108 學年度第二學期學位考試作業時程表
TMU Spring Semester 2020 Graduation Defense Timetable

時間 Date	對象 Who	執行項目 Actions	應注意事項 Notes
3 月 23 日至 4 月 17 日 Mar. 23-Apr. 17, 2020	研究生 Graduate Students	申請學位考試 Apply and schedule thesis/dissertation defense	1.請先經過指導教授同意後申請 2.審核狀態可於系統開放時間內隨時進入系統查詢 3.因不可抗力因素，申請於境外視訊學位考試者，可至註冊組網頁→表單下載→下載申請表單 1. Please get advisor's permission to propose your thesis/dissertation defense. 2. The student can verify status in Graduate Degree Exam Application System. 3. Due to irresistible reasons, for those who apply out of country interview exams, the student can download the documents from the Registration Section website→ Forms/Documents to Download
4 月 1 日至 4 月 30 日 Apr. 1-Apr. 30, 2020	研究生 Graduate Students	繳交碩(博)士戴帽照 Submit 2 master's degree/Ph.D. graduation photos with cap and gown	
4 月 20 日截止 Deadline: Apr. 20, 2020	行政老師 Administrative Advisor	確認申請名單 Check applicant examination list	
4 月 21 日至 4 月 27 日 Apr. 21- Apr. 27, 2020	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 degree examination 2. Recommend candidates for Examination Committee members	
4 月 28 日至 5 月 4 日 Apr. 28- May 4, 2020	行政老師 Administrative Advisor	1.至教務系統審核研究生畢業學分、門檻、博士班資格考 2.確認學位考試委員資格及組成條件 3.倘學位考試委員具學位考試實施細則第五條規範之第 3.4 小目資格者，須經系所務會議審查，並副知會議記錄予註冊組 4.審核已發表符合系所規定之論文(接受函)篇數 1. Review applicants' graduation credits,	具下列資格之學位考試委員，須經系所務會議審核通過後方符合聘任資格： (1) 獲有博士學位且在學術上著有成就者 (2) 研究領域屬於稀少性或特殊性學科，且在學術上或專業上著有成就者 Details regarding qualifications specified in below shall be determined by the academic affairs meetings of respective department: (1)obtained doctoral degree in any profession or specialization. (2)Has achievement on rare or

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		thresholds and Ph.D. qualifying exam. 2. Review the qualification and number of defense committee member. 3. Any nominated committee member meets the qualifications specified in TMU regulation, shall be determined by the academic affairs meetings of respective department. 4. Review the amount of research papers student announced.	extraordinary subjects in any profession or specialization.
5 月 5 日至 5 月 11 日 May 5- May 11, 2020	註冊組 Registration Section	確認研究生畢業資格學分及門檻 Review applicants' graduation credits and thresholds	
5 月 12 日至 5 月 18 日 May 12- May 18, 2020	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 students' graduation defense 2. Confirm committee members	
5 月 19 日至 5 月 25 日 May 19- May 25, 2020	院長 Dean	圈選博士班學位考試委員 Confirm committee members	
5 月 19 日至 6 月 16 日 May 19-Jun. 16, 2020	系所學位學程秘書 Administrative Staff	預借論文審查費 Prepare list for examination processing fee	
5 月 15 日截止 Deadline: May 15, 2020	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	申請境外視訊學位考試者，需填寫申請表單，並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。
5 月 26 日 By May 27, 2020	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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6 月 3 日起 From Jun. 3, 2020	系所學位學程秘書 Administrative Faculty	至教務系統列印學位考試文件並送各指導教授 Defense-related documents delivered to each advisor	列印項目： (1)學位考試委員聘函 (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 (4)學位考試評分表 (5)保密同意書暨簽到表 Exam-related documents： (1)Letter of Appointment (2)Graduate Thesis Certification (3)Application for Embargo of Thesis/Dissertation (4)Thesis/Dissertation Defense Evaluation Sheet (5)Original confidentiality agreement & sign-in Form
6 月 4 日至 7 月 9 日 Jun. 4-Jul. 9, 2020	研究生 系所學位學程 Graduate Students Department	進行學位考試 Thesis/dissertation defense period	學生完成學位考試後，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 system.
6 月 24 日至 7 月 27 日 Jun. 24-Jul. 27, 2020	研究生 Graduate Students	學位考試完成後，將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.將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正本 　(3)國家圖書館學位論文延後公開申請書正本 　(4)保密同意書暨簽到表正本 2.系所學位學程初審完成後，將國家圖書館學位論文延後公開申請書送至圖書館簽核後，將學位論文上傳至「臺北醫學大學電子學位論文服務系統」網址 http://cetd.tmu.edu.tw/main/index *學位論文上傳內容需含： 　(1)學位考試委員審定書 　(2)國家圖書館學位論文延後公開申請書 3.圖書館核准後，再印製並裝訂學位論文平裝本(需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，且需與上傳電子論文相同)，並送至系所學位學程。 1. Documents submitted to department for checking:

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			(1)Bound thesis/dissertation (draft) (2)Graduate Thesis Certification (3)Application for Embargo of Thesis/Dissertation (4) Original confidentiality agreement & sign-in Form 2. Submit original "Application for Embargo of Thesis/Dissertation" to library for review. After this is completed, please upload electronic copy of thesis to TMU library website at: http://cetd.tmu.edu.tw/main/index including copies of all documents: (1)Graduate Thesis Certification (2)Application for Embargo of Thesis/Dissertation (3)Confidentiality agreement & sign-in form 3. After documents have been confirmed and approved, submit bound thesis/dissertation (softcover) same as the one uploaded to the library website to department * bound thesis/dissertation should include: (1) Graduate Thesis Certification (copy) (2) Application for Embargo of Thesis/Dissertation (original hard copy)
6 月 24 日截止 Deadline: Jun. 24, 2020	研究生 Graduate Students	1082 學期休學 Deadline to apply "leave of absence" of Spring Semester 2020	
7 月 17 日截止 Deadline: Jul. 17, 2020	研究生 Graduate Students	申請撤銷學位考試 Cancel the defense	學生至教務系統申請撤銷，經指導教授及系所學位學程於線上簽核同意，教務處核定後完成 Please apply on Academic System before deadline.
7 月 31 日截止 Deadline: Jul. 31, 2020	研究生 Graduate Students	已通過學位考試且尚有修業年限，無法於 7 月 31 日截止日前繳交論文者。請填寫「已通過學位考試成績保留申請表」送至註冊組 Students who pass the	

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		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.	
7 月 31 日截止 Deadline: Jul. 31, 2020	系所學位學程 Department	送繳研究生學位考試資料至註冊組 *註冊組不接受學生自行送件 Deadline for submitting degree examination report to Registration Section Note: Documents submitted by students will not be accepted by Registration Section	各系所學位學程於 109 年 7 月 31 日下午 5:00 前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(需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)學位考試文件檢核表 (3)學位考試評分表 (4)保密同意書暨簽到表正本 Department must submit all documents to the Registration Section by 5 p.m. on Jul. 31 2020
8 月 10 日前 Before Aug. 10, 2020	註冊組 Registration Section	註冊組確認學生符合畢業資格 Confirm students' graduation qualifications	待註冊組完成學位考試資料審查後，通知系所學位學程通過名單 After documents have been confirmed and approved, department will receive qualified list from Registration Section.
8 月 21 日截止 Deadline: Aug. 21, 2020	研究生 Graduate Students	辦理離校程序 Deadline to complete TMU graduation procedures	請至教務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 System. After completed, please bring student ID card to Registration Section and collect the diploma.
8 月 27 日截止 Deadline: Aug. 27, 2020	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：系所主管或院長圈選學位考試委員後，尚未舉行學位考試前因故更換委員，請研究生至教務系統申請異動。Students who would like to change committee member after proposed, please apply from the Academic System.