

National Tsing Hua University

Guidelines for Thesis/Dissertation Modification

Approved at the 3rd Faculty Meeting of the 2015 Academic Year on January 14, 2016

Amended at the 3rd Faculty Meeting of the 2024 Academic Year on March 13, 2025

I. Eligibility

1. Graduate students who have uploaded their electronic thesis/dissertation to the University's Thesis and Dissertation System and received advisor approval.
2. Alumni who have graduated and obtained their degree.

II. Items Subject to Modification

1. Thesis Public Access Date Adjustment
 - a. Postponement of public access.
 - b. Shortening of the originally approved postponement period (early release).
2. Correction of Thesis/Dissertation Content

Corrections for typographical errors, omissions, or other minor mistakes that do not affect the structure of the original thesis/dissertation.
3. Revision of Basic Information in the Thesis System

Includes corrections or updates to metadata such as keywords, abstracts, table of contents, references, etc.
4. Replacement of Thesis/Dissertation

In the event that sensitive, inappropriate, redacted, or potentially harmful content is identified, a replacement of the thesis/dissertation may be requested.

The application must be submitted by the department chair with a written explanation.

Note: Replacement is limited to one time only.

III. Required Signatures

1. Application documents must be signed by the thesis/dissertation advisor and the department chair.
2. If there are co-advisors, only one advisor's signature is required.
3. If the advisor is unable to sign in person, the department chair may sign on their behalf.

IV. Identity Verification

1. Handled by the Applicant in Person: Valid personal identification must be presented.
2. Handled by an Authorized Representative: An Authorization Letter for Thesis/Dissertation Modification Application and relevant documents must be submitted. The representative must present valid identification for both the applicant and the representative.

V. Responsible Unit

Acquisition and Cataloging Division, National Tsing Hua University Library

VI. Implementation

These guidelines shall be enforced upon approval of the faculty meeting.