

## Self-Verification Form for Electronic Thesis Review

### 1. Please open the file of your **thesis/dissertation** and review the following checklist:

勾選 Tick	確認內容content
<input type="checkbox"/> 1-1	Ensure that the department's English name on the cover, abstract, and summary corresponds to the " <a href="#">Department/Program Name in Chinese English Comparison Table</a> ".
<input type="checkbox"/> 1-2	Ensure consistency in the titles (Chinese and English) on the cover, the oral defense committee approval document, and the thesis submission system, including capitalization , punctuation and blank.
<input type="checkbox"/> 1-3	The publication year and month on the cover should correspond to the intended graduation date.
<input type="checkbox"/> 1-4	Pagination Guidelines: <ul style="list-style-type: none"> <li>● The cover, title page, and approval page: No page numbers.</li> <li>● Pages before the main text (Chinese and English abstracts, preface or acknowledgments, table of contents, and list of figures/tables) using Roman numerals in sequence (e.g., i, ii, iii).</li> <li>● Main thesis text, references, and appendices: Use Arabic numerals in sequential order (e.g., 1, 2, 3).</li> </ul>
<input type="checkbox"/> 1-5	The chapter names and page numbers in the <i>table of contents</i> and <i>list of figures/tables</i> should match the actual chapters and page numbers.
<input type="checkbox"/> 1-6	Except for the <i>oral defense committee approval document</i> , every page (including the cover) must have a <i>university emblem watermark</i> . Ensure the watermark is appropriately sized, with colors that don't affect readability. Text should not have a white background obscuring the watermark. ( <a href="#">Instructions for inserting watermark</a> ).  (Note: Department with specified cover designs do not need to add the watermark to the cover.)
<input type="checkbox"/> 1-7	The <i>titles of each major chapter</i> (Chapter 1, Chapter 2, etc.) should be at the top of each page without any overflow.

<input type="checkbox"/> 1-8	There's only one secured PDF thesis file. After securing, please double-check! * Verification Steps: Security Settings → Detailed Permissions → Allow only ① Printing and ② Copying content for accessibility tools; prohibit others. <a href="#">(Security settings tutorial)</a>
<input type="checkbox"/> 1-9	<i>Personal details (phone numbers, email, etc.)</i> in the electronic thesis have been removed (left blank) to ensure privacy.

2. Please log in to **TMU electronic theses and dissertations system** and review the following checklist:

勾選 Tick	確認內容content
<b>Step 1 Thesis Documentation</b>	
<input type="checkbox"/> 2-1	Ensure that you have accurately filled in the <i>English names</i> of ① graduate student, ② advisor, and ③ oral examination committee, written in the format 'WANG, XIAO-MING.
<input type="checkbox"/> 2-2	The oral examination committee has the correct number of members (at least 3 for master's and at least 5 for doctoral), and it matches those who signed the "Oral Examination Committee Approval Document." (Note: The advisor and co-advisor also serve as committee members; please include them in the committee section.)
<input type="checkbox"/> 2-3	The <i>Chinese and English keywords</i> match those in the thesis abstract and listed separately in columns.
<input type="checkbox"/> 2-4	Ensure the consistency of the <i>table of contents</i> and <i>list of figures/tables</i> in the electronic thesis, including page numbers and a tidy format. If there are updates, reinsert the revised table of contents. (Please fill in the complete Table of contents, do not miss the 「List of Figures」 & 「List of Tables」)
<input type="checkbox"/> 2-5	The <i>references</i> are consistent with the e-thesis.
<input type="checkbox"/> 2-6	Confirm the total page number is filled in on the last page of the thesis (excluding the total pages in the PDF file).
<input type="checkbox"/>	All fields are completed without any blanks. For certain fields such as graduate

2-7	student name, advisor name, oral examination committee members' names, Chinese keywords, and Chinese abstract, English entries have been provided when there is no Chinese content.
<b>Step 2 Upload Full Text</b>	
<input type="checkbox"/> 2-8	Click the Full-Text link to ensure the <i>uploaded electronic file</i> is the final version for library submission.
<input type="checkbox"/> 2-9	<p>(If no request for a print thesis delayed release, skip this section. Electronic theses with no delay in public release are exempt from attaching this application)</p> <p>For <i>print theses with delayed release</i>, sign and print the " Postponement of Thesis / Dissertation Application Form" from the <b>Academic &amp; Student Affairs Information System</b>. Upload the signed form and <b>supporting documents</b> in the designated section.</p>
<input type="checkbox"/> 2-10	The public year, month, and day filled in the "Full Text Document Authorization" section below are correct.
<b>Step 3 Print and Upload Authorization Form</b>	
<input type="checkbox"/> 2-11	Authorization Form: Confirm the uploaded Taipei Medical University Thesis Authorization PDF includes the <i>graduate student's signature and date</i> . ( <a href="#">See the correct template here.</a> )
<input type="checkbox"/> 2-12	The <i>public year, month, and day</i> on the Authorization Form must match the date selected in Step 2 for "Full Text Document Authorization" (if different, please reprint, sign, and upload again).
<b>Step 4 Submit for Review</b>	
<input type="checkbox"/> 2-13	If everything is fine, go to Step 4 and click "Submit for Review." After submission, check for the system's display of "Submit for Review" in blue text; this is when the librarian can review the document.