

Taipei Medical University

College of Nutrition

Graduate Institute of Metabolism and Obesity Sciences
(GIMOS)

Master Program New Students Handbook



August, 2023

Content

| | |
|---|----|
| I. Instructor Profile | 3 |
| II. Graduation Requirements for Master's Program | 4 |
| III. List of Courses | 6 |
| IV. Thesis Topic and Thesis Advisor Selection | 7 |
| V. Master's Thesis Proposal Review | 11 |
| VI. University Regulations for Graduation Defense | 12 |
| VII. Master's Thesis Format | 14 |
| VIII. Institute Graduation Procedure Application Form | 23 |
| IX. TMU Graduation Procedure Application | 24 |
| X. Declaration for Experimental Funding | 25 |
| XI. Scholarships, Lab Funds and Other Items | 26 |

I. Instructor Profile

【Xinyi Campus】 Tel: +886-2-2736-1661 / Add: 250 Wu-Hsing Street, Taipei City, Taiwan

| Name | Title | Expertise and Research Domain | Contact |
|------------------|--|---|--|
| Huang, Hui-Yu | Professor and Director | <ul style="list-style-type: none"> • Nutritional microbiology • Age related neurodegenerative disease • Age related muscle senescence • Adaptive thermogenesis and obesity | Campus Extension : 7858 maggieh323@tmu.edu.tw |
| Chiu, Ching-Feng | Associate Professor | <ul style="list-style-type: none"> • Metastasis, Drug-resistance, Cancer stemness • Metabolism reprogramming • microRNA, long-noncoding RNA • Monoclonal antibody and immunoassay strip | Campus Extension : 7351 chiucf@tmu.edu.tw |
| Lin, Ya-Tin | Assistant Professor and Administrative teacher | <ul style="list-style-type: none"> • Physiology • Pharmacology • Neuroscience • Neuroendocrine • Molecular neurobiology • Obesity metabolism • Feeding behavior • Animal cognitive behavior | Campus Extension : 7355 yatinlin@tmu.edu.tw |
| Chang, Ching-Wen | Assistant Professor | <ul style="list-style-type: none"> • Nonalcoholic steatohepatitis (NASH) • Metabolomics • Data analysis • Cancer Biology • Establishing animal models for HCC | Campus Extension : 7678 changc11@tmu.edu.tw |

| GIMOS | | College of Nutrition (CN) | |
|----------------------------|---|---|---|
| Students' area | Administrative staff / Ms. Chen, Shu-Hui | Manager / Ms. Tsai, Hui-Ru | Secretary / Ms. Chung, Pei-Chun |
| Campus Extension : 7350 | Campus Extension : 7353 csh@tmu.edu.tw | Campus Extension : 6538 tammy@tmu.edu.tw | Campus Extension : 6540 peichun@tmu.edu.tw |

II. Graduation Requirements for Master's Program

【The latest version is subject to the announcement on the GIMOS's website: <https://mos.tmu.edu.tw/index.php>】

臺北醫學大學代謝與肥胖科學研究所碩士班修業規定

105年11月3日代謝與肥胖科學研究所籌備會議新訂通過
105年11月8日院務會議新訂通過
105年12月8日教務會議新訂通過
107年3月29日所務會議修正通過
107年4月25日院務會議修正通過
107年5月17日教務會議修正通過
108年5月21日所務會議修正通過
108年8月13日院務會議修正通過
108年9月17日教務會議修正通過
109年3月24日所務會議修正通過
109年4月20日院務會議修正通過
109年11月16日所務會議修正通過
109年12月18日院務會議修正通過
110年5月19日教務會議修正通過
110年10月4日所務會議修正通過
110年11月4日所務會議修正通過
111年2月16日院務會議修正通過
111年3月16日教務會議修正通過

第一條 為使本所研究生之修業有所規範，並依據本校學則及碩博士學位考試實施細則訂定本規定。

第二條 修業年限：依本校學則規定辦理。

第三條 修業學分：

- 一、依研究生入學年度之必選修科目表規定。
- 二、外國學生得認列校內跨級他系所學位學程至多 12 學分為畢業學分。
- 三、本國生、僑生、陸生於入學前若未曾修習營養學相關學科者，應另補修營養學 2 學分，但不列入畢業學分計算。

第四條 碩士論文計畫審查：

- 一、研究生至遲應於申請學位考試之前一學期完成碩士論文計畫審查(十月十五日或三月十五日前)，經本所會議審議通過者，始得申請學位考試。
- 二、審查方式係由各指導教授推薦審查委員並組成委員會，進行口頭及書面審查，審查結果及審查證明應由本所存查。
- 三、研究生由一位指導教授指導者，須聘三位審查委員；有共同指導教授者，須聘五位審查委員。

II. Graduation Requirements for Master's Program

第五條 碩士學位考試：

- 一、申請學位考試前須先修畢本所規定之必、選學分數，並經過本所會議審核通過，始得申請學位考試。
- 二、碩士學位考試委員由指導教授推薦三至五名為委員，送請本所所長圈選，其中校外委員以三分之一為限，且指導教授及共同指導教授不得擔任召集人。學位考試成績以七十分為及格，一百分為滿分，並以出席委員評定分數平均決定。
- 三、舉行學位考試時，研究生須提供「論文相似度比對報告」予學位考試委員審議，並經指導教授於審定書簽核確認。
- 四、碩士學位考試通過後，彙整委員意見及修改論文後，依本校學位考試審查流程及畢業離校程序辦理，得予核發學位證書。

第六條 其他未盡事宜，悉依教育部與本校相關規定辦理。

第七條 本規定經教務會議通過，報請校長核定後公告施行；修正時亦同。

III. List of Courses

【For the latest courses list for each academic year, please login to Academic & Student Affairs Information System:

<https://newacademic.tmu.edu.tw/>】

| List of Courses for GIMOS in TMU (Applicable to Newly-Admitted Students from 112Academic Year) | | | | | | | |
|---|---|-----------|---------------|-----------------|---------------|-----------------|---|
| Category | Courses Title | Credits | Grade 1 | | Grade 2 | | Others |
| | | | Fall Semester | Spring Semester | Fall Semester | Spring Semester | |
| Core Courses for Postgraduate Students | Research ethics | 0 | 0 | 0 | 0 | 0 | Require to complete once before graduation. |
| Core Courses for Postgraduate Students in College | Seminar | 2 | 1 | 1 | | | Class: D |
| Core Courses for Master Students in College | Applied statistics | 2 | 2 | | | | Chinese |
| | Thesis writing | 2 | | 2 | | | |
| | Advanced topics in foods nutrition & metabolism | 2 | | 2 | | | |
| Required Courses | Advanced topics in obesity & disease metabolism | 2 | 2 | | | | |
| | Research methodology | 2 | 2 | | | | |
| | Principles and practice of multiomics | 2 | 2 | | | | |
| | Dietary behavior | 2 | 2 | | | | Chinese |
| | Seminar | 2 | | | 1 | 1 | |
| | Thesis | 6 | | | | 6 | Need to take the course in the graduation semester. |
| Required Courses Subtotal credits | | 24 | 11 | 5 | 1 | 7 | |
| Core Courses for Postgraduate Students | Health data analysis | 2 | 2 | | | | Chinese |
| Core Courses for Postgraduate Students in College | Nutrition & health (I) | 2 | 2 | | | | |
| | Oversea studies | 1 | 1 | 1 | | | |
| | Special topics in sports nutrition | 2 | | 2 | | | 1.Even academic year 2.Chinese |
| | Nutrition & health (II) | 2 | | 2 | | | |
| Core Courses for Master Students in College | Nutritional education program | 2 | 2 | | | | Chinese |
| | Food inspection & analysis | 2 | 2 | | | | |
| | Practical application of medicine | 2 | | 2 | | | Chinese |
| | Food supply chain & logistics | 2 | | 2 | | | Chinese |
| | Practice in nutritional epidemiology | 2 | | 2 | | | |
| Elective Courses Subtotal credits | | 19 | 9 | 10 | 0 | 0 | |
| Total Credits for Graduate: 30, Including 24 Required and 6 Elective credits. | | | | | | | |
| <ul style="list-style-type: none"> Remark: Foreign students may take up to 12 credits at the same or higher level from other faculties within TMU as graduation credits. | | | | | | | |

IV. Thesis Topic and Thesis Advisor Selection

臺北醫學大學代謝與肥胖科學研究所研究生選擇論文指導教授要點 TMU Graduate Institute of Metabolism and Obesity Sciences Student's Guidelines for Selection of the Thesis Advisor

106年9月22日所務會議新訂通過
108年12月18日所務會議修正通過
109年6月9日所務會議修正通過
110年3月11日所務會議修正通過

- 一、 代謝與肥胖科學研究所(以下簡稱本所)為確保研究順利進行及達到均衡發展之目標，特訂定「研究生選擇論文指導教授實施要點」(以下簡稱本要點)。
 - I. The Graduate Institute of Metabolism and Obesity Sciences, hereinafter referred to as the Institute, sets forth the “Student’s Guidelines for Selection of the Thesis Advisor” to ensure the smooth progression of research and the goal of a balanced development.
- 二、 本所專任及合聘之助理教授(含)以上教師，為當然論文指導教授，惟研究生三等親內親屬及重大利害關係人，不得擔任之。
 - II. Full-time professors and joint appointment assistant professors of the Institute and other instructors above these rankings are qualified thesis advisors, unless they share a third degree of kinship or significant stakes with the student.
- 三、 本所得於研究生入學之當學年度辦理新生說明會，嗣後研究生得依研究興趣與方向，循下列規定選擇指導教授：
 - (一) 於開學後兩個月內繳交「論文指導教授同意單」至行政老師處，以提報本所所長送「學位審查委員會」核備後，方可為之。論文題目與內容須具同質性並符合本所專業領域認定，論文原創性比對報告結果之相似度須低於30%(排除參考文獻)。
 - (二) 如未能於規定期間內確定指導教授，則由「學位審查委員會」代為選定。
 - (三) 如欲更換指導教授，須徵得前後兩位指導教授同意並提報本所

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

IV. Thesis Topic and Thesis Advisor Selection

所長送「學位審查委員會」核備後，方可為之，更換指導教授以一次為限。

- III. The Institute must hold a freshman admission symposium in the semester of academic enrollment, after which graduate students shall select a thesis advisor according to the following rules based on the research interests and directions:
 1. The students must turn in “TMU Graduate Institute of Metabolism and Obesity Sciences Consent Form” to the administrative teacher and Institute’s director within two months of the first semester so it can be approval from the “Academic Degree Review Committee”. The title and content of thesis have to be consistency and conform to the professional field of Metabolism and Obesity Sciences, and the similarity report on the originality thesis is under 30% limit (excluding References).
 2. If the thesis advisor cannot be determined within the specified period, those who will be assigned by the “Academic Degree Review Committee”.
 3. If a student intends to change thesis advisor, he or she must obtain agreement from both the former and the new thesis advisor and report to the Institute’s director and be approval from the “Academic Degree Review Committee” in order to accomplish this change. Changing thesis advisor cannot be done more than once.
- 四、 其他未盡事宜，悉依教育部與本校相關規定辦理。
- IV. Matters not addressed are covered by other regulations announced by the school and the Ministry of Education.
- 五、 本要點經所務會議通過後實施，修正時亦同。
- V. These regulations were enacted by the Institute Affairs Council. All revisions will follow the same procedures.

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IV. Thesis Topic and Thesis Advisor Selection-attachment

【The latest version is subject to the announcement on the GIMOS's website: <https://mos.tmu.edu.tw/index.php>】

臺北醫學大學代謝與肥胖科學研究所論文指導教授同意單

TMU Graduate Institute of Metabolism and Obesity Sciences Consent Form

申請日期： 年 月 日

Date of Application :

| | | | |
|---|--|---|--------------------------|
| 學號 Student ID | | 姓名 Name | |
| 通訊地址 Mailing address | | | |
| 戶籍地址 (<input type="checkbox"/> 同通訊地址) Residence address (<input type="checkbox"/> unless same as mailing address) | | | |
| 電子信箱 E-mail | | 聯絡電話 Contact phones | (住家 Home) (手機 Mobile) |
| 論文題目 Title of thesis | (中文 Chinese) (英文 English) ※論文題目與內容須具同質性並符合本所專業領域認定，論文原創性比對報告結果之相似度須低於 30%(排除參考文獻)。※ ※The title and content of thesis have to be consistency and conform to the professional field of Metabolism and Obesity Sciences, and the similarity report on the originality thesis is under 30% limit (excluding References).※ | | |
| 學生_____ (簽章)已詳閱並願意遵循 _____年度代謝與肥胖科學研究所碩士班新生手冊內所列之畢業相關規定；若無法達到該畢業規定，本人同意延後或放棄學位論文審查資格。 _____ (signature) has read and is willing to follow the graduation regulations listed in the Graduate Institute of Metabolism and Obesity Sciences Handbook. If the graduation requirements are not met, I agree to postpone or waive the qualification of the dissertation. | | | |
| 指導教授簽章 Advisor signature | | 共同指導教授 簽章(無則免簽) Co-advisor signature (leave blank if none) | |
| 簽核欄 Signatures (請由左而右依序簽核 Please sign from left to right in order) | | | |
| 行政老師 Administrative teacher | | 所長 Director | |
| | | | |

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

V. Master's Thesis Proposal Review

1. Graduate students should complete the master's thesis proposal review no later than one semester prior to applying for the degree examination (by October 15th or March 15th). Only those who pass the review are eligible for the graduation defense. The review will be in both oral and written forms, conducted by a committee who convened by the thesis advisor. After the review, a review feedback form will be filed in the GIMOS.
2. A student with a thesis advisor must convene 3 review committee members; a student with thesis advisor and co-advisor must convene 5 review committee members.
3. Results of the review are divided into four categories:

| No | Results | Measures |
|----|----------------|---|
| 1 | Approval | None |
| 2 | Minor Revision | Revise and submit to thesis advisor for review and approval. |
| 3 | Major Revision | Review and submit to Review Committee for review and approval. |
| 4 | Disapproval | Review and invite on and off-campus instructors to conduct a second thesis proposal review. |

4. Thesis format and related regulations are as follows:
 - (1) Content
 - 1) Thesis content must be written in detail and paragraphed in thesis format. Sentences must be fluent, coherent and complete.
 - 2) The content must be in the following order:
 - (i) Cover page (including the title in both Chinese and English, name of thesis advisor, student name and Student Number, and date of report)
 - (ii) Chinese abstract
 - (iii) Research motivation and purpose
 - (iv) Literature review
 - (v) Experimental design and method
 - (vi) Expected results
 - (vii) Conclusions
 - (viii) References
 - (2) Reference Format
 - 1) Begin the reference section with Chinese references, followed by English references. Chinese references are ordered according to the increasing number of strokes in the author's last name. English references are alphabetically ordered according to the author's last name.
 - 2) Software are available for reference formatting. The library provides training for Endnote and Reference Manager software.

VI. University Regulations for Graduation Defense

1. Graduate students should apply for their graduation defense before the deadline in mid-October (the first semester) or late March (the second semester). The exact dates are based on the University Calendar for the current academic year. (Please apply through the **Academic & Student Affairs Information System: <https://newacademic.tmu.edu.tw/>**). Submit two master's degree graduation photos with cap and gown. Bring 2-inch photos to the Registration Section, Office of Academic Affairs (collected by the master's program class representative and submitted together). The recommendation list of the graduation defense committee shall be processed in accordance with the regulations of TMU and GIMOS.
2. If you apply the graduation defense, please notice the notification from Register Section and must join the orientation.
3. For thesis writing, please refer to "VII. Master's Thesis Format".
4. Have ready with the document "Taipei Medical University Payment Receipt for Student Thesis Review Fee" before graduation defense.
5. Graduation defense must be completed by the schedule that Registration Section announce:
 - (1) Graduation defense:
 - 1) Each graduate student may apply for a NT\$400 meal reimbursement for the graduation defense. If it is done through online video, no fee will be subsidized.
 - 2) After the graduation defense, the graduate student must immediately submit the "Taipei Medical University Payment Receipt for Student Thesis Review Fee" and meal-invoice (or receipt) to the administrative office.
 - (2) Submit the graduation defense result to the administrative office for verification. Please follow the rules, you can check all rules at Office of Academic Affairs.
 - (3) After documents have been confirmed and approved, administrative office will receive qualified list from Registration Section. Student may fill out graduation forms one work day after notification by administrative office. Diploma can be obtained after graduation forms are submitted. Remember to hand in the thesis with hardcover to administrative office and submit the "TMU Graduate Institute of Metabolism and Obesity Sciences Application to Complete Program" & "TMU Graduate Institute of Metabolism and Obesity Sciences Core Ability Self-Assessment Form" to administrative teacher.
 - (4) Obtain the doctoral and master's dissertation e-file upload authorization from the National Digital Library of Theses and Dissertations in Taiwan website (<http://ndltd.ncl.edu.tw/>), and submit an electronic copy of dissertation to the Electronic Theses & Dissertations System website (<http://cloud.ncl.edu.tw/tmu>) before February 15th (of the first semester) or August 15th (of the second semester).

[Note] The above dates are for reference only. Exact dates will be based on University regulations for the current academic year.

VI. University Regulations for Graduation Defense-attachment

Instruction for Electronic Submission of Thesis

1. National Central Library - National Digital Library of Theses and Dissertations in Taiwan
(http://cloud.ncl.edu.tw/theme/theme01_tpl/index_login.php?error_userid)

NDLTD 臺灣博碩士論文知識加值系統
National Digital Library of Theses and Dissertations in Taiwan

National Digital Library of Theses and Dissertations in Taiwan

帳號:

密碼:

Go

• 自99學年度起, 除非學校另有規定, 否則「電子檔案上網授權書」不需再裝訂於紙本論文中。
• 除了學校另有規定統一代收之外, 請務必將「電子檔案上網授權書」寄回國圖, 以便辦理授權管理事宜。
國家圖書館著作權聲明 Copyright © 2010 All rights reserved.
本館地址: 100 臺北市中山南路20號 總機: (02)23619132

2. University Library--Taipei Medical University Electronic Theses & Dissertations System
(<http://cloud.ncl.edu.tw/tmu>)

臺北醫學大學碩博士論文系統
Taipei Medical University Electronic Theses and Dissertations System

臺灣博碩士論文知識加值系統(NDLTD in Taiwan) | 圖書館首頁(Home)

申請建檔帳號
Register

論文建檔與管理
Submission

論文查詢
Search

最新消息
News

建檔流程
Upload Workflow

建檔說明
User Guides

下載區
Download

相關連結
Related Links

最新消息 News

「申請建檔帳號」流程說明如下: (2021-07-19)
(1)109學年度第2學期起, 須點擊左側「申請建檔帳號」, 於跳出之頁面中, 輸入北醫大學號的E-mail帳號及密碼, 即可進入建檔頁面。
The application process is described below:
(1)From the second semester of the 109th academic year, you must register as a member by the top left of the website [Register] : use the Taipei Medical University E-mail account number and password to create an account.

1 申請建檔帳號 Register

2 使用學校 Email 帳號 (學號 @tmu.edu.tw) 登入 Log in with TMU E-mail (student ID @tmu.edu.tw)

【109學年度第2學期研究生論文上傳截止日為110年8月20日】(2021-07-16)
「國圖知字第10703004430號」建請電子學位論文引用格式採用「臺灣博碩士論文知識」

臺北醫學大學碩博士論文系統
本網站最佳解析度為1280*1024

Please contact the library if you have any questions.
Contact: Ms. Chien, Li-Ting
E-mail : etds@tmu.edu.tw
Tel : +886-2-2736-1661 ext.2519
Fax : +886-2-2737-5446

VII. Master's Thesis Format

1. General Format

- (1) The dissertation comprises three main parts: the preliminaries, the main text and the reference.
- (2) The dissertation must be written in Chinese (except for the English abstract), in horizontal alignment. Font size should not be too large or too small. Font sizes of **bold 18 for titles** and 14 for text and with Times New Roman are recommended. Paragraph indentation and line spacing are set as follows:
 - (3) Dissertation should be printed on A4 paper, about 210x297 mm, with letterpress or mimeograph printing on single side.
 - (4) Text, table, figure and photo layout should be based on the following margin specifications: Top: 2.5 cm; Right: 2.5 cm; Bottom: 2.5 cm; Left: 3.0 cm
The page number may be outside this range, but with no less than 1.8 cm margin (see Item 1 Rule 1 in 4. Rules for Main Text).
 - (5) Dissertation must be double spaced. However, footnotes, references, table of content and appendices may be single spaced.
 - (6) The Chinese and English abstracts should be no more than one page.
 - (7) Page number layout: Layout for page number must be consistent. Arrange page numbers according to the following rules:
 - 1) Inside cover: Pagination not required.
 - 2) Taipei Medical University Graduate Thesis Certification: Pagination not required.
 - 3) Application for Embargo of Thesis/Dissertation: Pagination not required. (Students who will public thesis immediately don't need to submit.)
 - 4) Chinese abstract: Paged as I.
 - 5) English abstract: Paged as II.
 - 6) Other preliminaries are paged in order according to Roman numerals (III, IV, V, VI.....). The preliminary section may include acknowledgements, table of content, list of tables and list of figures.
 - 7) Pagination for the main text is ordered in Arabic numerals, starting with page number "1".

2. Cover Page

- (1) Specification : Font sizes of 18. Paragraph indentation and line spacing are set as follows:
(Refer to the attached example)
- (2) Side bound: Refer to the attached example.
- (3) Cover color: Black for GIMOS hardcover copy. Customize color for other hardcover and paperback copies.
- (4) Word color: Hardcover - stamped gold; paperback - black.

3. Content Order

- (1) First page: Taipei Medical University Graduate Thesis Certification.
- (2) Second page: Application for Embargo of Thesis/Dissertation- (Students who will public thesis

immediately don't need to submit.)

- (3) Third page: Chinese abstract (Each page must be centered with the watermark of the school badge).
- (4) Fourth page: English abstract.
- (5) Fifth page: Dedication Page (optional).
- (6) Sixth page: Acknowledgements.
- (7) Seventh page: Table of Contents (refer to the attached example).
- (8) Eighth page: List of tables (refer to the attached example).
- (9) Ninth page: List of figures.
- (10) Tenth page: Main text.

4. Rules for Main Text

- (1) Page number is in Arabic numerals and fonts sizes of 12, centered at 1.8 cm from the bottom of the page.
- (2) Each chapter must begin with a new page.
- (3) Experimental outcome tables and figures should be listed on a separate page and not mixed with text content. Each page should contain no more than two figures or tables. Figures and tables may be presented vertically or horizontally.
- (4) The title of tables should be placed above the tables, and the description place below the table. Figure title and description should be placed below the figure. Footnotes may be in either Chinese or English.

Table1. OOOOOOOO



Figure1. OOOOOOOO
(OOOOOOOOOOOOO)

- (5) If experimental outcome includes photos, the photos must be printed on glossy photo paper and pasted within specified range. Photos must be originals. Photocopies are prohibited.
- (6) For reference in Chinese, refer to the regulations of Nutritional Sciences Journal. For reference in English, refer to the regulations of Journal of Nutrition.

5. Copies of dissertation to be submitted

| | GIMOS's Administrative Office | Advisor | Co-Advisor (leave blank if none) | Committee Member | Academic Affairs Office (for submission to the National Central Library) |
|---|-------------------------------------|---------|--|---|--|
| Black Hardcover Copy | 1 | - | - | - | - |
| Paperback Copy | - | - | - | - | 2 |
| Black Hardcover Copy or Paperback Copy (Please confirm with the advisor) | - | 1 | 1 | According to the number of members 1 book each | - |

Master's Thesis
Master Program in Graduate Institute of Metabolism and Obesity Sciences
Taipei Medical University

Thesis English Title

Advisor : OOO (Name in English), PhD
Co-advisor : OOO (Name in English), PhD

Student : OOO (Name in English)

June, 202X

| | | | | |
|---|---------------|----------------------|-----------------------|------|
| Taipei Medical University | | | | |
| Master Program in Graduate Institute of | Master Thesis | Thesis English Title | OOO (Name in English) | 202X |
| Metabolism and Obesity Sciences | | | | |

Example

Content

| | |
|--|-----|
| Chinese Abstract..... | I |
| English Abstract..... | II |
| Acknowledgements..... | III |
| Table of Content..... | IV |
| List of Tables..... | V |
| List of Figures..... | VI |
| Chapter One Introduction | |
| Section 1 OOOOOOOO..... | XX |
| Section 2 OOOOOOOO..... | XX |
| Chapter Two Literature Review | |
| Section 1 OOOOOOOO..... | XX |
| Section 2 OOOOOOOO..... | XX |
| Chapter Three Materials and Method (or Method and Procedure) | |
| Section 1 OOOOOOOO..... | XX |
| Section 2 OOOOOOOO..... | XX |
| Chapter Four Results | |
| Section 1 OOOOOOOO..... | XX |
| Section 2 OOOOOOOO..... | XX |
| Chapter Five Discussion | |
| Section 1 OOOOOOOO..... | XX |
| Section 2 OOOOOOOO..... | XX |

Example

Chapter Six Conclusions and Recommendations

Section 1 OOOOOOOO..... XX

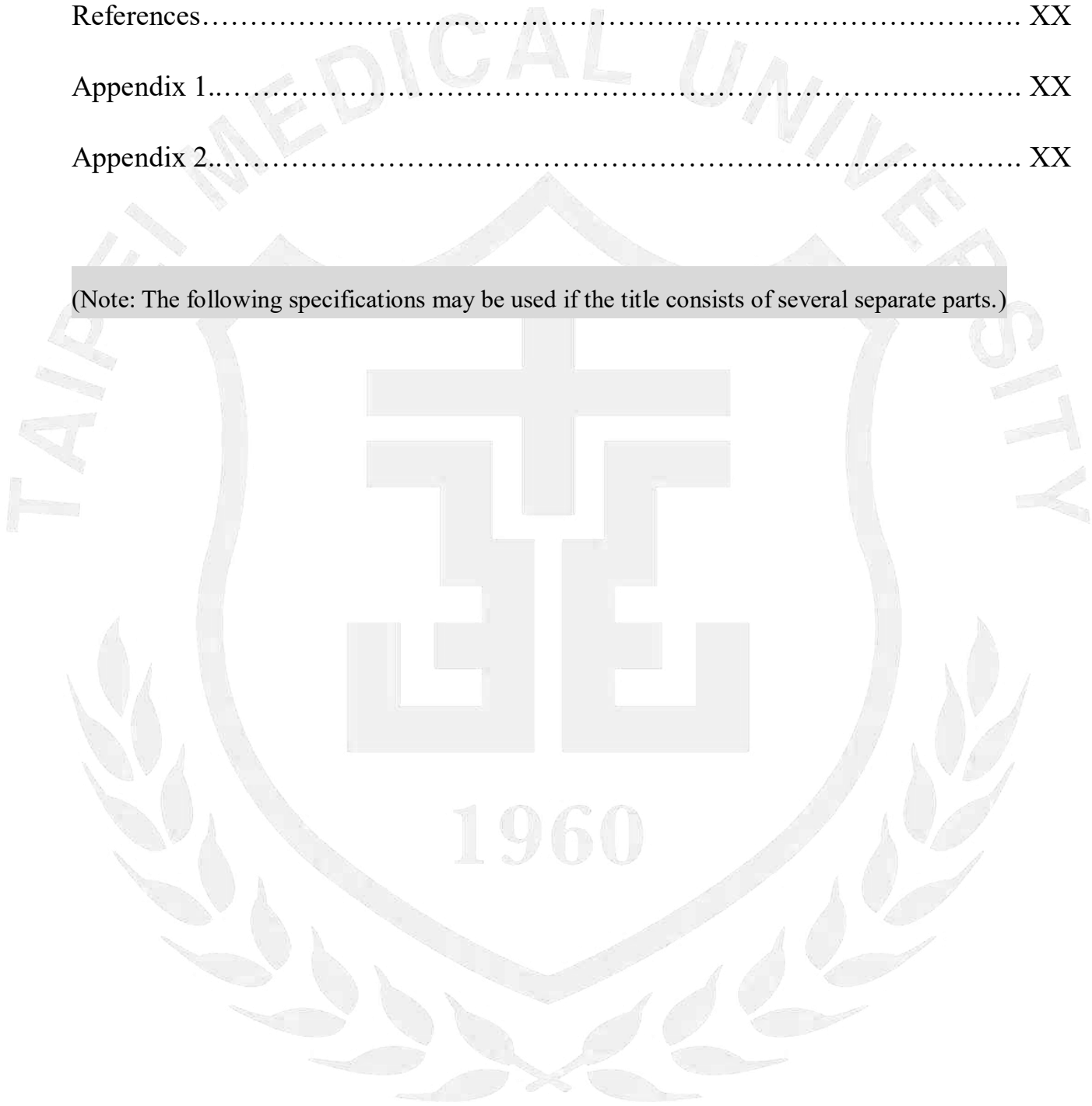
Section 2 OOOOOOOO..... XX

References..... XX

Appendix 1..... XX

Appendix 2..... XX

(Note: The following specifications may be used if the title consists of several separate parts.)



Content

Chapter One Literature Review

Chapter Two Title

1. Introduction
2. Materials and Method (or Method and Procedure)
3. Results
4. Discussion

Chapter Three Title

1. Introduction
2. Materials and Method (or Method and Procedure)
3. Results
4. Discussion

Chapter Four Title

1. Introduction
2. Materials and Method (or Method and Procedure)
3. Results
4. Discussion

Chapter Five Conclusions

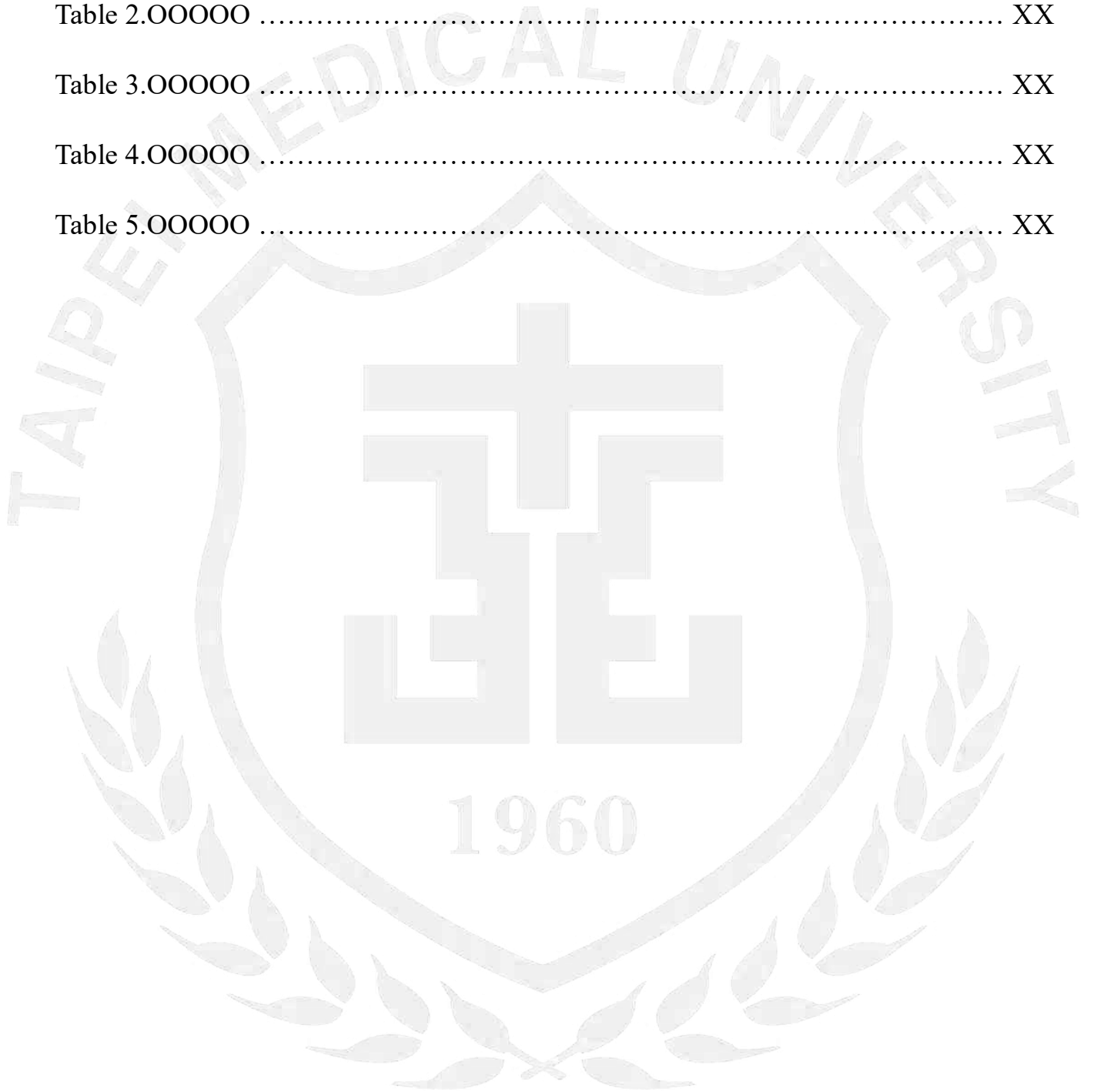
References

Appendix 1

Appendix 2

List of Tables

| | |
|---------------------|----|
| Table 1.00000 | XX |
| Table 2.00000 | XX |
| Table 3.00000 | XX |
| Table 4.00000 | XX |
| Table 5.00000 | XX |



List of Figures

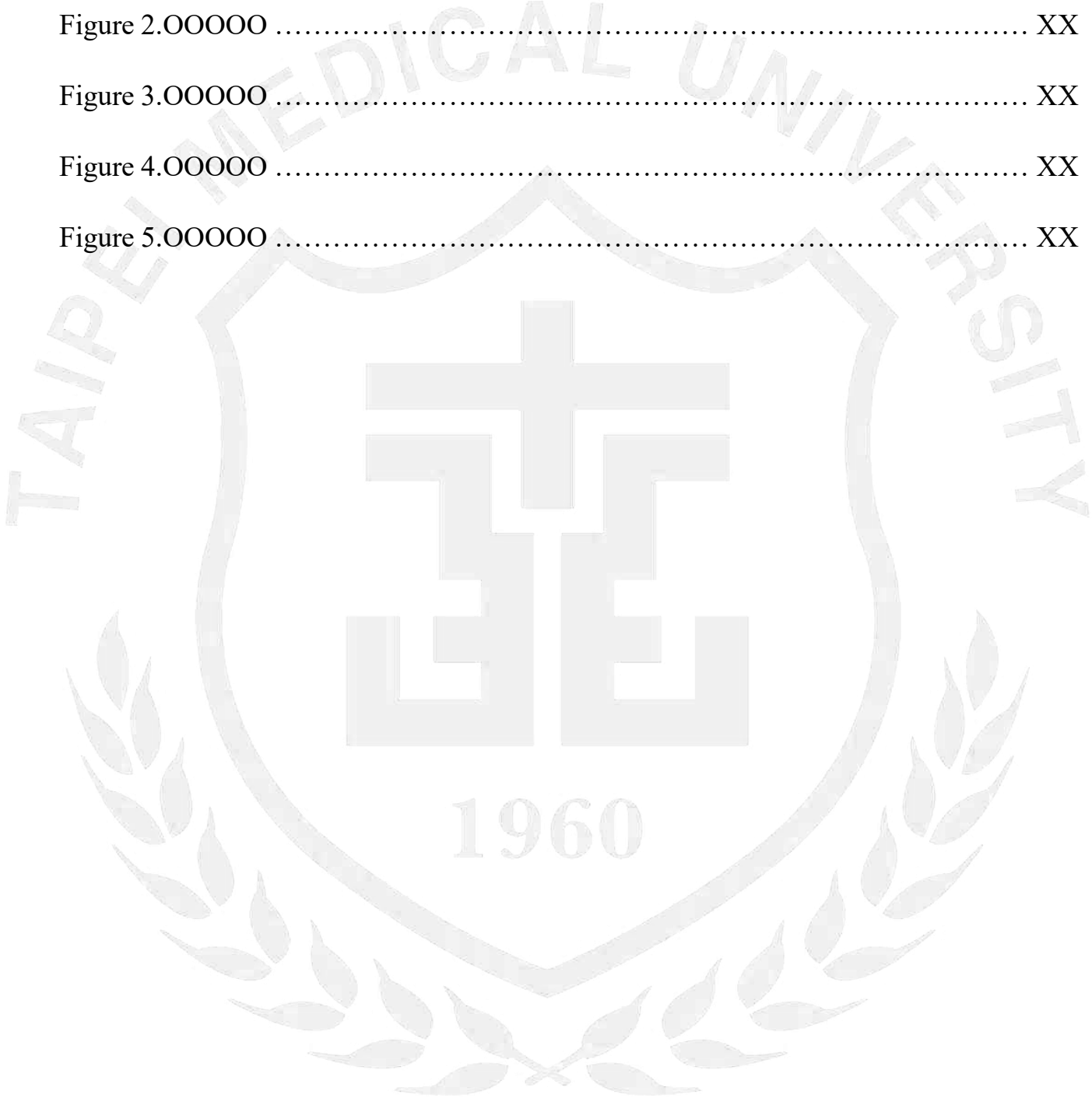
Figure 1.00000 XX

Figure 2.00000 XX

Figure 3.00000 XX

Figure 4.00000 XX

Figure 5.00000 XX



VIII. Institute Graduation Procedure Application Form

【The latest version is subject to the announcement on the GIMOS's website: <https://mos.tmu.edu.tw/index.php>】

臺北醫學大學代謝與肥胖科學研究所離所手續單

TMU Graduate Institute of Metabolism and Obesity Sciences Graduation Procedure Application Form

申請日期： 年 月 日

Date of application :

| | | | |
|---|--------------------------------|---|--|
| 學號 Student ID | | 姓名 Name | |
| 畢業後通訊地址 Post-graduation address | | | |
| 聯絡電話 Contact phones | (住家 Home) (手機 Mobile) | 電子信箱 E-mail | |
| 簽核欄 Signature (請依序簽核 Please sign in order) | | | |
| 檢核簽章 Signatures | | 檢核說明 Notes | |
| 1 | 指導教授 Advisor | <input type="checkbox"/> 完成畢業論文 Thesis completed <input type="checkbox"/> 清點與移交研究室空間、書籍、資料、器材、藥品等 Check and return research lab space, books, materials, equipment, medications, etc. | |
| 2 | 系所辦公室 Administrative office | <input type="checkbox"/> 繳交畢業論文乙冊(黑色精裝本) Submit a graduation thesis (black hardcover) <input type="checkbox"/> 歸還公用財產/書籍、影印/列印費等 Return school property/books, pay photocopying/printing fees, etc. <input type="checkbox"/> 歸還鑰匙/U-Town通行卡、消磁門禁等 Return keys/ U-Town's gate pass, degaussing access control, etc. | |
| 3 | 所長 Director | <input type="checkbox"/> 畢業論文→投稿1篇(含以上)文章於國際期刊 (Submit Form 或 Manuscript) Thesis → Submit at least one article in an international journal (Submit Form or Manuscript) | |
| 4 | 行政老師 Administrative teacher | <input type="checkbox"/> 臺北醫學大學代謝與肥胖科學研究所核心能力自評表 TMU Graduate Institute of Metabolism and Obesity Sciences Core Ability Self-Assessment Form | |
| ※備註： 1.依序簽核完成離所手續單後，再請行政老師簽核離校程序單。 2.簽核完畢後，請將此單送繳行政老師留存。 ※Notes: 1. Please collect other signatures before asking administrative teacher to sign. 2. Once all signatures are completed, please give this form to the administrative teacher for safekeeping. | | | |

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

IX. TMU Graduation Procedure Application

- Please apply through the Academic & Student Affairs Information System (<https://newacademic.tmu.edu.tw/>)



X. Declaration for Experimental Funding

【The latest version is subject to the announcement on the GIMOS's website: <https://mos.tmu.edu.tw/index.php>】

臺北醫學大學代謝與肥胖科學研究所研究生實驗經費申報單

TMU Graduate Institute of Metabolism and Obesity Sciences Graduate Student Experimental Funding Declaration Form

申報日期： 年 月 日

Date of declaration :

| | | | |
|--|--|---|--|
| 學號 Student ID | | 姓名 Name | |
| 申報(檢核)資料 Declared information (check list) | | | |
| <p>請使用釘書機將發票(收據)浮釘於此欄</p> <p>Please staple the invoices (receipts) in this column.</p> | | <p>1. 發票(收據)合計 _____ 張 The total number of invoices (receipts) is _____.</p> <p>2. 發票(收據)金額合計新臺幣 _____ 元 The total amount of the invoice (receipt) is NTD _____.</p> <p>3. 發票(收據)內容 Invoice (receipt) contents :</p> <p><input type="checkbox"/> 統一編號 Unification Number : 03724606</p> <p><input type="checkbox"/> 買受人(抬頭) Purchaser : 臺北醫學大學</p> <p><input type="checkbox"/> 中文品名、數量、單價、總價 Chinese product name, quantity, unit price, total price</p> <p><input type="checkbox"/> 影/列印費用：提供 A4 尺寸一頁紙本的影/列印 Photocopying/printing fee: Please provide a photocopy/printout of an A4 size page.</p> <p>4. 給付費用對象 The fee is to be paid to :</p> <p><input type="checkbox"/> 申報者 Declarant</p> <p><input type="checkbox"/> 申報者之指導教授 Advisor of the declarant</p> <p><input type="checkbox"/> 廠商 Vendor</p> <p><input type="checkbox"/> 其他 Other : _____</p> | |
| 簽核欄 Signatures | | | |
| (請由左至右依序簽核 Please sign from left to right in order) | | | |
| 指導教授 Advisor | | 行政人員核銷 Expense Write-off | |
| | | | |
| 日期 Date: / / | | | |

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

XI. Scholarships, Lab Funds and Other Items

1. Scholarships: Please refer to Office of Global Engagement: <https://oge.tmu.edu.tw/>
2. Obligation for graduate students during their studies:
 - (1) Submit articles to academic conferences at least once and which must match the research direction of the dissertation.
 - (2) Encourage students submit articles to the "Teachers and Students Joint Academic Research Symposium" in May hosted by TMU, and the annual academic conference hosted by the Taiwan Nutrition Society in May, and the annual academic conference hosted by Chinese Taipei Society for the Study of Obesity in October.
 - ※ If you want to submit articles to the academic annual conference, you must have more than one year of membership, so please apply to join the college after registration.
 - (3) Completion of the master's thesis proposal review no later than one semester (by October 15th or March 15th) prior to the application for the degree examination.
3. GIMOS subsidizes NT\$X,000 in experimental funding for each graduate student every academic year (changes every year, subject to the announcement of the GIMOS):
 - (1) Scope of use:
 - 1) Fees associated with admission/registration/perennial conference fees for participation in academic societies
 - 2) Fees related to registration fees and poster printing fees for participation in annual academic conference activities
 - 3) Thesis (project) printing fees for master's theses (including project review)
 - 4) If there is any balance of the above expenses, students should discuss with their supervising professors before using them.
 - (2) Use period: Within the academic year approved for use, and cooperate with the final account operation deadline
 - ※ Please make the write-off before June 30th, after that time, it will be regarded as automatic abandonment if not used up.
 - (3) Reimbursement: Fill out the "TMU Graduate Institute of Metabolism and Obesity Sciences Graduate Student Experimental Funding Declaration Form" and ask the advisor to sign it, then send it to the Administration Office.
4. Other Reminders: In order to contact accurately about school's affairs, TMU's email (ma481120xx@tmu.edu.tw) will be used as the primary means of contact. Students should check their mail regularly to avoid missing messages.