國立勤益科技大學 圖書館
National CHIN-YI University of Technology Library

Thesis/Dissertation Submission Guide

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.

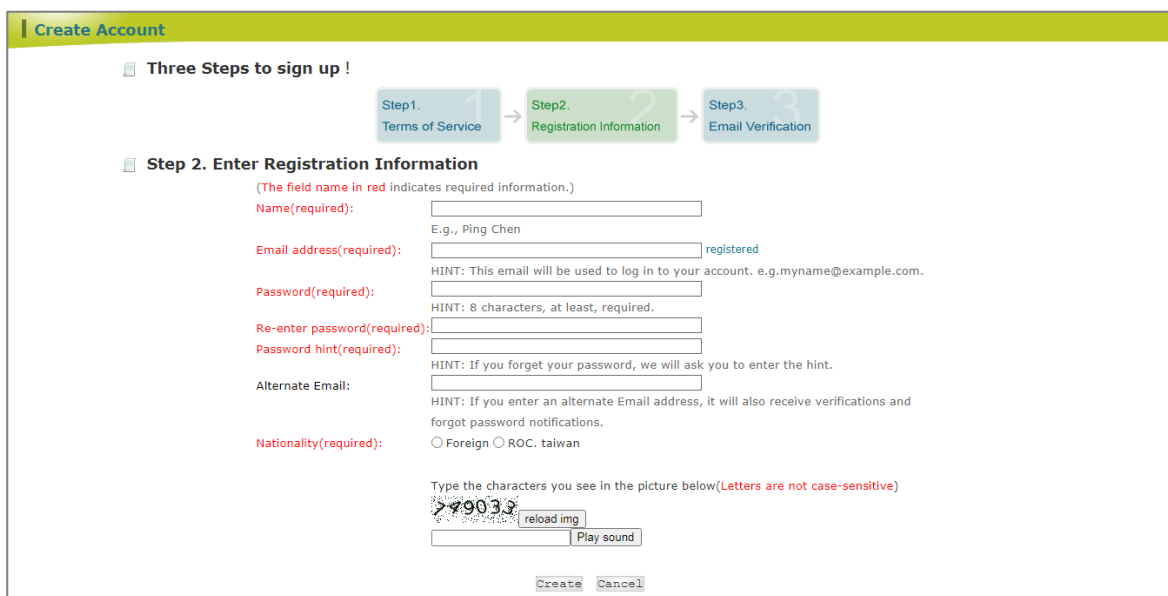(2) If you don't know, please contact Computer Center. (TEL: 04-23924505 #2235)

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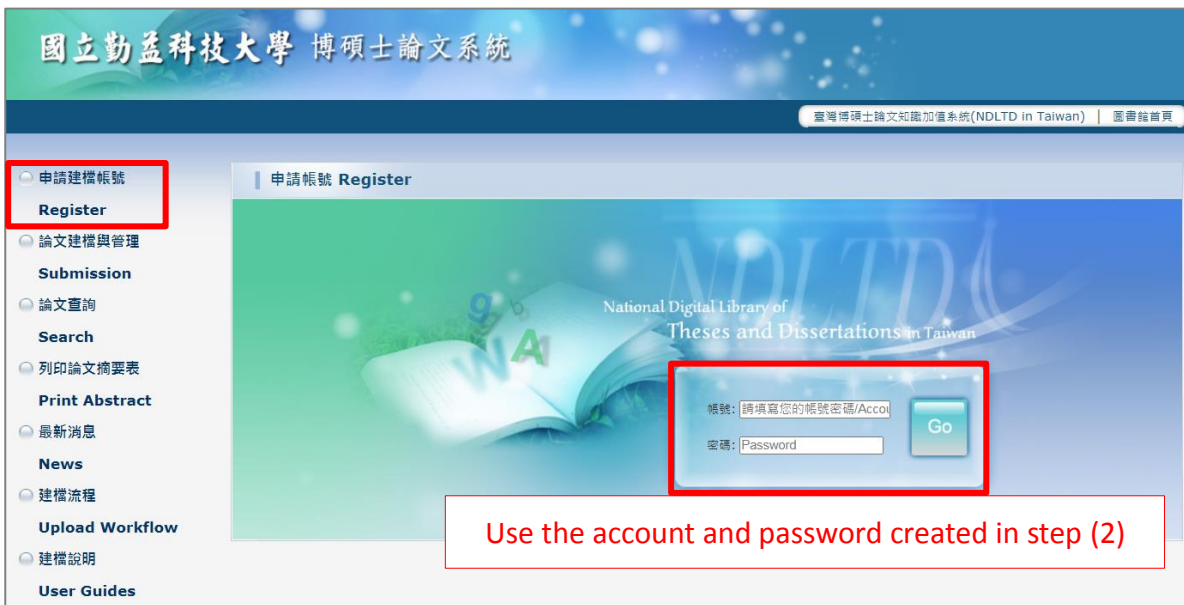
(3) Go to your mailbox and there will be a confirmation email.

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.

(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.

(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.

* Date of Defense :	
* 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. **Not the total pages of PDF file.**
* Chinese Keyword :	
* Foreign Keyword :	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 :	
DOI :	
ORCID或 ResearchGate :	增加 格示範例 : orcid.org/0000-0001-7598-1139
Facebook :	
IG :	

(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.

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

(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.)

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.

(6) Go to ❶" Step 3 " and ❷click "Print" to confirm the information of the Authorization Agreement Form. If all the information is correct, ❸print out and sign them, then ❹upload the scan file to the system.

(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.

(8) Receive Acceptance Notice

Disapproved	
	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.
Approved	If everything is correct, the system will automatically send an e-mail notification to you：

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.**