

## Thesis/Dissertation Submission Guide

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Update: 2021.05.31

# 1. Electronic Thesis/Dissertation (ETD) Submission

## 1.1 Check your [NCUT email](#) address and password

- (1) Make sure you have the email address and password issued by the Computer Center.
- (2) If you don't know, please contact [Computer Center](#). (TEL: 04-23924505 #2235)

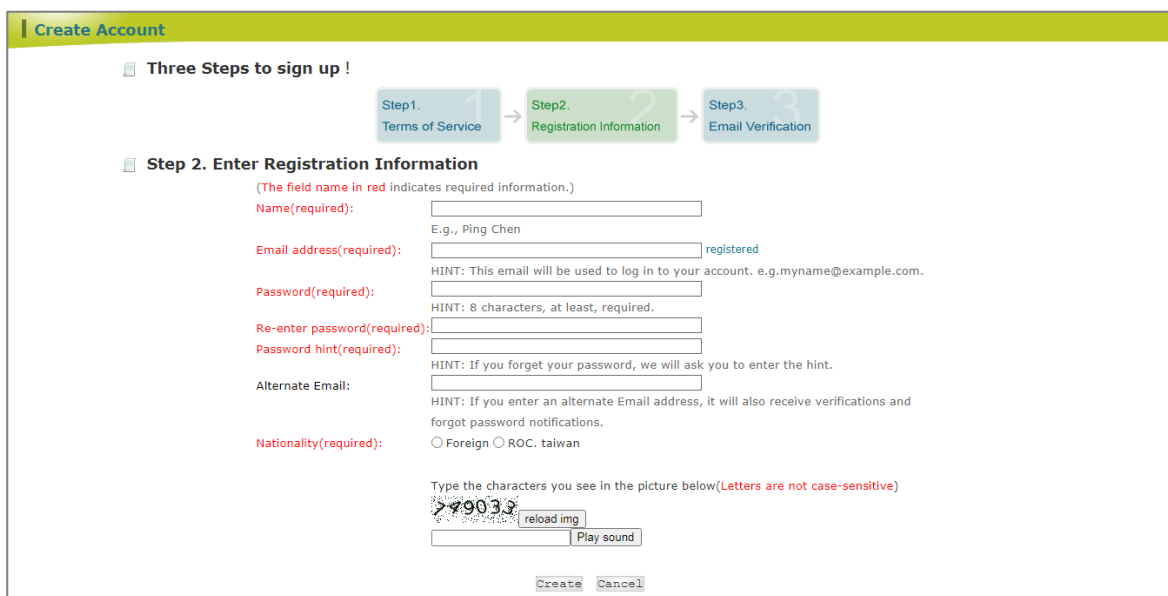
## 1.2 ETD System Account Registration

- (1) Go to "[National Digital Library of Thesis and Dissertations in Taiwan](#)" to create an account.



- (2) Enter Basic Information

- Name must be entered as **full name**.
- Email address must be **NCUT e-mail**.  
(s + student ID @student.ncut.edu.tw, such as s3A334001@student.ncut.edu.tw)



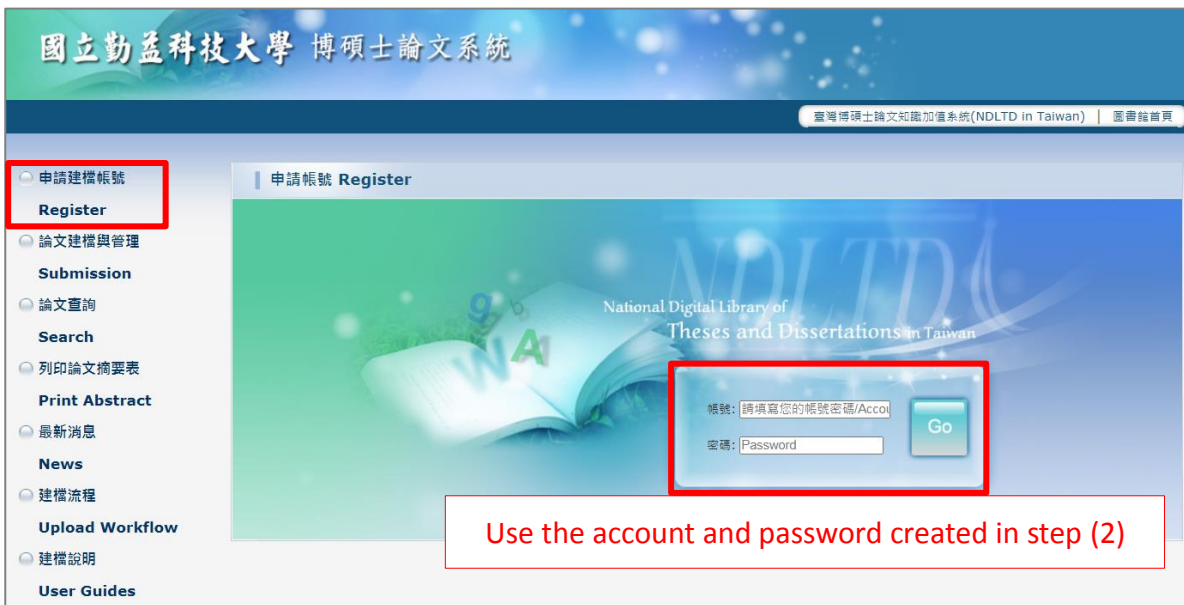
(3) Go to your mailbox and there will be a confirmation email.

The subject of the email will be "國圖博碩士論文帳號通過認證信函（請勿直接回覆）".

Click on "點我驗證" and you will be informed that verification is activated.



(4) Go to the [NCUT ETD System](#) page, click "Register" on the left, and log in using the account and password created in step (2).



(5) Fill in your student information and follow the fill-out notices:

- Please ensure to choose or fill in the **correct department name**; the name may not be changed once you submitted the application.
- Please fill in a valid email address. “Approval Notification” will be sent to this mailbox.

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

其他功能 Others  
聯絡我們  
登出系統

請輸入個人基本資料 紅色\*號為必填欄位  
Please Key in Red \* is the required field

如果有任何問題，請立刻聯絡我們  
If you have any problem, please Contact Us

學位Field 內容Content

\* 學年度: 109  
Academic Year: 109

學校名稱: 國立勤益科技大學  
School Name: National Chin-Yi University of Technology

\* 系所名稱: 請選擇 請輸入系所名稱:  
Department Name: Please enter the department name:

\* 姓名:  
Name:

\* 學號:  
Student Id:

\* 電子郵件:  
E-mail: (請確實填寫Please confirm)

學期: 二 / Second  
Semester:

連絡電話:  
Phone Number:

地址:  
Address:

個人資料蒐集、處理及利用告知事項

本校蒐集您個人資料的目的係為進行電子論文作業管理，本表蒐集之個人資料：姓名、學號、系級、連絡電話、電子信箱(CO01辨識個人者 註)等資訊，在電子論文作業管理期間於校務地區進行各項聯繫及通知(電子郵件、電話、書函)之用，若未提供必備欄(\*)正確完整之資料，有可能無法完成申請，你得依個人資料保護法第3條請求重閱、補充、更正、刪除複製本及請求停止蒐集、處理、利用及請求刪除等權利，行使方式請洽本校業務承辦人。  
註：個人資料保護法之特定目的及個人資料之類別代號  
<http://mojaw.moj.gov.tw/LawContentDetails.aspx?id=FL010631>

確定申請Apply

(6) The system will give the second account and password to you.

You can choose to use the account and password created in step (2) or the account issued by this system. Both of which can be logged in.

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

其他功能 Others  
聯絡我們  
登出系統

請輸入個人基本資料 紅色\*號為必填欄位  
Please Key in Red \* is the required field

如果有任何問題，請立刻聯絡我們  
If you have any problem, please Contact Us

學位Field 內容Content

申請已通過，建檔帳號如下  
The application has been passed, and the file account secrets are as follows

帳號: 109NCIT0041003  
Account: 109NCIT0041003

密碼: AnwCeq2m (系統預設密碼，若您已自行修改，請以修改後密碼為準)  
Password: AnwCeq2m (The system preset password, if you have modified it yourself, please refer to the modified password)

您可選擇使用校方核發之E-mail帳號，或以本系統核發之帳號，二者都可以登入建檔或修改資料  
You can choose to use the E-mail account secret issued by the school or the account secret issued by this system, both of which can be logged in and filed or modified

開始建檔 Start file creation

個人資料蒐集、處理及利用告知事項

本校蒐集您個人資料的目的係為進行電子論文作業管理，本表蒐集之個人資料：姓名、學號、系級、連絡電話、電子信箱(CO01辨識個人者 註)等資訊，在電子論文作業管理期間於校務地區進行各項聯繫及通知(電子郵件、電話、書函)之用，若未提供必備欄(\*)正確完整之資料，有可能無法完成申請，你得依個人資料保護法第3條請求重閱、補充、更正、刪除複製本及請求停止蒐集、處理、利用及請求刪除等權利，行使方式請洽本校業務承辦人。  
註：個人資料保護法之特定目的及個人資料之類別代號  
<http://mojaw.moj.gov.tw/LawContentDetails.aspx?id=FL010631>

(7) Click “開始建檔 Start file creation” to edit data of your Thesis/Dissertation.

## 1.3 Upload Full-text

### ※ Precautions before submitting ETD full-text

Once you passed the library review, the full-text will not be able to be modified by the author. Therefore, please make sure:

- The full-text you submitted is **the final version**.
- Confirm the **open access date** with your advisor in advance.

(1) Go to the [NCUT ETD System](#), click "Submission" on the left, and log in with the account and password. (Account application please refer to "1.2 ETD System Account")



Click on "English" converse into English version. If that still does not work, refresh the website and log in again.



(2) Go to "Step 1" on the left. Then, Click "Edit Dissertation/Thesis".



(3) Provide the necessary Dissertation/Thesis information, abstracts, table of contents and references according to the system instructions.

**Edit Dissertation/Thesis**

Basic Abstract Table of Content Reference

All mandatory fields indicated with red asterisks

Switch between tabs and show selected tab content.

\* thesis type :  Academic thesis/ dissertation  
 Thesis substitute: technical report (applied science/ technology)  
 Thesis substitute: work with written report (fine arts)  
 Thesis substitute: proof of achievement with written report (sports)  
 Thesis substitute: professional practice report (professional practice areas)

\* Chinese Name :

\* Foreign Name : The all letter of English name must be uppercase ,Ex: WANG, XIAO-MING or WANG, SIAO-MING

\* Chinese Title :

\* Foreign Title : The first letter of English name must be uppercase

\* Advisor :  The all letter of English name must be uppercase  
Chinese   
Foreign

\* E-mail of Advisor : If there are more than two E-mail, please use comma(,) to separate them

\* Advisory Committee :  The all letter of English name must be uppercase ,Ex: WANG, XIAO-MING or WANG, SIAO-MING  
Chinese   
Foreign



|                       |  |
|-----------------------|--|
| * Date of Defense :   | <input type="text"/>   |
| * Degree :            | Master ▾   |
| School Name :         | National Chin-Yi University of Technology  |
| Department Name :     | Institute of Innovation Technology and Information Management  |
| Academic Year :       | 109 ▾  |
| * Publish Year :      | Same as the year written on thesis/dissertation cover page and spine.  |
| * Student ID :        |  |
| * Language :          |  |
| * Page Count :        | The total pages are the Arabic numeral page number of the last page of the full-text.<br><b>Not the total pages of PDF file.</b> |
| * Chinese Keyword :   |  |
| * Foreign Keyword :   | <input type="button" value="Add"/> Enter just one keyword in a textbox   |
| 數位影音資料 :              | Please click "Add" button to add a new blank for multiple keywords.  |
| 網址 :                  |  |
| * E-mail :            | <input type="text"/>   |
| DOI :                 | <input type="text"/>   |
| ORCID或 ResearchGate : | <input type="button" value="增加"/> 格式範例 : orcid.org/0000-0001-7598-1139   |
| Facebook :            | <input type="text"/>   |
| IG :                  | <input type="text"/>   |

(4) After fill in all the information, go to "**Step 2**" to upload the full-text PDF file.

- ※ **Please convert the entire thesis/dissertation to one single file**, add the required watermark and make sure the file contains all the content of your thesis/dissertation, including :
  - a. Title Page
  - b. Oral Defense Committee Signature Form **(This form must signed by the committee members)**
  - c. Chinese Abstract (摘要)
  - d. English Abstract
  - e. Acknowledgements
  - f. Table of Contents
  - g. List of Tables
  - h. List of Figures
  - i. Main text
  - j. References
  - k. Appendices
- ※ If you want to delay the open day of the thesis/dissertation paper copies, click the button "apply to hide abstract" to upload Delaying public access Application with the relevant supporting document attached.

國立勤益科技大學 博碩士論文系統

**(Optional) Upload Delaying public access Application with the relevant supporting document attached.**

Input Metadata Full text

論文建檔

- step1 Key in
- step2 Upload
- step3 print out & upload authorization letter

step2 Upload If you have any problem, please Contact Us

Upload or delete full text apply to hide abstract

fulltext

Edit Dissertation/Thesis

Basic Abstract Table of Content Reference fulltext

All mandatory fields indicated with red asterisks

上傳全文注意事項：

1. 若有超過一個檔案須上傳，可利用下方「增加檔案」功能增加上傳檔案的數量，上傳時僅需選擇檔案並按下「確定上傳」，系統便會自動將檔案上傳。此外，您亦可將多個檔案自行打包為壓縮檔（如zip、7z等）後再上傳。
2. 本網頁僅供電子全文檔案上傳，倘若您的學位論文包括高解析度圖檔（如JPG、TIF、PSD、AI）、CAD圖檔（如DWG、DXF、FBX、DAE）、3D動畫或模型檔（如3DS、MAX）、音訊檔（如WAV、MP3）、視訊檔（如AVI、MOV、WMV、MP4）等**作品檔案、程式執行檔或是其他格式檔案，請另行燒錄成光碟**，併同紙本論文或書面報告繳交學校代收後統一寄送國家圖書館保存。
3. 若您有線上建檔的問題，可洽詢學校管理者或與我們聯絡。若您的全文無法自行上傳或全文檔案太大無法於本網頁上傳，也請與我們聯絡（[https://nditdccc.ncl.edu.tw/get\\_contact.php](https://nditdccc.ncl.edu.tw/get_contact.php)），謝謝！

Delete Full Text

全文檔上傳： Full-Text

Add file 檔案名稱： Full-Text 選擇檔案 未選擇任何檔案

確定上傳

(5) After uploading the PDF file, please fill in the “Copyright License Agreement” below for public access date. (This open date refers to the access to the PDF file through the internet, not the paper copies.)

step2 Upload If you have any problem, please Contact Us

Upload or delete full text apply to hide abstract (If you want to apply for the patent through TIPO, please click this button)

fulltext

Full-Text

Status : have Full Text

**Copyright License Agreement :**

Immediate public access

Immediate on-campus access, Public access starting from [ ] year [ ] month [ ] day \*

On-campus access starting from [ ] year [ ] month [ ] day ; Public access starting from [ ] year [ ] month [ ] day

Other :

**Audio and Video file Authorization :**

Haven't Audio or Video file

Immediate public access

Immediate on-campus access, Public access starting from [ ] year [ ] month [ ] day \*

On-campus access starting from [ ] year [ ] month [ ] day ; Public access starting from [ ] year [ ] month [ ] day

Other :

If you do not have any audio or video file, choose this one.

If you choose “Other”, please mention 2 things below or your review will be returned:  
 (1) Open access date;  
 (2) The reason why you want to delay the open date.

Next



(6) Go to ① “Step 3” and ② click “Print” to confirm the information of the Authorization Agreement Form. If all the information is correct, ③ print out and sign them, then ④ upload the scan file to the system.

**①** step3 print out & upload authorization letter

**②** Print

**④** Upload authorization letter

**③** Print

**National Chin-Yi University of Technology Authorized Agreement for Thesis/Dissertation**

Barcode: 109NCIT0396003

( Please deliver this form to my school library for documentation purposes )

ID:109NCIT0396003

•Applicant (thesis/dissertation author)Ethesys: (hereinafter referred to as "I.")

• Authorized subject:This form is to authorize the use of the following dissertation/thesis (circle one) written to meet graduation requirements of National Chin-Yi University of Technology in the department of Institute of Innovation Technology and Information Management for the 三 semester of 109 academic year.

Title : TEST

Advisor : 測試, Test

(Hereinafter referred to as "the publication", which contains all thesis/dissertation, abstracts, catalogues, graphic documents, audiovisual reports, technical reports or professional practice reports, etc.). In accordance with the Degree Conferral Act and other relevant laws and regulations, for this publication and its electronic file, the school library can be preserved and used according to the law. The National Central Library must preserve it in accordance with the law and to permit public access in the library with paper or reading equipment. In addition, in order to promote academic research and scholarly communication, I hereby agree to authorize the School and the National Central Library to use this publication for the following purposes:

(7) Go to “Step 4” and confirm the information you filled in. If everything is correct, click the “Submitted” button.

- **The content cannot be modified after the review is passed.** Please ensure the content of the thesis is the correct final version.
- Library review will take **1-3 working days**; please be patient.
- Please print out the paper copies **after you pass** the library review to avoid the printing mistakes.

**國立勤益科技大學 博碩士論文系統**

Input Metadata → Full text → Validate → Pass

**step4 Submit** Submitted Click here to enter · validate your Dissertation/Thesis

Basic Abstract Table of Content Reference fulltext

thesis type : Academic thesis/ dissertation

Chinese Name : 測試帳號

Foreign Name : Ethesys

## (8) Receive Acceptance Notice

|             |  |
|-------------|--|
| Disapproved | <p>寄件者 ▼ 臺灣博碩士論文知識加值系統 &lt;ndltd@ncl.edu.tw&gt; 🌱 📧 📧</p> <p>收件者 測試帳號&lt;yuhtsy@ncut.edu.tw&gt;;</p> <p>主旨 ▼ 論文審核結果通知信 (請勿直接回覆)</p> <p>時間 2021-04-29 15:32</p> <p>位置 收件匣</p> <p>親愛的 測試帳號您好</p> <p>您的論文審核結果為 不通過<br/>Your thesis/dissertation is not approved for the following reason(s):</p> <p>不通過的原因為：</p> <ol style="list-style-type: none"><li>1. 論文畢業學年度有誤</li><li>2. 論文全文電子檔內未加入浮水印</li></ol> <p>若您對審核結果有任何問題，歡迎逕洽國立勤益科技大學圖書館服務櫃台</p> <p>If your Dissertation/Thesis does not pass the review, the system will send an e-mail notification. Refer to the email for the reasons for disapproval, please correct the errors as soon as possible and re-upload the PDF file to ETD System.</p> |
| Approved    | <p>If everything is correct, the system will automatically send an e-mail notification to you :</p> <p>寄件者 ▼ 臺灣博碩士論文知識加值系統 &lt;ndltd@ncl.edu.tw&gt; 🌱 📧 📧</p> <p>收件者 測試帳號&lt;ethesys@ncut.edu.tw&gt;;</p> <p>主旨 ▼ 論文審核結果通知信 (請勿直接回覆)</p> <p>時間 2021-04-29 16:23</p> <p>位置 收件匣</p> <p>親愛的 測試帳號您好</p> <p>您的論文審核結果為 通過<br/>請至系統列印授權書，於辦理離校時使用</p> <p>若您對審核結果有任何問題，歡迎逕洽國立勤益科技大學圖書館服務櫃台</p>   |

### 1.4 Go to Library to submit Dissertation/Thesis

※ **Required items:**

- (If Approved) Print out the Approval Email.
- Hardback Copy of your Dissertation/Thesis \*2
- The signed Authorization Agreement Form \*2

※ **You must return all the library materials you borrowed and pay the overdue fines.**