109 學年度第二學期學位考試作業時程表
TMU Spring Semester 2021 Graduation Defense Timetable

時間 Date	對象 Who	執行項目 Actions	應注意事項 Notes
110.03.08 上午 9:00～ 110.04.02 下午 5:00 止 Mar. 8th 9:00 AM ~ Apr. 2nd 5:00 PM, 2021	研究生 Graduate Students	申請學位考試 Apply graduation defense 1. 經指導教授同意 2. 完成系所學位學程規定之畢業及學位考試門檻佐證文件上傳 3. 完成申請學位考試 1. Please have advisor's permission 2. Upload the proof of finishing threshold from department 3. Apply graduation defense	● 請至教務資訊系統操作 ● 務必確認學分數及系所學位學程要求之畢業門檻是否完成。 ● 研究生因境外進行雙聯，得予申請境外視訊學位考試，至註冊組網頁→表單下載→下載申請表單 ● Please use Academic 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 interview exam. Please download the application from Registration Section website→ Forms/Documents to Download
110.04.01 ~ 110.04.30 Apr. 1st~Apr. 30th, 2021	研究生 Graduate Students	1. 繳交戴帽學位照 (全彩 2 吋照片 2 張) 2. 填寫英文姓名及上傳學位照 1. Submit 2 master's degree/Ph.D. graduation photos with cap and gown (2 inches) 2. Upload English name and electronic graduation photo	請上傳至教務資訊系統 Please Upload from the Academic Affairs Information System
110.04.07~110.04.13 Apr. 7th~Apr. 13th, 2021	指導教授 Advisor	1. 推薦研究生學位考試 2. 推薦學位考試委員 1. Recommend applicant for graduation defense 2. Recommend candidates for Examination Committee members	

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110.04.15~110.04.25 Apr. 15th ~Apr. 25th, 2021	行政老師 Administrative Advisor	1. 審核研究生畢業學分及門檻(含已發表符合系所規定之論文篇數) 2. 確認學位考試委員資格 1. Review applicants' graduation credits and thresholds. (includes the amount of research papers student announced.) 2. Review the qualification of defense committee member.	依本校碩士及博士學位考試實施細則第五條規定，學位考試委員資格倘須經系所務會議審議通過，請於於行政老師審查截止日前副知會議記錄予註冊組備查 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
110.05.03~110.05.07 May 3rd ~May 7th, 2021	系所學位學程主管 Director	1. 同意博士班學位考試 2. 圈選碩士班學位考試委員 1. Approve applicants' graduation defense 2. Confirm master program students' committee members	
110.05.10~110.05.14 May 10th ~May 14th, 2021	院長 Dean	圈選博士班學位考試委員 Confirm Ph.D. program students' committee members	
110.05.10 起 From May 10th, 2021	系所學位學程秘書 Administrative Secretary	預借論文審查費 Prepare list for examination processing fee	
110.05.07 下午 5:00 止 Deadline: May 7th 5:00 PM, 2021	系所學位學程 Department	「學位考試境外視訊申請表」送教務處審核備查 Submit out of country interview exams form to Registration Section	● 「學位考試境外視訊申請表」須經系所學位學程會議通過、院長核定後，送教務處備查。 ● 系所學位學程須全程錄音及錄影存檔備查十年
110.05.18 By May 18th, 2021	註冊組 Registration Section	簽報學位考試名冊予校長 Propose graduation defense applicants and committee members list to Principal	

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110.05.24 起 From May 24th, 2021	系所學位學程秘書 Administrative Secretary	至教務資訊系統列印學位考試文件，送各指導教授 Print defense-related documents on Academic Affairs Information System and deliver to each advisor	開放列印文件如下： ● 學位考試委員聘函 ● 學位考試委員審定書 ● 國家圖書館學位論文延後公開申請書 ● 學位考試評分表 ● 保密同意書暨簽到表 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
110.05.25 ~ 110.07.16 May 25th ~Jul. 16th, 2021	研究生 系所學位學程 Graduate Students, Department	進行學位考試 Thesis/dissertation defense period	● 研究生須於學位考試舉行時提供論文相似度比對報告予學位考試委員審議。Student must provide report of plagiarism detection checker to committee members during graduation defense. ● 學位考試完成後，立即將學位考試評分表送至系所學位學程，於教務系統登錄學位考試成績 After thesis/dissertation defense, submit Thesis/Dissertation Defense Evaluation Sheet to department. Department shall upload score of defense on Academic Affairs Information System.
110.06.18 下午 5:00 止 Deadline: Jun. 18th 5:00 PM, 2021	研究生 Graduate Students	1092 學期休學 Deadline to apply "leave of absence" of Spring Semester 2021	
110.07.09 下午 5:00 止 Deadline: Jul. 9th 5:00 PM, 2021	研究生 Graduate Students	申請撤銷學位考試 Cancel graduation defense	教務資訊系統申請，經指導教授及系所學位學程同意，教務處核定 Please apply on Academic Affairs Information System before deadline.
110.07.27 前 Before Jul. 27th, 2021	研究生 Graduate Students	學位考試完成後，學位考試資料送至系所學位學程 Submit thesis/dissertation defense report and related documents to department	1. 下列資料送系所學位學程初審： 　(1)學位論文(初稿) 　(2)學位考試委員審定書 　(3)國家圖書館學位論文延後公開申請書正本+影本+佐證資料 　　(立即公開者無須提供) 　(4)保密同意書暨簽到表 　(5)學位論文定稿-原創性比對報告結果-完整版電子檔 　(6)學位論文定稿-原創性比對報告結果-封面頁+比對結果頁(指導

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			教授親簽)
			2. 系所學位學程初審完成後，上傳學位論文電子檔及國家圖書館延後公開申請書至「臺北醫學大學博碩士論文系統」網址：https://cloud.ncl.edu.tw/tmu/
			*學位論文上傳內容須含：
			(1)學位考試委員審定書
			(2)已簽核之國家圖書館學位論文延後公開申請書及佐證文件 (立即公開者無須提供)
			3. 上傳之學位論文經圖書館核准後，裝訂學位論文平裝本(須含學位考試委員審定書影本、國家圖書館學位論文延後公開申請書正本)
			4. 裝訂本須與上傳之學位論文電子檔內容相同，並送至系所學位學程複審
			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-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

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			approved by library, bound and submit 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
110.07.30 下午 5:00 前 Before Jul. 30th 5:00 PM, 2021	研究生 Graduate Students	申請「已通過學位考試成績保留申請表」送至註冊組 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.	已通過學位考試且尚有修業年限，無法於截止日前繳交論文者，得予申請
110.07.30 下午 5:00 前 Before Jul. 30th 5:00 PM, 2021	系所學位學程 Department	送繳研究生學位考試資料至註冊組 (不受理研究生自行送件) Deadline for submitting thesis/dissertation & related documents to Registration Section. (Documents submitted by students will not be accepted)	將研究生學位考試資料送交至註冊組各成績承辦人審查，包含： (1)學位論文平裝本(須含學位考試委員審定書影本、國家圖書館學位論文延後公開申請書正本) (2)學位考試評分表 (3)保密同意書暨簽到表正本 (4)國家圖書館學位論文延後公開申請書影本及佐證文件影本 (5)學位論文定稿-原創性比對報告結果-封面頁+比對結果頁(指導教授親簽) Department must submit all documents to Registration Section
110.08.10 前 Before Aug. 10th, 2021	註冊組 Registration Section	註冊組確認是否予以離校 Confirm students' graduation qualifications	審查學生學位考試資料是否完備，符合離校者，通知系所學位學程 Review and confirm students' graduation defense documents are completed. Registration Section will notify department qualified student list.

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110.09.10 下午 5:00 前 Before Sep. 10th 5:00 PM, 2021	研究生 Graduate Students	辦理離校程序 Deadline to complete TMU graduation procedures	次學期開學前請至教務資訊系統查詢是否可領取學位證書，並攜帶學生證(驗後歸還)至註冊組領取 Please finish and confirm graduation procedure on Academic Affairs Information System. After completed, please bring student ID card to Registration Section and get the diploma.
110.08.27 止 Deadline: Aug. 27th, 2021	註冊組 Registration Section	彙整各生論文寄送國家圖書館 Deadline to submit thesis/dissertation to National Library	

➤ **備註 Note：**
倘於系所主管或院長圈選學位考試委員後，因故須更換學位考試委員，請研究生至教務系統申請異動(限尚未舉行學位考試者)。
Graduate students who would like to change committee member after proposed, please apply from the Academic Affairs Information System. (Only for graduate student who still not hold graduation defense yet.)