

Thesis Advisor Online Application

MBA



Step 1

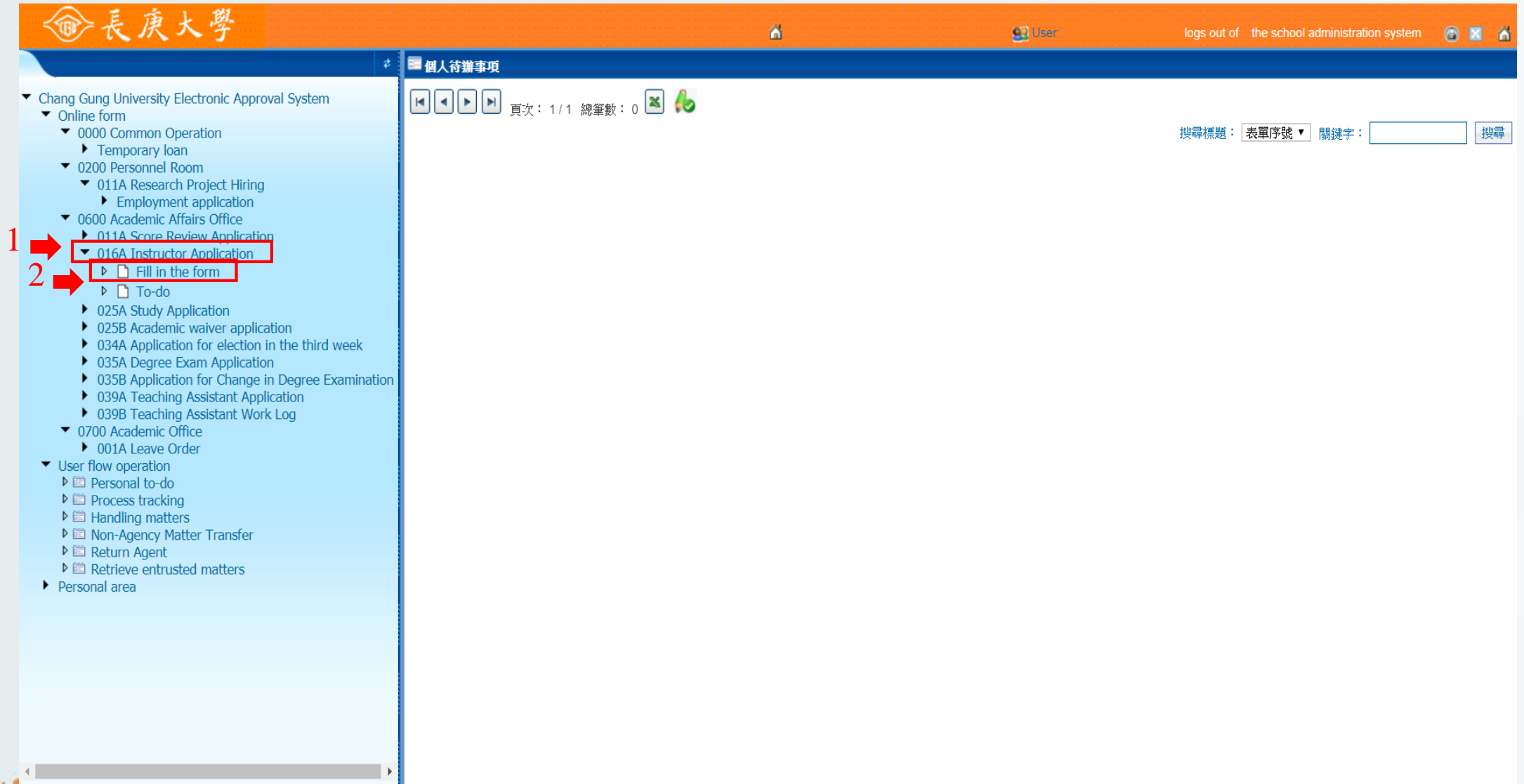
Click the link and then log in

<https://flow.cgu.edu.tw/bpm/>



Step 2

- ✧ Click **016A Instructor Application** (指導教授申請)
- ✧ Click **Fill in the form** (填單)



Chang Gung University Electronic Approval System

Online form

- 0000 Common Operation
 - Temporary loan
- 0200 Personnel Room
 - 011A Research Project Hiring
 - Employment application
- 0600 Academic Affairs Office
 - 011A Score Review Application
 - 016A Instructor Application**
 - Fill in the form**
 - To-do
 - 025A Study Application
 - 025B Academic waiver application
 - 034A Application for election in the third week
 - 035A Degree Exam Application
 - 035B Application for Change in Degree Examination
 - 039A Teaching Assistant Application
 - 039B Teaching Assistant Work Log
- 0700 Academic Office
 - 001A Leave Order
- User flow operation
 - Personal to-do
 - Process tracking
 - Handling matters
 - Non-Agency Matter Transfer
 - Return Agent
 - Retrieve entrusted matters
- Personal area

個人待辦事項

頁次: 1 / 1 總筆數: 0

搜尋標題: 表單序號 關鍵字: 搜尋

Step 3

- ✦ 1 : Click the button
- ✦ 2 : Type in advisor's name (指導教授名字)
- ✦ 3 : Click **Search** (搜尋)

Note: If you don't know your advisor's Chinese name, please write an email to ask me.

長庚大學

016A Instructor Application

Temporary submission delete leave

Priority: general Subject:

Guidance Professor Application

School year / semester	108 / 2	Date of Application	2020/03
Name		Department	管理學
category	Dissertation Supervisor	Is it a new application	Yes

List information

Numbering	category	
01	Advisor	
02	Joint guidance	
03	Joint guidance	

Add / Modify

Numbering	category	Name	
01	Advisor		Obituary instruction fee (8,000 yuan for doctoral students)
02	Joint guidance		Calculate the hour (not included in the overtime)
03	Joint guidance		Obituary instruction fee (8,000 yuan for doctoral students)

Remarks:

1. Please select the mentoring professors (including joint guidance) according to the relevant methods such as "Methods for Implementing Master and Doctoral Examinations".

2. If there is an external school teacher as the co-director, the salary grade approval and basic information form of the external teacher must be submitted to the personnel office for approval. After the approval is passed and the personnel office has completed the filing, the authority of the online verification management system will be activated.

3. In accordance with the "Measures for Teachers' Hours of Accounting" 4. The date of the first semester of teaching hours will end on September 30, and the time of the second semester above date, it will be counted from the second semester. Please pay attention to the hours calculation. Thank you.

Approval method

Designated person

OK to clear away

Optional

Department name Personnel account Rank code Person name search

Appendix 1

Advisor's name	Copy your advisor's Chinese name and paste in column "2"
Heng-Yu Chang	張恆瑜
Li-Ting Huang	黃莉婷
Chen-li Kuo	郭珍利
Wen-Yih Lee	李文義
Je-Sheng Huang	黃哲盛
Dah-Chuan Gong	宮大川
Minston Chao	趙銘崇
Gen-Yih Liao	廖耕億
Choral Chao	趙學忻

Step 3

- ✧ 1 : Tick the checkbox
- ✧ 2 : Click the **OK to** (點選確定)

長庚大學

Chang Gung University Electronic Approval System

- Online form
 - 0000 Common Operation
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016A Instructor Application

Temporary submission delete leave

Priority: general Subject:

Guidance Professor Application

School year / semester: 108 / 2 Date of Application:

Name: Department:

category: Dissertation Supervisor Is it a new application:

List information

Numbering	category	
01	Advisor	
02	Joint guidance	
03	Joint guidance	

Add / Modify

Numbering	category	Name	
01	Advisor		<input type="radio"/> Obituary instruction fee (8,000 yuan for doctoral students and 6,000 yuan for master students)
02	Joint guidance		<input type="radio"/> Calculate the hour (not included in the overtime)
03	Joint guidance		<input type="radio"/> Obituary instruction fee (8,000 yuan for doctoral students and 6,000 yuan for master students)
			<input type="radio"/> Calculate the hour (not included in the overtime)

Remarks:

1. Please select the mentoring professors (including joint guidance) according to the relevant methods such as "Methods for Writing Master's and Doctoral Graduates' Essays" and "Methods for Implementing Master and Doctoral Examinations".

2. If there is an external school teacher as the co-director, the salary grade approval and basic information form of the external (part-time) teacher must be submitted first, and after the approval is passed and the personnel office has completed the filing, the authority of the online verification management system will be opened.

3. In accordance with the "Measures for Teachers' Hours of Accounting" 4. The date of the first semester of teaching hours will end on September 30, and the time of the second semester of teaching hours will end on February 28. Beyond the above date, it will be counted from the second semester. Please pay attention to the hours calculation. Thank you.

Approval method

Designated person

OK to clear away

Optional

Department name: Rank code: Advisor name: Personnel account: Person name:

search

Personnel account	Person name	Department name	Rank code	Rank name
<input checked="" type="checkbox"/> D0000041	Advisor name	Advisor Department	AB01	Associate Professor

Step 4

- ✦ 1 : Click **Submission** (呈核)
- ✦ 2 : Click **Sure** (確定)

長庚大學

016A Instructor Application

Temporary submission delete leave

Priority: general Subject:

Form annex

Guidance Professor Application

School year / semester: 108 / 2 Date of Application: 2020/03/25

Name:

category: Dissertation Supervisor

Numbering	category
01	Advisor
02	Joint guidance
03	Joint guidance

Numbering	category	Name
01	Advisor	Advisor name
02	Joint guidance	
03	Joint guidance	

Obituary instruction fee (8,000 yuan for doctoral students and 六 1000 yuan for master students)

Calculate the hour (not included in the overtime)

Obituary instruction fee (8,000 yuan for doctoral students and 六 1000 yuan for master students)

Calculate the hour (not included in the overtime)

Obituary instruction fee (8,000 yuan for doctoral students and 六 1000 yuan for master students)

Calculate the hour (not included in the overtime)

Remarks:

1. Please select the mentoring professors (including joint guidance) according to the relevant methods such as "Methods for Writing Master's and Doctoral Graduates' Essays" and "Methods for Implementing Master and Doctoral Examinations".

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Approval method

flow.cgu.edu.tw 顯示

您確定要 呈核 嗎?

Are you sure to submit for approval it?

2

確定 取消

Step 5

✧ 1 : Click **Sure** (確定)

The screenshot displays the Chang Gung University Electronic Approval System interface. On the left is a navigation menu with categories like 'Online form', '0000 Common Operation', '0200 Personnel Room', '0600 Academic Affairs Office', '0700 Academic Office', 'User flow operation', and 'Personal area'. The main content area shows a confirmation message: 'flow.cgu.edu.tw 顯示', '已傳送給以下人員處理:', '[主指導教授]: Advisor name', and 'Already send to the main advisor: Advisor name'. A red arrow labeled '1' points to a blue button with the text '確定' (Sure/Confirm). The top of the interface features the university's logo and name, and the bottom right corner includes a user status bar with 'User', 'logs out of the school administration system', and system icons.

Chang Gung University Electronic Approval System

flow.cgu.edu.tw 顯示

已傳送給以下人員處理:

[主指導教授]: Advisor name

Already send to the main advisor: Advisor name

1

確定

Step 6

- ✦ 1 : Click **Handling matters** (經辦事項) to check **Current processor** of your application

Note: If the column of Current processor is blank, that means your application has been approved.

Chang Gung University Electronic Approval System

Handling matters

Approval date: 2019/12/26 ~ 2020/03/25 Inquire

Form number: Subject:

Page: 1 / 3 Total items: 37

Search title: Form number Keywords: search

Form number	operation	Subject	Fill in the date	Transaction date	Filler	Current processor	Advisor name
CGUD00000072557	016A Instructor Application		2020-03-25 11:29	2020-03-25 11:29	Yellow crown	[Leading Professor]:	Advisor name
CGUD00000070863							
CGUD00000070861							
CGUD00000070860							
CGUD00000070859							
CGUD00000066773							
CGUD00000056472							
CGUD00000056471							
CGUD00000056470							
CGUD00000056468							
CGUD00000056467							
CGUD00000056465							
CGUD00000056464							
CGUD00000056463							
CGUD00000056462							

Note:

Only after reporting your thesis advisor through this system,
you can apply for the oral defense.

