

Thesis/Dissertation Submission Guide

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Update: 2022.01.25

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 <u>Computer Center</u>. (TEL: +886-23924505 #2235)

1.2 ETD System Account Registration

(1) Go to <u>"National Digital Library of Thesis and Dissertations in Taiwan</u>" to create an account.

NDLTDL臺灣博碩士論文知識加值系統	::: Site Map Home About Us Contact Us NCL 中文版 Facebook Page Mobile
IN TAIWAN National Digital Library of Theses and Dissertations in Taiwan	Log In Sign Up
General Public Researchers Faculties & Students	Basic Search Top lists My Lab NDLTD Search
(120.108.27.14) GMT+8 : 2021/05/21 10:28	Font Size: 🛨 📄 Default font
Create an Account	
Three Steps to sign up !	
Step1. Step2. Step3	
Terms of Service Registration Information Email	Verification
C Deview the Terms of Lice	
Review the Terms of Use	
National Central Library "National Digital Library of Theses and Dissertations in T	Taiwan" Terms of Service.
Welcome! We are honored to have you to register for membership in National Di	igital Library of Theses and
Dissertations in Taiwan Website (hereatter referred to as "the site"). In order to	protect your rights, before you
register, please read the following terms of service. Clicking on the "I accept" bu	utton is taken to mean that you
have read, understand and intend to respect the terms of service listed below.	
1. The site provides Internet information services to	
registered members. Members must provide their own devices for accessing the Internet as well as any fees	
involved in the connection.	
provide complete and accurate information when	
registering, and any changes should be made online.	
your personal information, the site reserves the right to 🅢	
Accept Cancel	
Forgot username Forgot password Resend email	verification

(2) Enter Basic Information

- Name must be entered as **full name**.
- Email address must be NCUT e-mail. (DO NOT USE GMAIL)

(s + student ID @student.ncut.edu.tw, such as s3A334001@student.ncut.edu.tw)

Create Account	
Three Steps to sign up !	
Step 1 Terms	s of Service \rightarrow Step2. Registration Information \rightarrow Step3. Email Verification
Step 2. Enter Registration Information	rmation
(The field name in red india	cates required information.)
Name(required):	
	E.g., Ping Chen
Email address(required):	registered
	HINT: This email will be used to log in to your account. e.g.myname@example.com.
Password(required):	
	HINT: 8 characters, at least, required.
Re-enter password(require	d):
Password hint(required):	
	HIN1: If you forget your password, we will ask you to enter the hint.
Alternate Email:	HINT: If you enter an alternate Email address, it will also receive verifications and
	forrot password putifications.
Nationality(required):	© Enreinn © ROC, taiwan
	Type the characters you see in the picture below(Letters are not case-sensitive) reload img Play sound
	Create Cancel

(3) Go to <u>Ncut student mailbox (https://student.ncut.edu.tw/)</u> and there will be a confirmation email.

NOTE : If you don't know your mailbox password, please contact Computer Center(5th floor of the Library and Information Building) to reset your password. (step 1.1)

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"** or **"verification button"** and you will be informed that verification is activated.



(4) Go to the <u>NCUT ETD System</u> 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 <u>correct department name</u>; 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.

NDLTDL臺灣 IN TAIWAN National D	尊碩士論文知識加值系統 gital Library of Theses and Dissertations in Taiwan	
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▶ 县他功能 Others	請輸入個人基本資料 紅色"號為必填欄位	如果有任何問題,請立刻 <u>聯絡我們</u>
● 聯絡我們	Please Key in Red * is the required field	If you have any problem, please <u>Contact Us</u>
◎ 登出系統	欄位Field	内容Content
	* 學年度: Academic Year: 109 ❤	
	學校名稱:國立動益科技大學	
	School Name : National Chin-Yi University of Technology	
	* 糸所名稱:	
	Department Name :	Please enter the department name:
	*姓名:	
	Name :	
	*學號:	
	Student Id :	
	* 電子郵件:	(i語確要填寫Please confirm)
	E-mail : `	
	學期: 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(C001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、書面)	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條請求查
	閹、補充、更正、製給複製本及請求停止蒐集、處理、利用及請求	:删除等權利,行使方式講治本校業務承辦人。
	註:個人資料保護法之特定目的及個人資料之類別代號	
	http://mojlaw.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.

NDLTDL臺灣博 IN TAIWAN National Dig	存硬士論文知識加值系統 Hal Library of Theses and Dissertations in Taiwan		
▶ 其他功能 Others		初建幅雪微定 感好! 登出	
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◎ 登出系統	欄位Field	内容Content	
	申請已通過,證律條定如下 The annination has been passed, and the file account secrets are as follows		
	幅號: 109NCIT0041003 Account: 109NCIT0041003		
	密碼:AnwCeq2m (朱統預設密碼,如您已自行修改,請以修改後密码 Password:AnwCeq2m (The system preset password, if you have n	高浩道) nodified it yourself, please refer to the modified password)	
	您可繼擔使用校方核發之E-mail幅密,或以本条統核發之幅密,二書 You can choose to use the E-mail account secret issued by the scho	都可以登入邊續氣修改資料 ol 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後為進行電子論文作業管理・本表更	集之但人資料: 姓名、學號、朱級、連絡電話、電子復禧(C001辨識個人者 註)等資訊。在電子論文作業	
	音揮期間以牧務地區運行各項聯繫及週刊(電子郵件、電話、書画 關、補充、更正、製給複製本及請求停止蒐集、處理、利用及請:)之用。有木燥供必隔痛(1)上哺完整之翼科,有可能需法完成甲糖。你得你個人資料保護法第3除請求量 求删除等權利,行使方式請治本权業務承辦人。	
	註:個人資料保護法之特定目的及個人資料之類別代號		
	http://mojlaw.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

ℜ 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 <u>NCUT ETD System</u>, click "Submission" on the left, and log in with the account and password. (Account application please refer to "1.2 ETD System Account")

國立勤益科技	大學 博碩士論文系統
	室灣標碩士論交知識加值条統(NDLTD in Taiwan) 圖書館首頁
○ 申請建檔帳號	論文建檔與管理 Submission
Register	
🕥 論文建檔與管理	
Submission	
◎ 論文查詢	9 National Digital Library of
Search	Theses and Dissertations in Taiwan
◎ 列印論文摘要表	
Print Abstract	模號:
│	室碼:
News	
→ 建福流程	
Upload Workflow	Use the account and password created in step 1.2
₩ 建馏説明	
User Guides	

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 Switc	h between tabs and show selected tab content.				
* thesis type : Academic thesis/ dissertation					
 Thesis substitute: technical report (application) 	oplied science/ technology)				
O Thesis substitute: work with written a	report (fine arts)				
O Thesis substitute: proof of achievement	ent with written report (sports)				
Thesis substitute: professional practi	ce report (professional practice areas)				
* Chinese Name :					
* Foreign Name : The all letter of English name must be up	percase ,Ex: WANG, XIAO-MING or WANG, SIAO-MING				
* Chinese Title :					
* Foreign Title : The first letter of English name must be u	appercase				
* Advisor : Add The all letter of English name r	Write in the form of "Last name, First name".				
Chinese 王小明	If there is a co-advisor, please click "Add"				
Foreign WANG, XIAO-MING	button to add a new blank.				
* E-mail of	* E-mail of Usthern are more than two E world places we compare () to concerts them				
Advisor :					
* Advisory Committee : Add The all letter of English name n	aust be uppercase ,Ex: WANG, XIAO-MING or WANG, SIAO-MING				
Chinese					
Foreign					

* Date of Defense :	
* Degree :	Master •
School Name:	National Chin-Yi University of Technology
Department Name :	Institute of Innovation Technology and Information Management
Academic Year :	
* Publish Year:	Same as the year written on thesis/discortation
* Student ID:	source page and spine
* Language :	cover page and spine.
* Page Count:	The total pages are the Arabic numeral page
* Chinese	The total pages are the Arabic humeral page
Keyword :	number of the last page of the full-text.
* 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	増加 格示範例:orcid.org/0000-0001-7598-1139
ResearchGate :	
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.

國立勤益科技大學 博碩士論文系統		
(Optional) Upload Delaying public access Application with		
Input Metadata 🕤 Full text 🥥 the relevant supporting document attached.		
▶ 論文建檔 step2 Upload If you have any problem upleaseContact Us		
• step1 Key in		
Step2 Upload		
step3 print out & upload fulltext		
Edit Dissertation/Thesis		
Basic Abstract Table of Content Reference fulltext		
All mandatory fields indicated with red asterisks ト 傳 今 文 注 音 東 佰 ・		
上傳主又注意事項: 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缩檔(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團檔(如JPG、TIF、PSD、AI)、CAD團檔(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香送國家圖書館保存。 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://ndltdc.ncl.edu.tw/get_contact.php),謝謝!		
Delete Full Text		
全文檔上傳: U 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 <u>Contact Us</u>		
Upload or delete full text apply to hide abstract through TIPO, please click this button)	(If you want to apply for the patent	
Full-Text Status : have Full Text	If you do not have any audio or video file, choose this one.	
Copyright License Agreement : Immediate public access Immediate on-campus access · Public access starting from year v month day · On-campus access starting from vyear v month day ; Public access starting from vyear v month day	Audio and Video file Authorization : B Haven't Audio or Video file Immediate public access Immediate on-campus access · Public access starting from year v month v day · On-campus access starting from v year v month v day ; Public access starting from v year v month v day Other :	
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.

			National Chin-Yi University of Technology Authorized
			Agreement for Thesis/Dissertation
	▶ Thesis	step3 print out & upload a	
	🔵 stepl Key in	Convright Liconco Agreement :	(Please deliver this form to my school library for documentation purposes)
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U	step3 print out & apload authroization letter	Immediate on-campus access	 Authorized subject:This form is to authorize the use of the following dissertation/thesis (circle one) written to meet graduation requirements of <u>National Chin-Yi University of</u> Technology in the department of Institute of Innovation Technology and Information
	🔵 step4 Submit	On-campus access starting from day ; Public access starting	Management for the <u>semester of 109</u> academic year.
	Other Function	month v day	Advisor: <u>測試,Test</u>
	😑 Change log	Other :	(Hereinafter referred to as "the publication ", which contains all thesis/dissertation, abstracts,
	🔵 Personal Data		catalogues, graphic documents, audiovisual reports, technical reports or professional practice reports, etc.). In accordance with the Degree Conferral Act and other relevant laws and conclusions for this publication and its clostopic file, the activation activation and and
	🔵 Question		regulatoris, for this publication and its electronic file, the school indust can be preserved and used according to the law. The National Central Library must preserve it in accordance with the law and to permit hublic access in the library with paper or reading equipment. In addition
	🔵 Contact Us		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
	😑 Logout		purposes:
			Print Upload authroization letter Next

- (7) Go to "Step 4" and confirm the information you filled in. If everything is correct, click the "Submitted" button.
 - <u>The content cannot be modified after the review is passed</u>. Please ensure the content of the thesis is the correct final version.
 - Library review will take <u>1-3 working days</u>; please be patient.
 - Please print out the paper copies <u>after you pass</u> 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
▶ Thesis	
🔿 stepl Key in	Submitted Click here to enter + Validate your Dissertation/Thesis
🔿 step2 Upload	Basic Abstract Table of Content Reference fulltext
step3 print out & upload authroization	thesis type : Academic thesis/ dissertation
letter	Chinese Name: 測試帳號
🔿 step4 Submit	Foreign Name - Ethesus

(8) Receive Acceptance Notice

Disapproved	寄件者 👻	臺灣博碩士論文知識加值系統 <ndltd@ncl.edu.tw> 🎭 👩 🍛</ndltd@ncl.edu.tw>	
	收件者	測試帳號 <yuhtsyr@ncut.edu.tw>;</yuhtsyr@ncut.edu.tw>	
	主旨 🗸	論文審核結果通知信(請勿直接回覆)	
	時間	2021-04-29 15:32	
	位置	收件匣	
	親愛的 測試帳號您好		
	您的論文審核結果為 不通過 Your thesis/dissertation is not approved for the following reason(s):		
	 不通過的原因為: 1. 論文畢業學年度有誤 2. 論文全文電子檔內未加入浮水印 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 		
	If your Dissertation/Thesis does not pass the review, the system will send		
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	ETD System.		
Approved	If everything is correct, the system will automatically send an e-mail		
	奇仵者 ▼	臺灣博頓士論又知識加值系統 <ndltd@ncl.edu.tw> 🎭 🏹 🐼</ndltd@ncl.edu.tw>	
	收件者	測試帳號 <ethesys@ncut.edu.tw>;</ethesys@ncut.edu.tw>	
	主旨 ▾	論文審核結果通知信(請勿直接回覆)	
	時間	2021-04-29 16:23	
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	親愛的 測試帳號您好		
	您的論文審核結果為 通過 請至系統列印授權書,於辦理離校時使用		
	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		

1.4 Go to Library to submit Dissertation/Thesis

※ <u>Required items:</u>

- Hardback Copy of your Dissertation/Thesis *2
- The signed Authorization Agreement Form *2
- **X** You must return all the library materials you borrowed and pay the overdue fines.