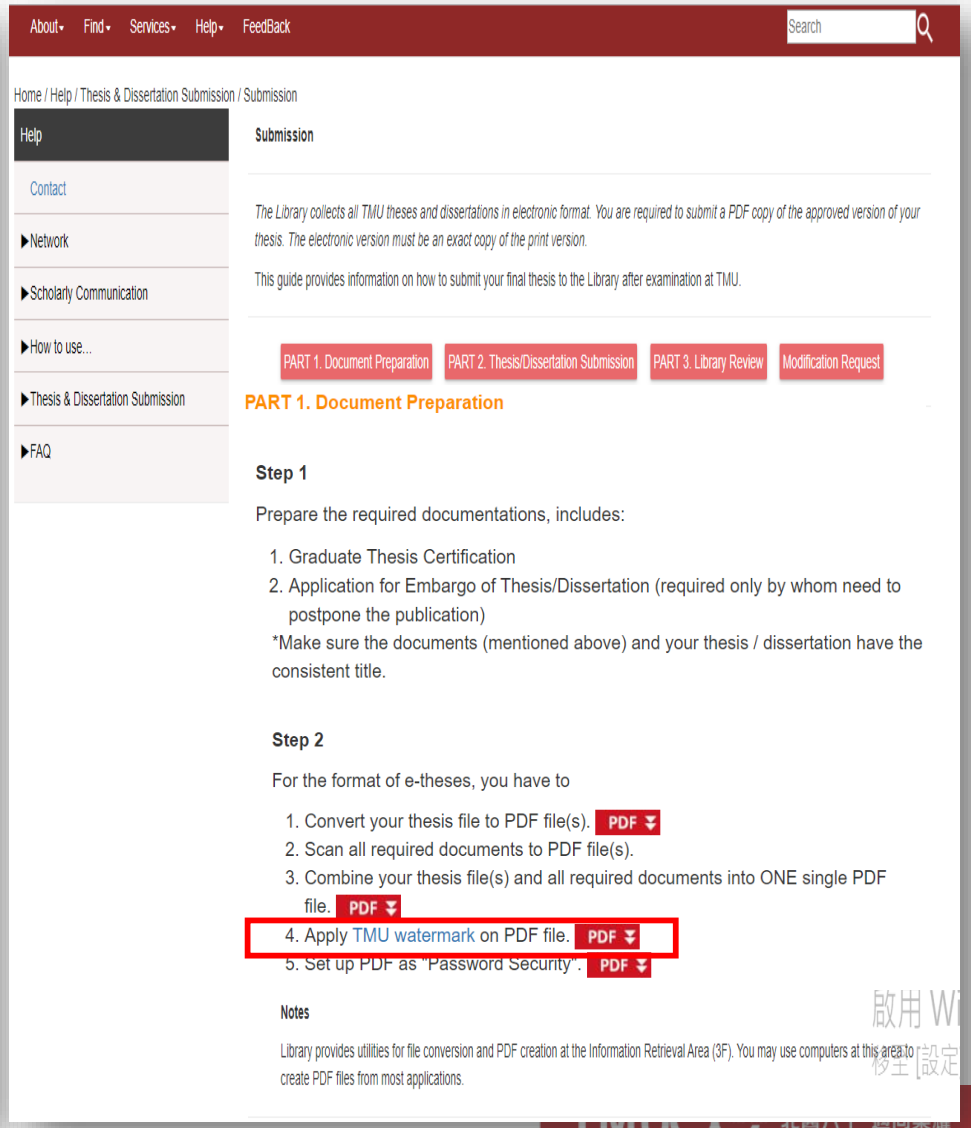
- Please log into the electronic thesis/dissertations service system. (ETDS system)
- Fill out the basic information of your thesis ,upload your PDF file.
- You will receive a notice and authorized agreement after your file is corrected.

STEP 3

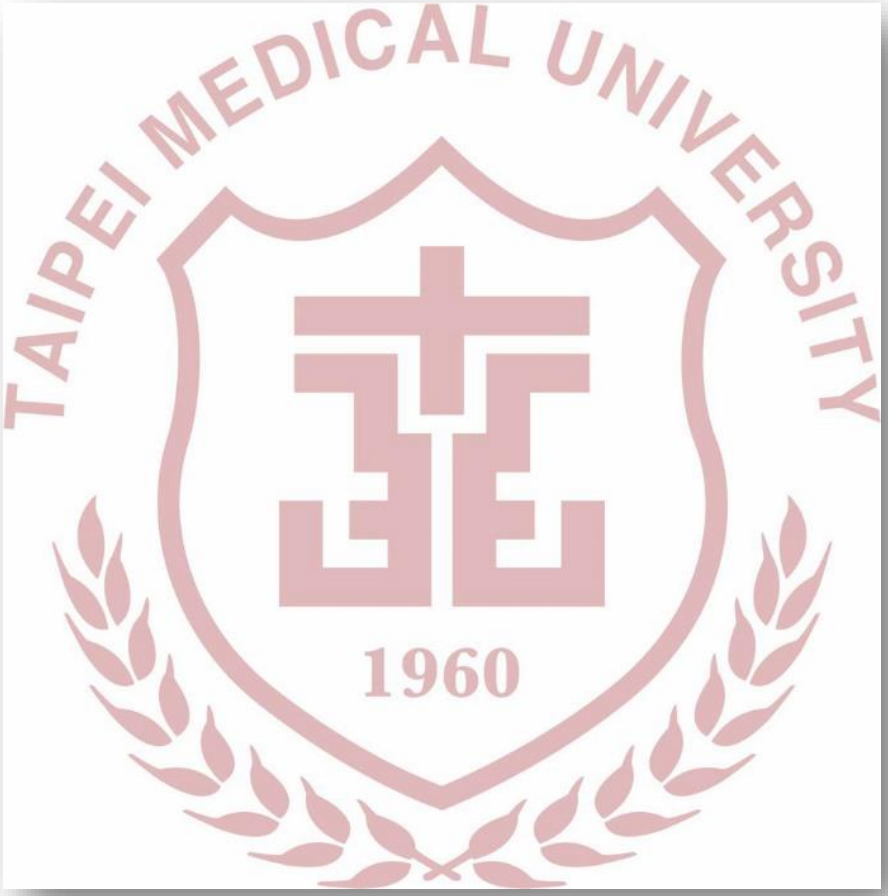
- Please print and sign the authorized agreement, and submit it to the library information desk.
- Finish the procedure of graduating from TMU.

How to download “TMU watermark"?





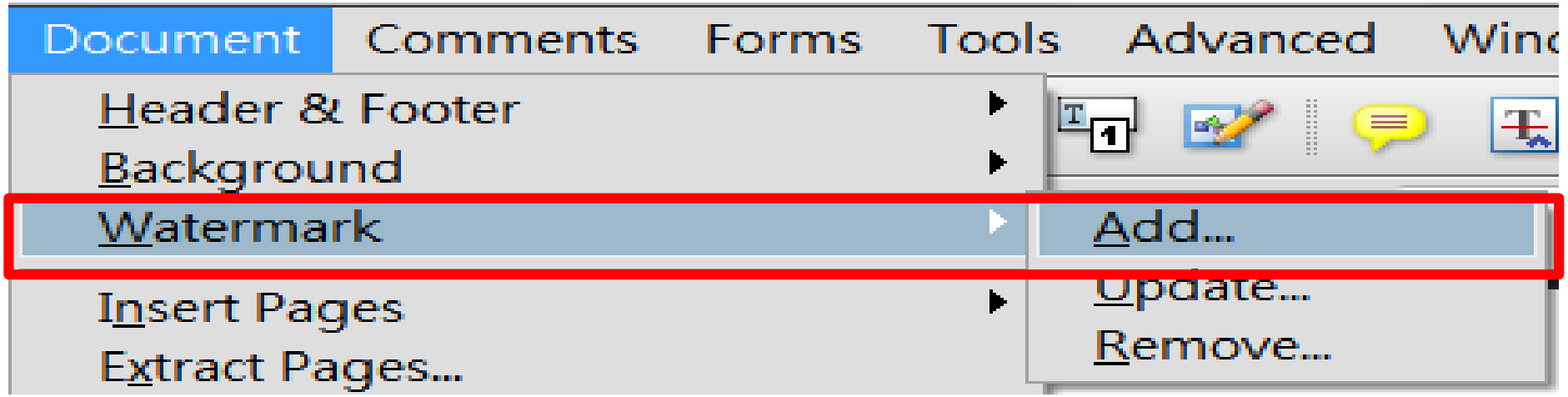
TMU LOGO



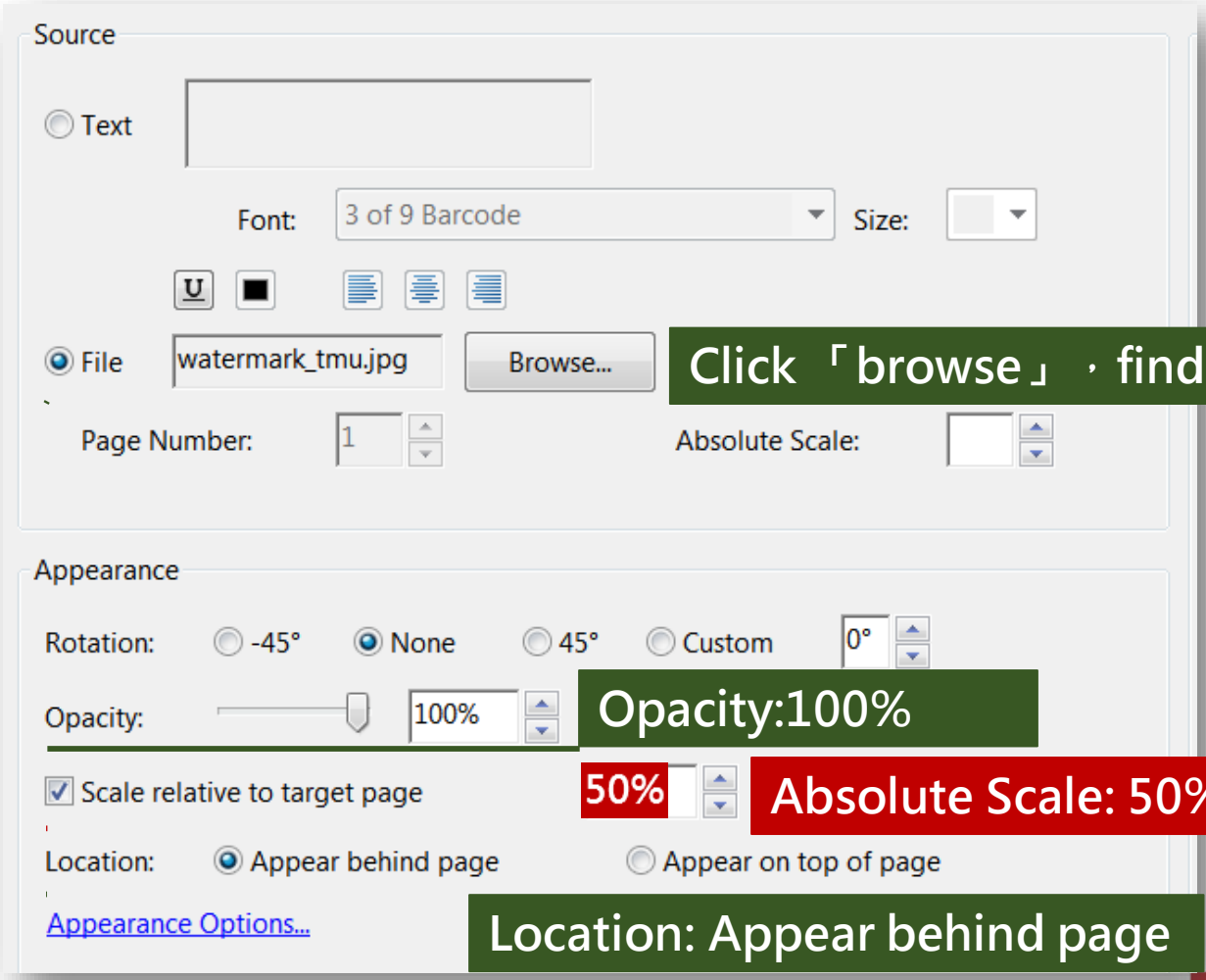
Add the watermark in PDF(1/2)

Add the TMU watermark

◆Open your PDF File and choose 【Document】→【Watermark】→【Add…】



Add the watermark in PDF(2/2)



Click 「browse」，find the watermark

Opacity:100%

Absolute Scale: 50%

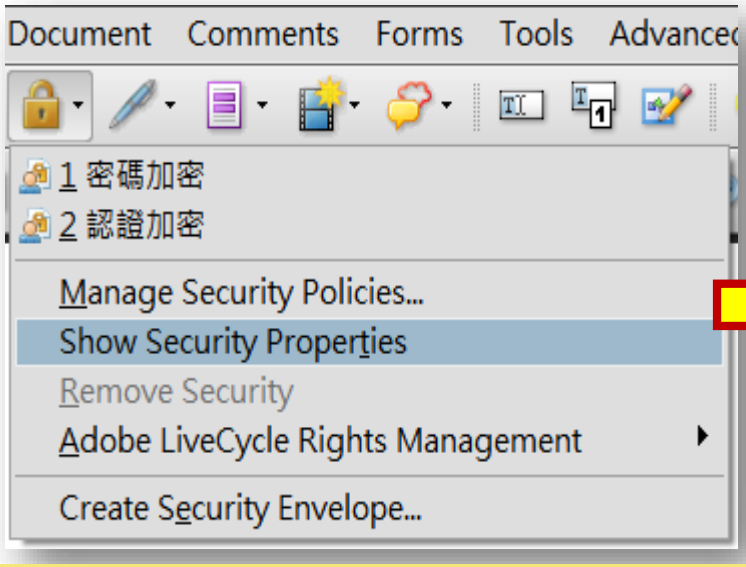
Location: Appear behind page

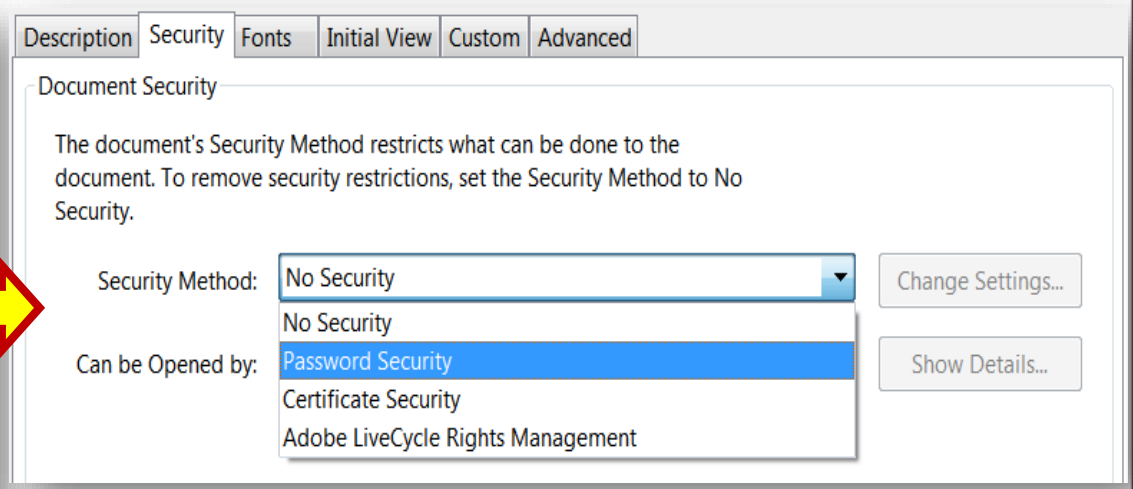
TMU60 北醫六十 邁向榮耀

Adobe PDF Protection(1/2)

- Acrobat 9.0

1) **Open your e-thesis with Acrobat Pro version**
2) **Click the Locker icon →Show Security Properties**
   or select File → Properties or 「Ctrl+D」 to set up Security
3) **Security Method：Password Security**

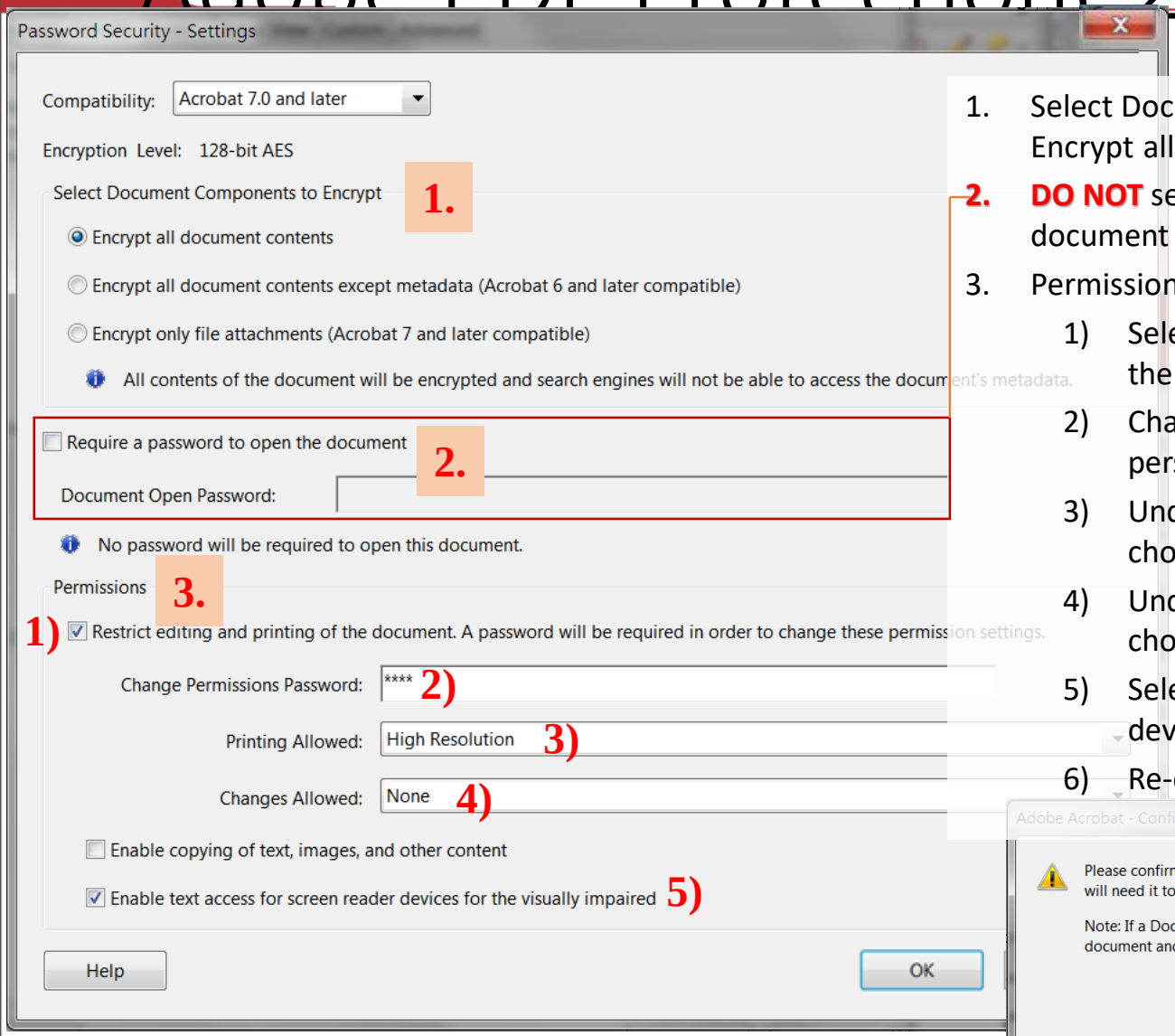




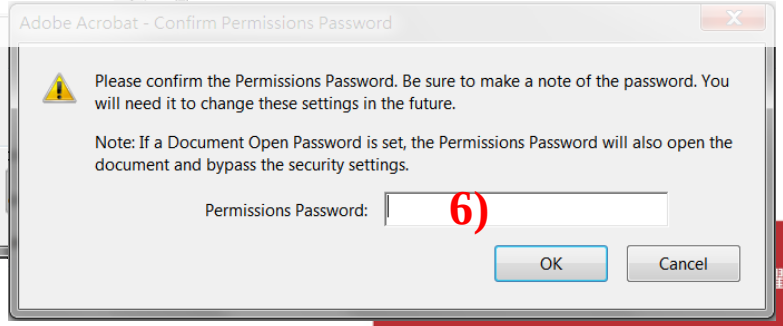
Notes

Library provides utilities for file conversion and PDF creation at the Information Retrieval Area (3F).

Adobe PDF Protection(2/2)

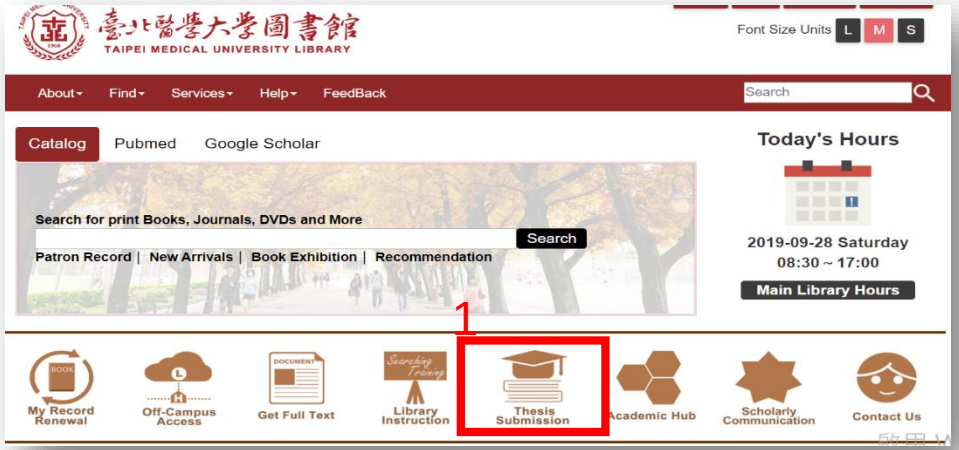


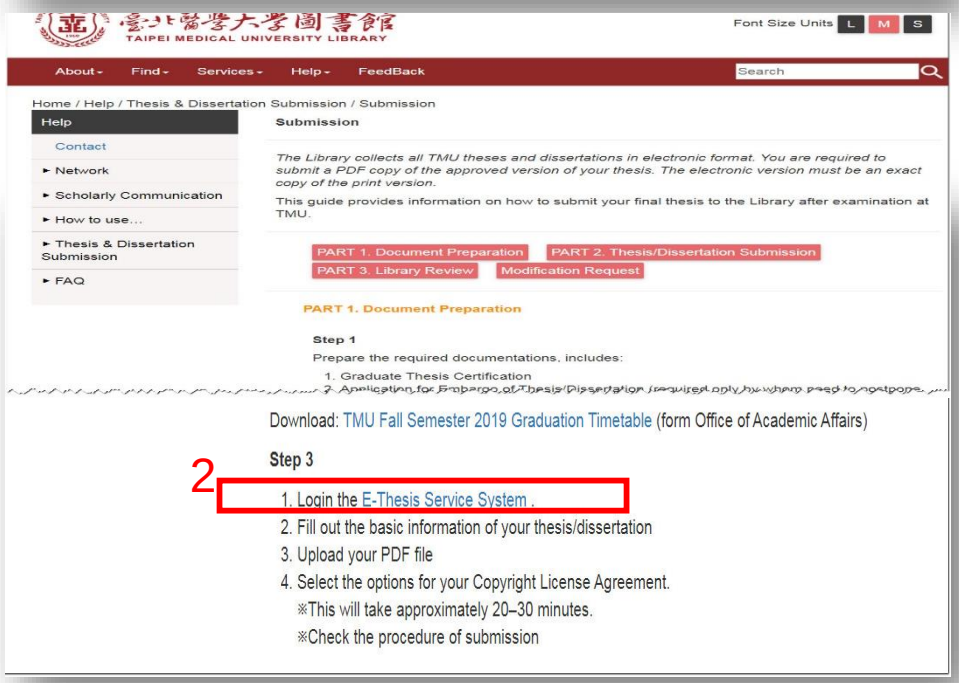
1. Select Document Components to Encrypt: select Encrypt all document contents
2. **DO NOT** select Require a password to open the document
3. Permissions：
   1) Select「Restrict editing and printing of the document …」
   2) Change Permissions Password, set your personal password
   3) Under Permissions-Printing Allowed, choose 《High Resolution》
   4) Under Permissions-Change Allowed, choose 《None》
   5) Select Enable text access for screen reader devices for the visually impaired
   6) Re-enter the password → OK



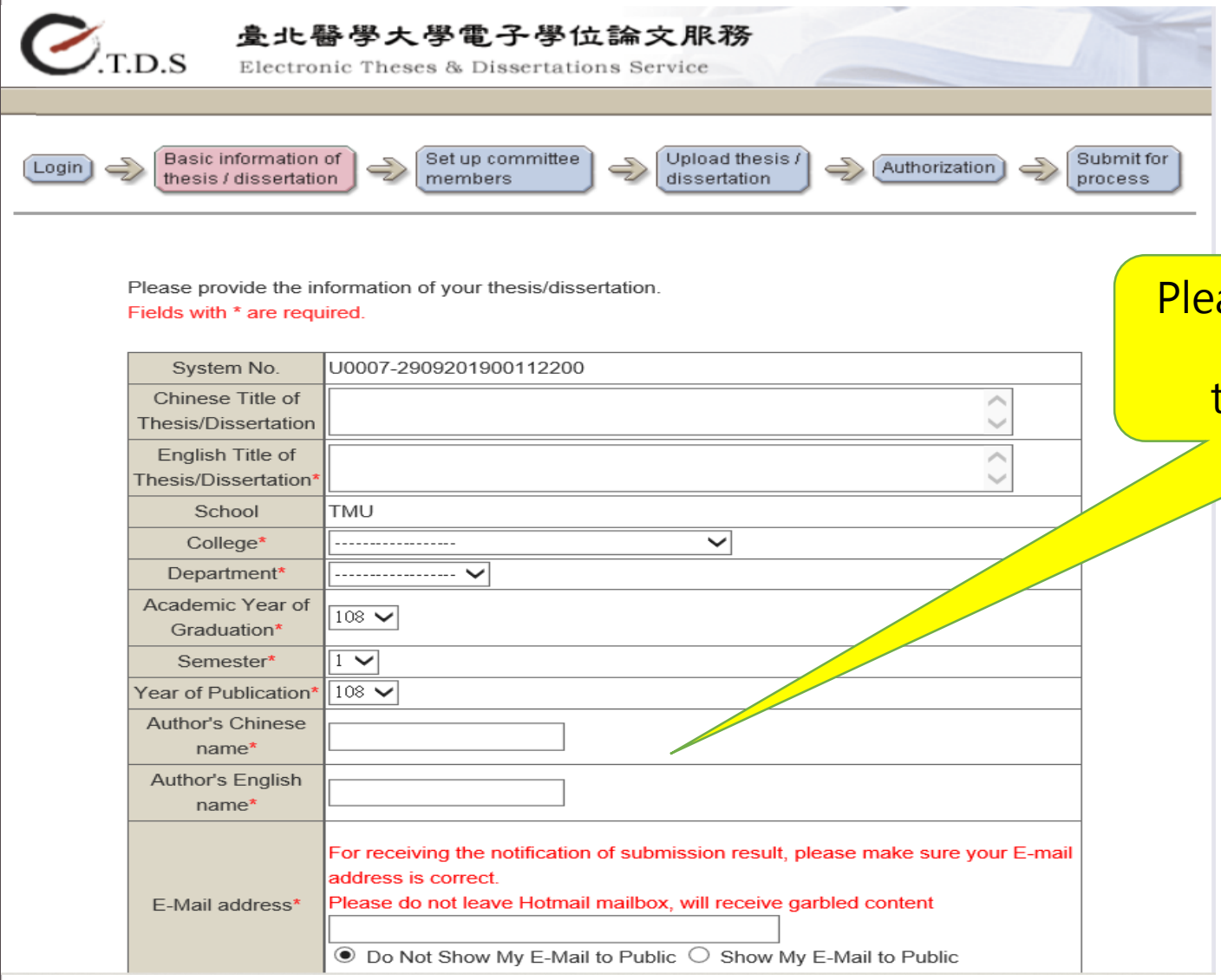
How to Upload File

System URL http://cetd.tmu.edu.tw/



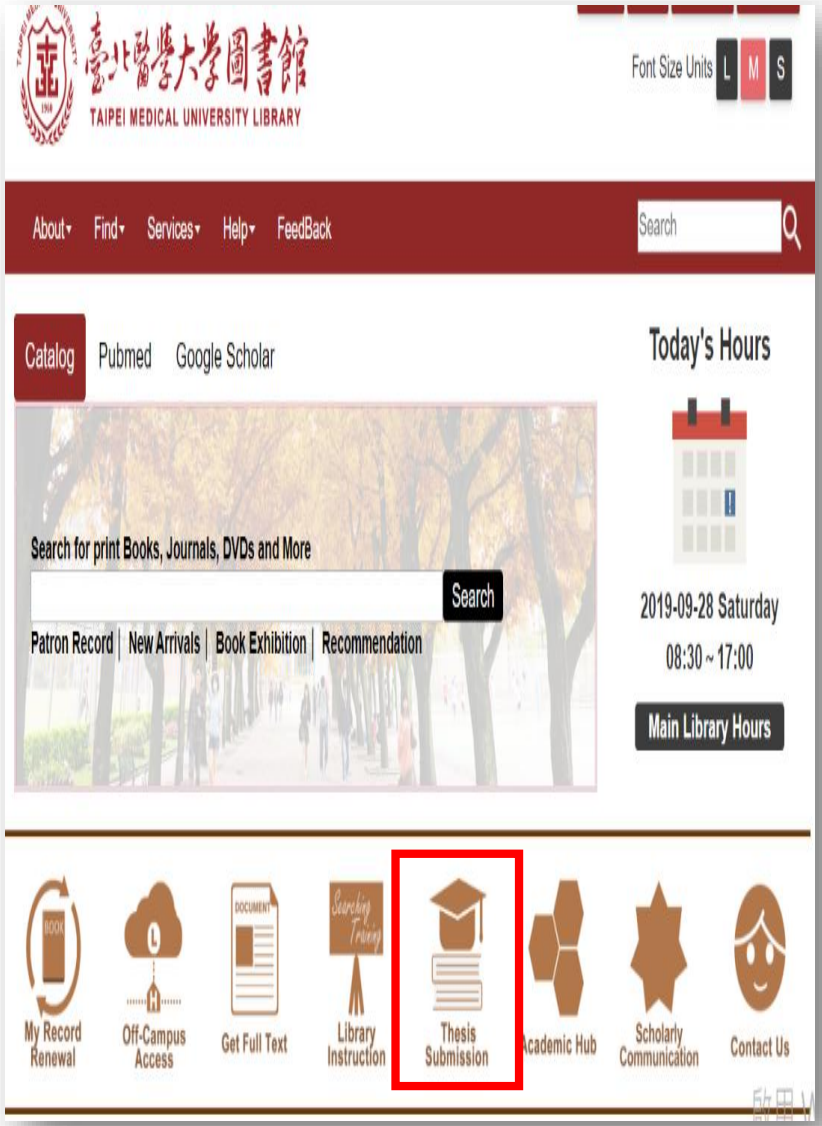


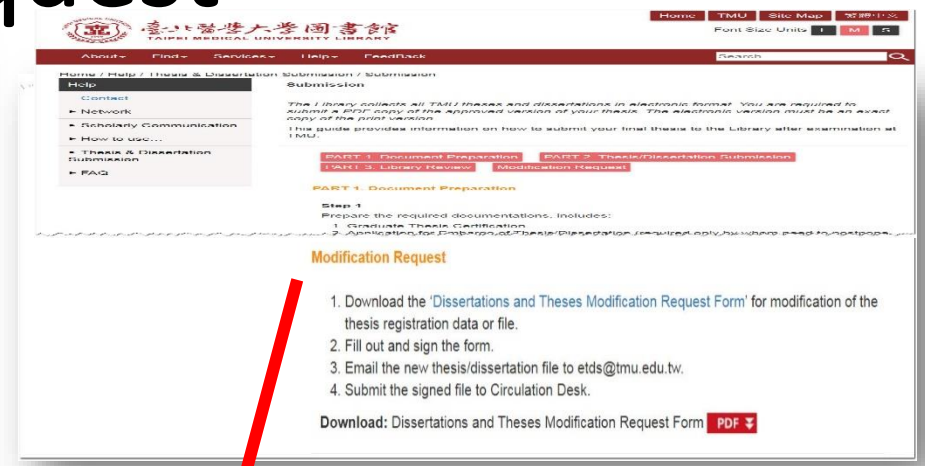
Provide the information of your thesis/dissertation.



Please provide the basic Information of thesis/dissertation

Modification Request





Modification Request

1. Download the 'Dissertations and Theses Modification Request Form' for modification of the thesis registration data or file.
2. Fill out and sign the form.
3. Email the new thesis/dissertation file to etds@tmu.edu.tw.
4. Submit the signed file to Circulation Desk.

Download: Dissertations and Theses Modification Request Form PDF

Dissertations and Theses Modification Request Form

臺北醫學大學電子學位論文修改及抽換申請書

Taipei Medical University Dissertations and Theses Modification Request Form

(僅限圖書館典藏電子學位論文)

申請人姓名 Name		畢業年度 Graduation date	民國_____年(year) _____月(month)
畢業研究所 Name of Department		畢業班別	☐碩士班 Master's Degree ☐博士班 Doctoral Degree
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臺北醫學大學電子學位論文修改及抽換申請書

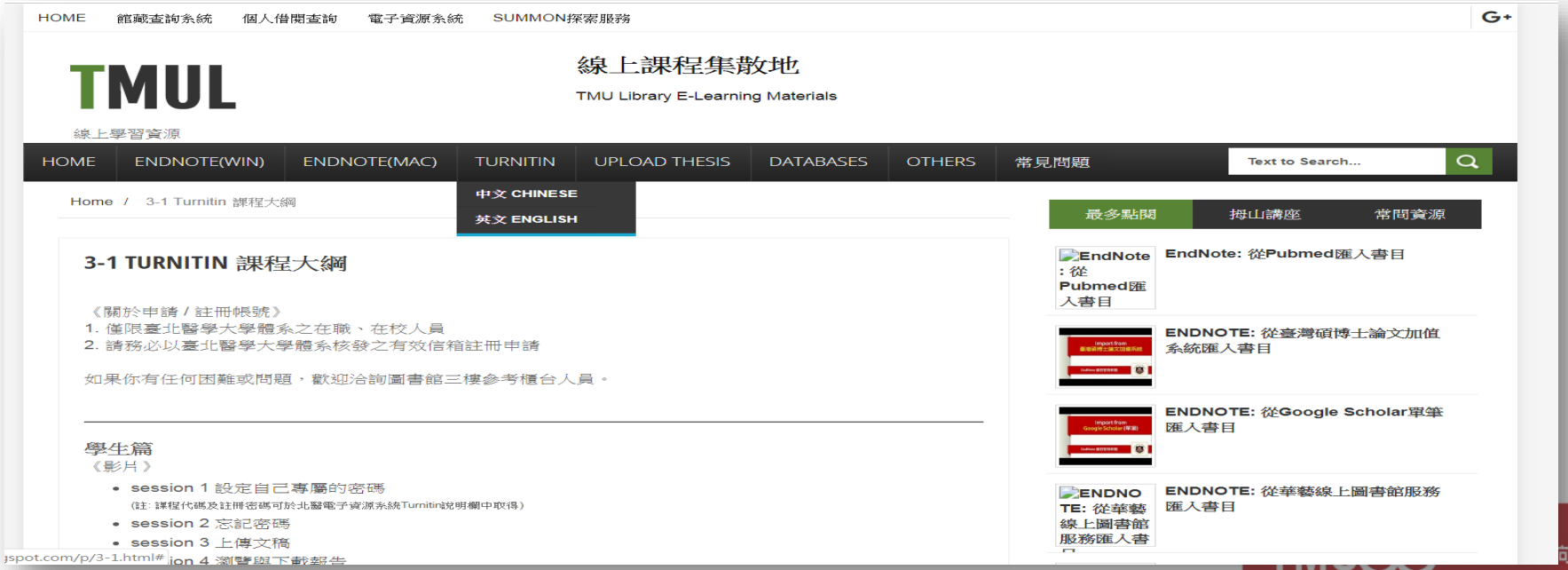
TMU Library E-Learning Materials

https://tmul-training.blogspot.com/#

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.



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LIBRARY

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Q & A

THANK YOU