國立清華大學 博碩士論文庫
NATIONAL TSING HUA UNIVERSITY Dissertations & Theses Repository

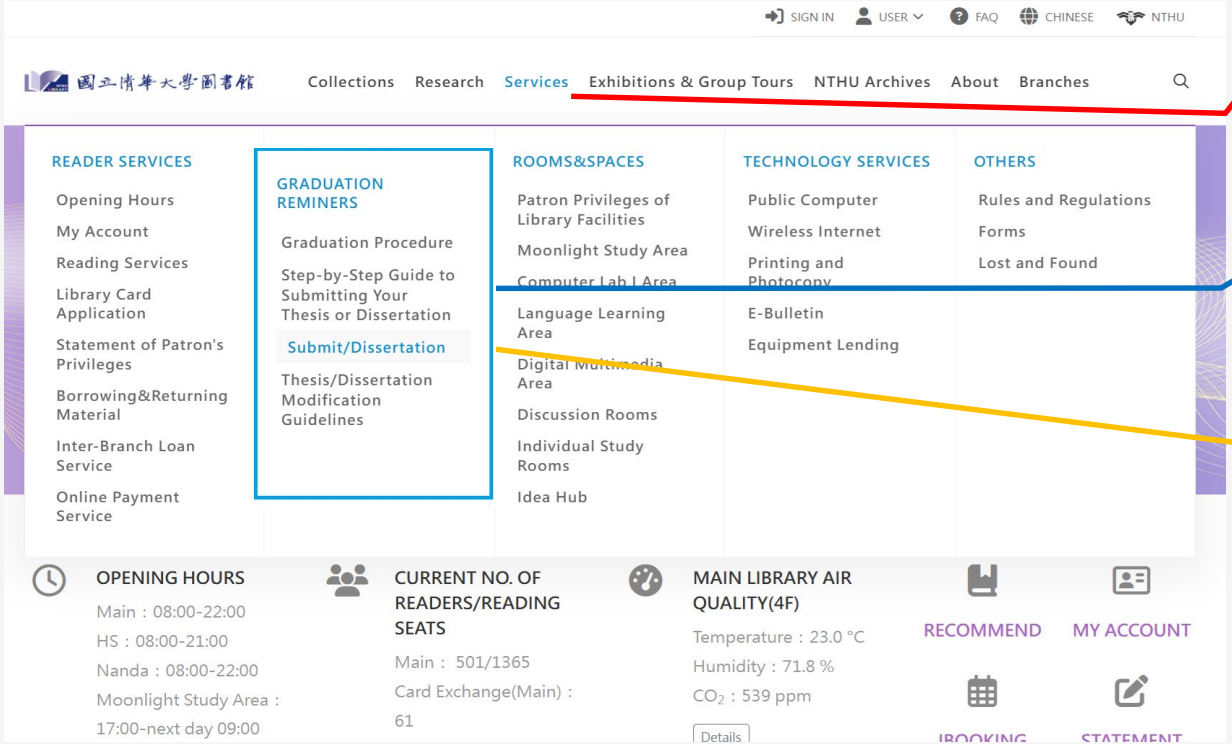
NTHU Dissertations & Theses Repository

國立清華大學博碩士論文庫
2025.05.28

Reminders Before You Begin

- ✓ The peak submission period occurs two weeks prior to the start of each semester. Please plan ahead to avoid delays in your graduation process.
- ✓ If you have passed your oral defense but are delaying graduation due to exchange programs or internships, you may upload your thesis now. However, the printed copy must be submitted during the actual semester of graduation.
- ✓ For questions regarding degree examinations, thesis formatting, or graduation procedures, please contact the Registration Division of the Office of Academic Affairs.

Access to Repository System



1. Navigate to the Library Homepage
2. Select "Services"

Refer to the **Submission Guide** before starting

Enter the Repository System

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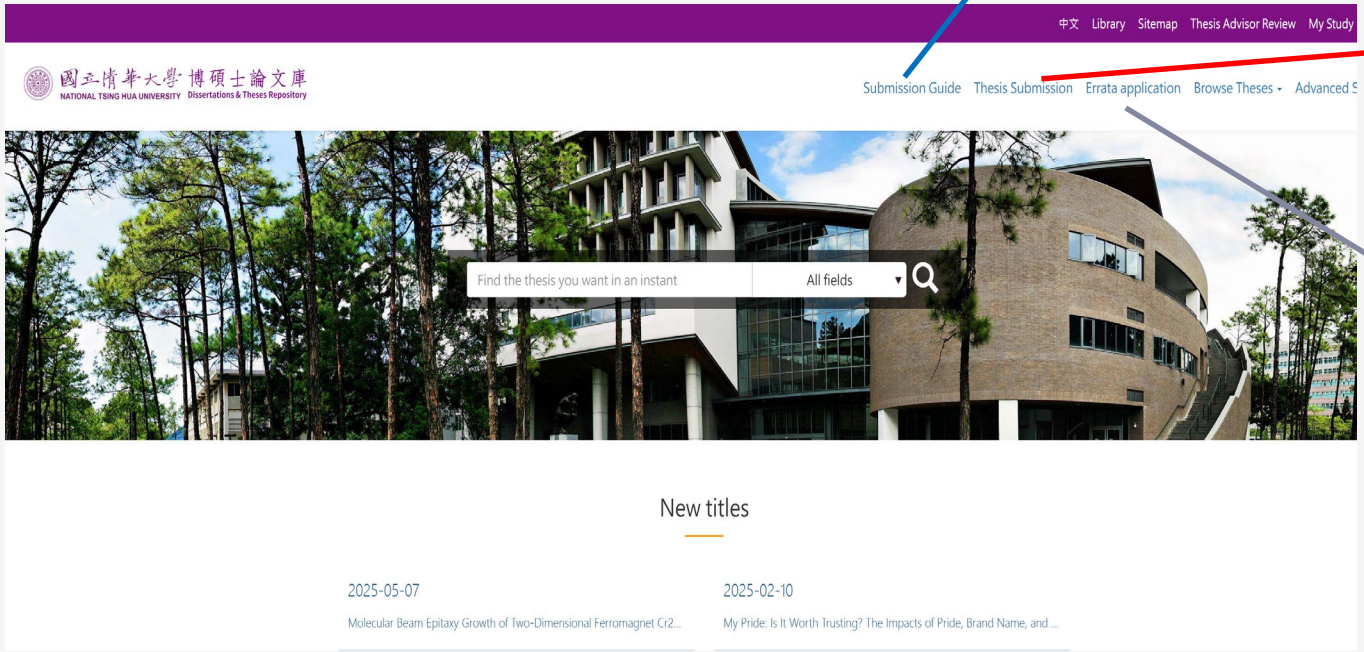
NTHU Dissertations & Theses Repository System

Step-by-Step Submission Guidelines

Submit theses

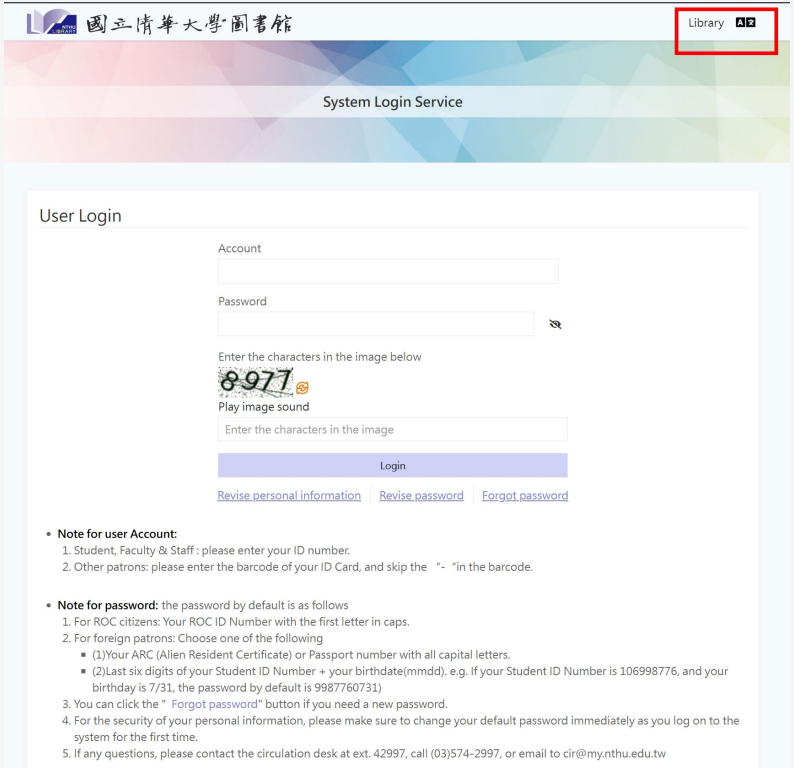
Modify theses after approval



System Login Service

Access: Thesis Submission-User Login

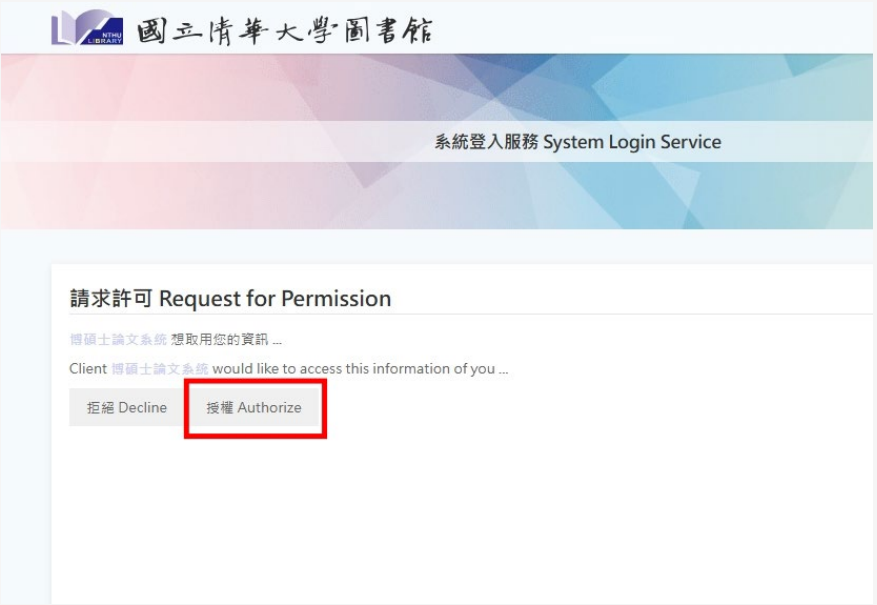
Sign in with
your library credentials



Your account will be locked after three failed attempts.
Use “Forgot password” function to obtain new password.

Request for Permission

Select「授權/Authorize」for the first- time login



Six-Step Submission Process

Step1: Confirm Basic Information

Step2: Enter Thesis Information and Upload Full-Text Thesis

Step3: Select Open Access Option and Submit Embargo Request

Step4: Advisor Review

Step5: Library Review

Step6: Print and Submit Hard Copies

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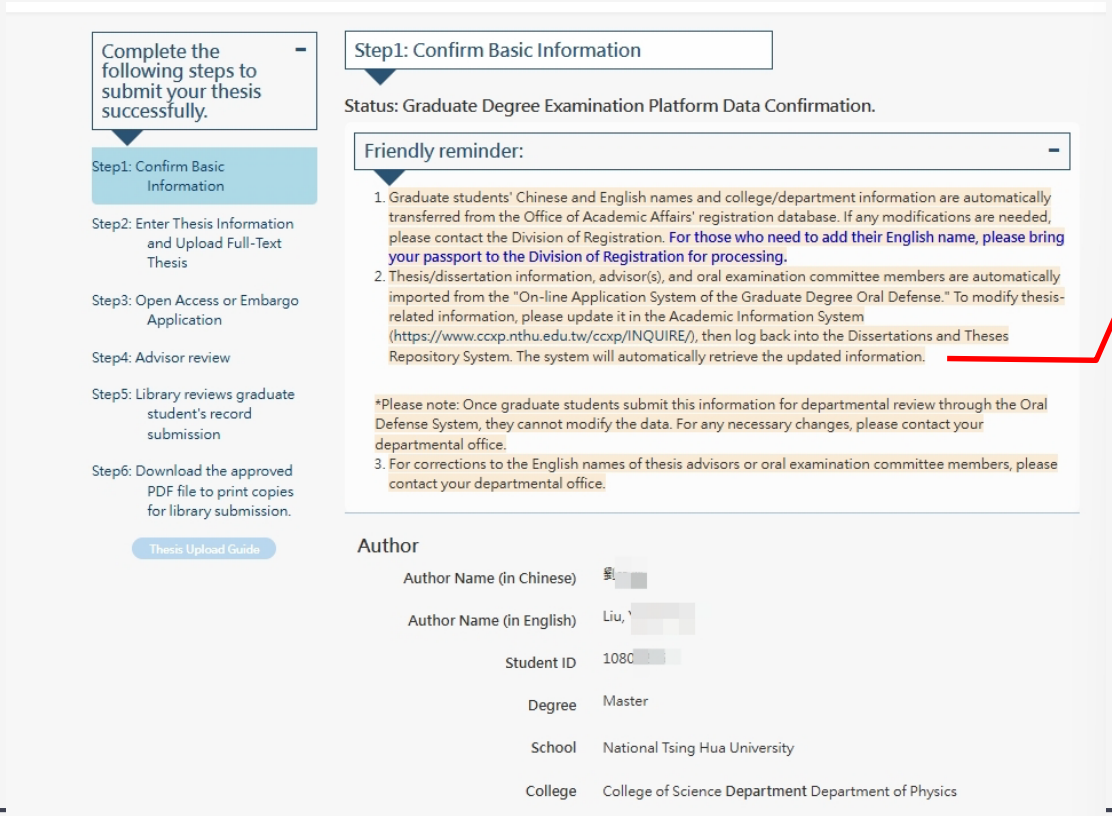
Step1: Confirm Basic Information

The system will import the basic data from the "On-line Application System of the Graduate Degree Oral Defense."

Please check for accuracy.

After submitting oral defense data for departmental review, contact the Department Office and Division of Registration for any modifications

Step1: Confirm Basic Information



Please confirm the following information

1. **Author**
2. **Thesis/Dissertation**
3. **Advisor**
4. **Committee**

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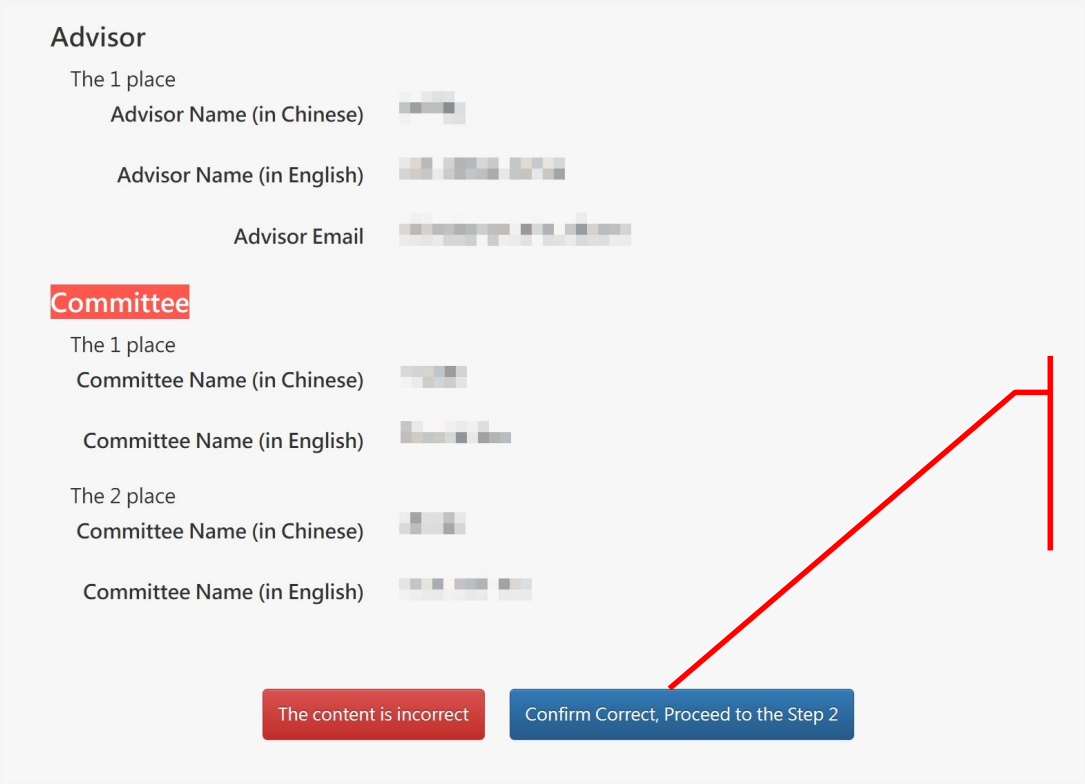
Step1: Confirm Basic Information

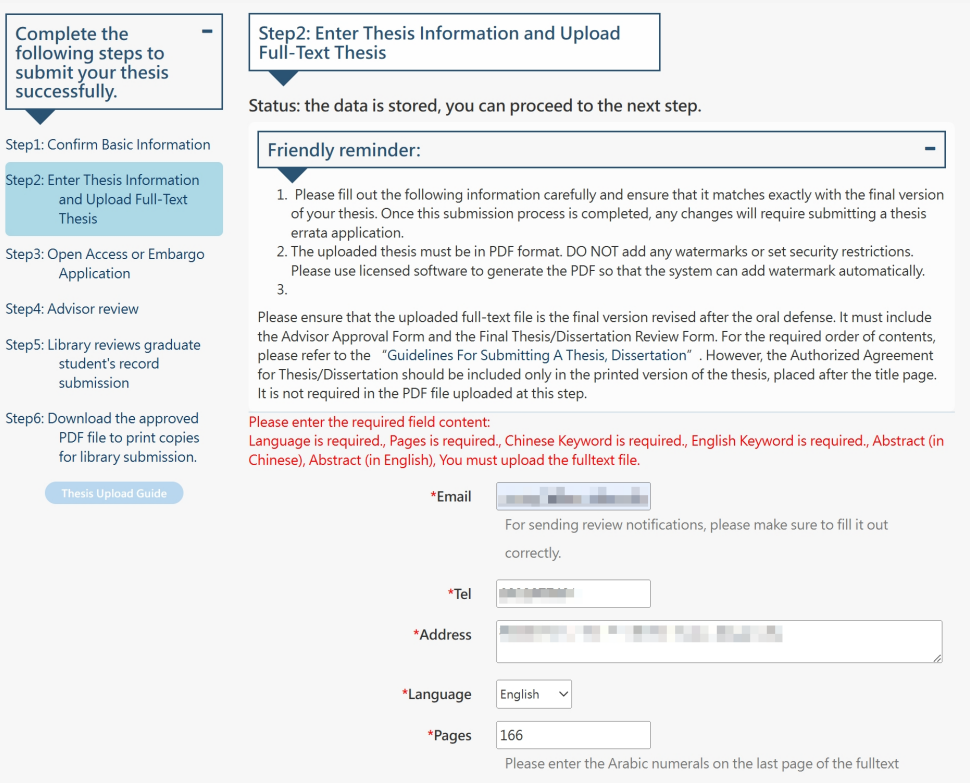


Once confirmed correct, proceed to next step

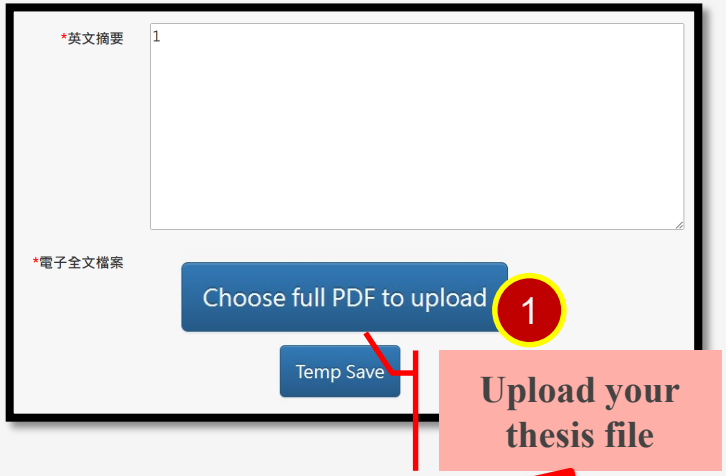
Step2: Enter Thesis Information and Upload Full-Text Thesis

You must personally complete all required thesis metadata fields

Please provide a valid email address for receiving the notifications.

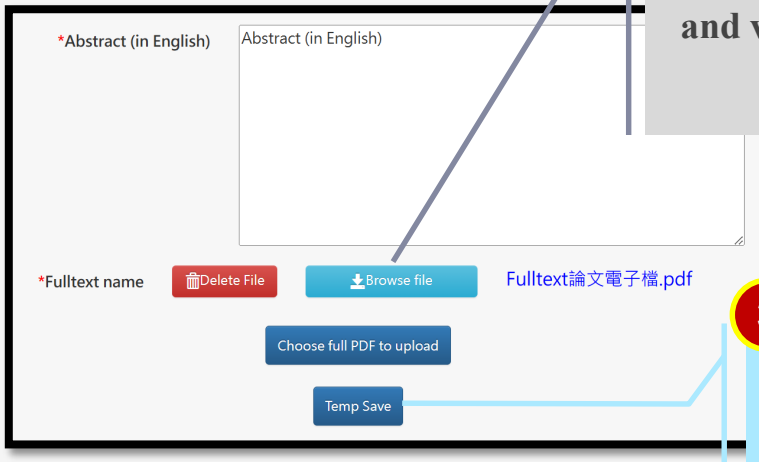


Step2: Enter Thesis Information and Upload Full-Text Thesis



Upload your thesis file

- Submit final post-defense PDF version
- Include signed Advisor's Approval Form and Oral Defense Form
- No watermark or security needed
- Embed all special fonts



2

Click to preview the file and verify the embedded watermark

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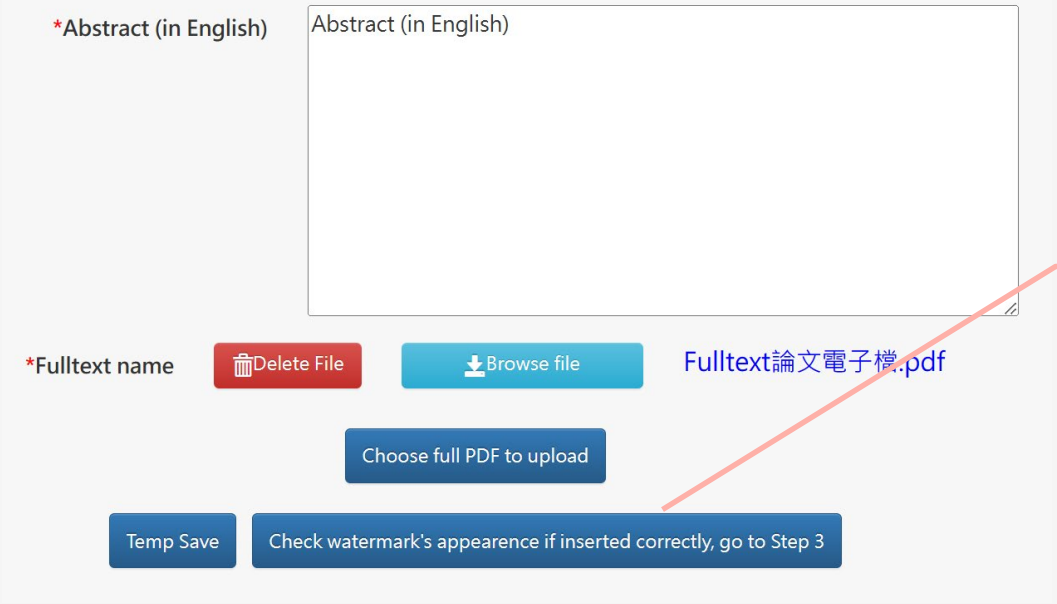
NATIONAL TSING HUA UNIVERSITY

3

Select "Temp Save" after uploading

Reopen the file to verify watermark and security settings

Step2: Enter Thesis Information and Upload Full-Text Thesis



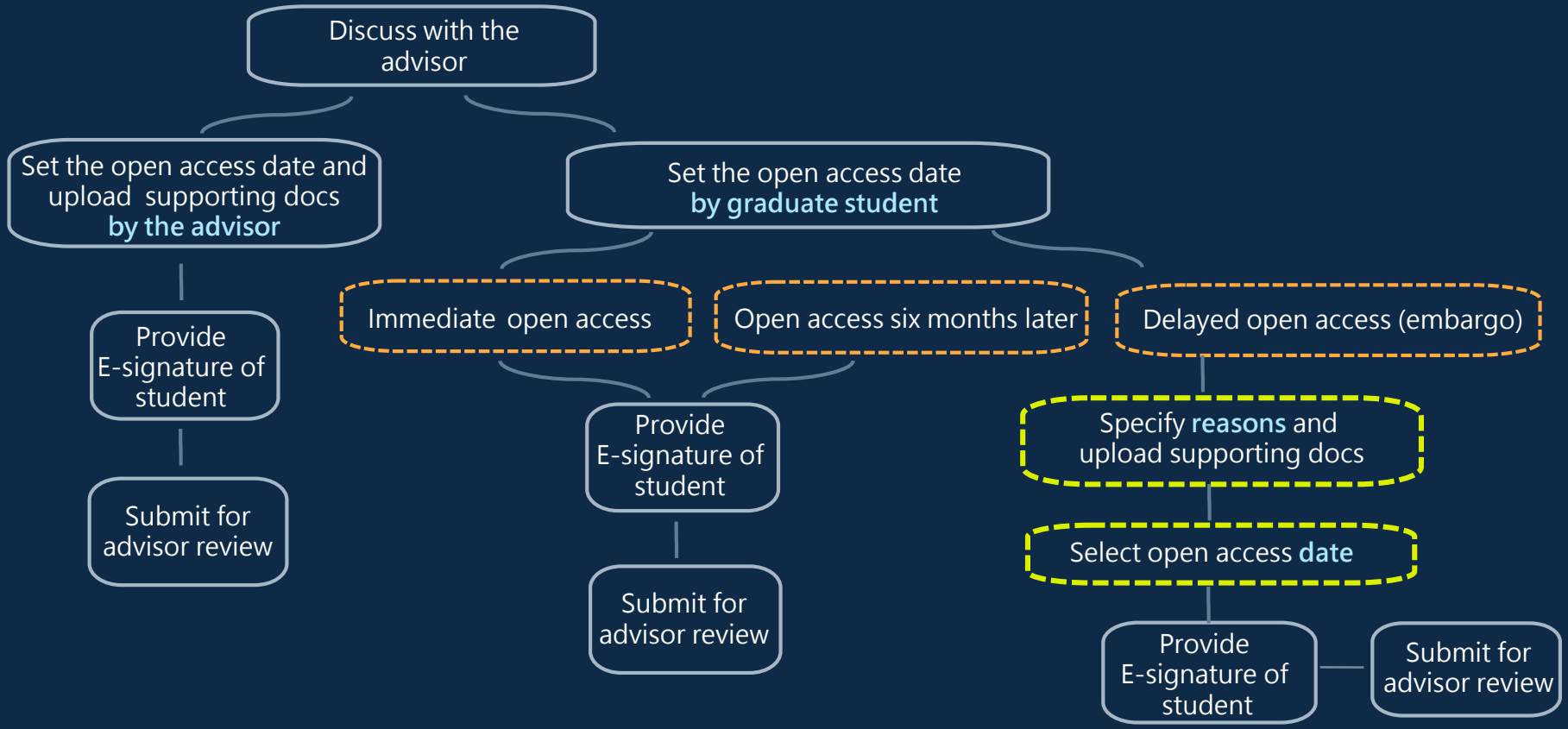
4

Proceed to next step when complete

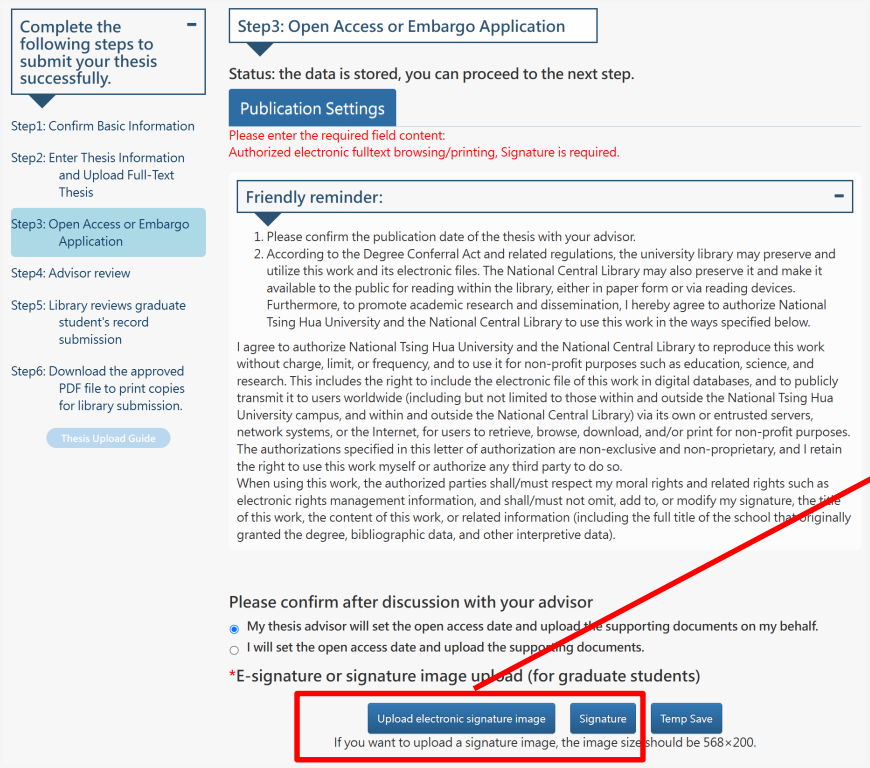
Step3: Open Access or Embargo Application

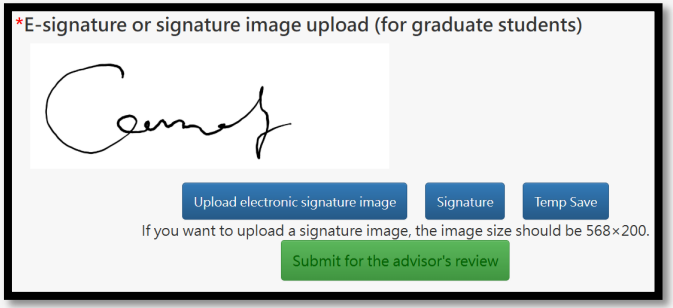
Please confirm the open access date and any embargo application with your advisor

Open Access Options and E-Signature Uploading



My thesis advisor will set the open access date and upload the supporting documents on my behalf.





Use an electronic signature

Please refer to next page for setting by graduate student

I will set the open access date and upload the supporting documents. (1/3)

You could sign on line or upload the signature image if selecting the first two open access options

Image size (568*200)

Select for uploading image

Select for personal signature

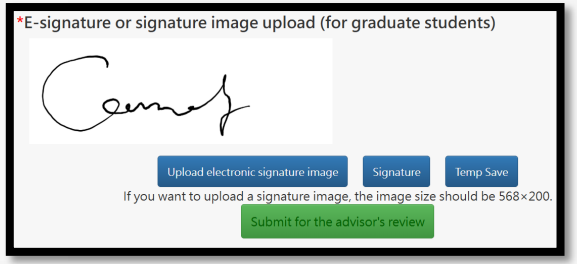
Please confirm after discussion with your advisor

- ○ My thesis advisor will set the open access date and upload the supporting documents on my behalf.
- ◉ I will set the open access date and upload the supporting documents.
  - ◉ Open access immediately after successful submission.
  - ○ Open access six months after successful submission.
  - ○ Apply for embargo period.

*E-signature or signature image upload (for graduate students)

Upload electronic signature image | Signature | Temp Save

If you want to upload a signature image, the image size should be 568×200.



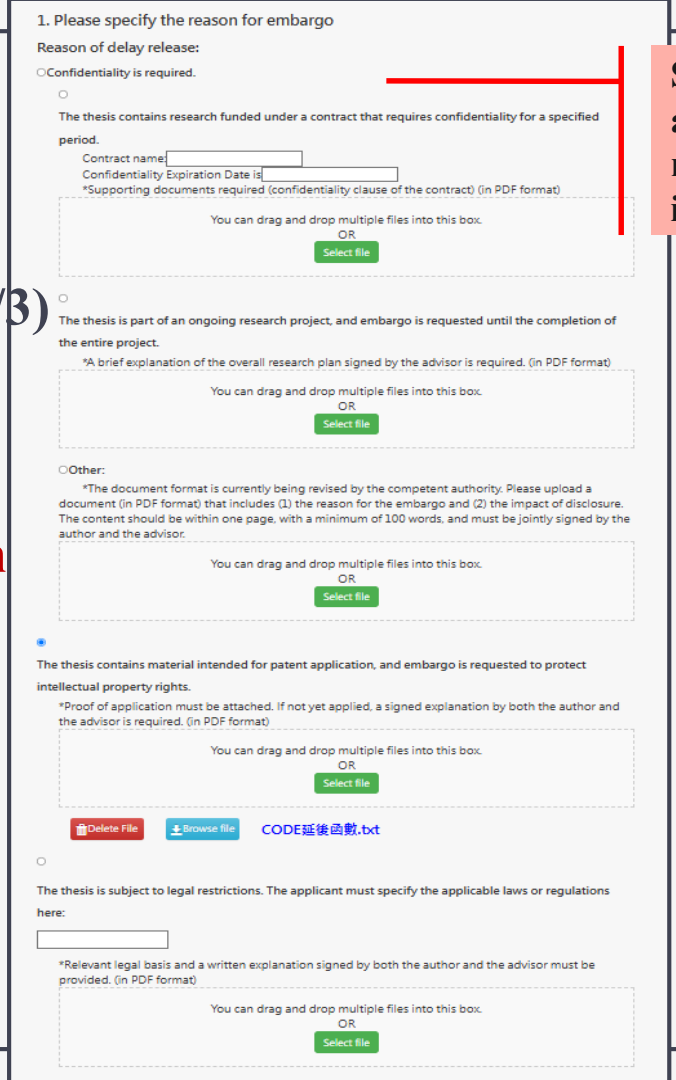
I will set the open access date and upload the supporting documents. (2/3)

For delayed open access

1 **Please specify the embargo reason**

Please confirm after discussion with your advisor

- ○ My thesis advisor will set the open access date and upload the supporting documents on my behalf.
- ◉ I will set the open access date and upload the supporting documents.
  - ○ Open access immediately after successful submission.
  - ○ Open access six months after successful submission.
  - ◉ Apply for embargo period.



Select delay reason and provide required information

I will set the open access date and upload the supporting documents. (3/3)

I have specified the reason for embargo as above and therefore request NTHU not to make my dissertation/thesis public until after the release date

2. Embargo to 2025/05/06 for publication

*E-signature or signature image upload (for graduate students)

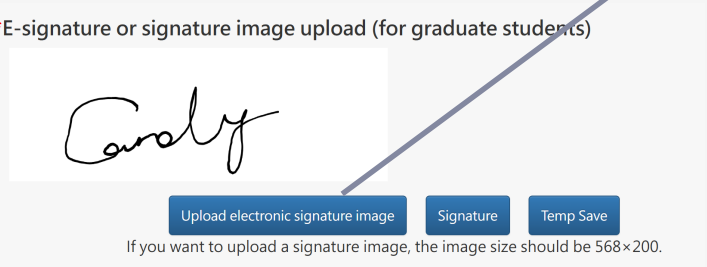
Upload electronic signature image | Signature | Temp Save

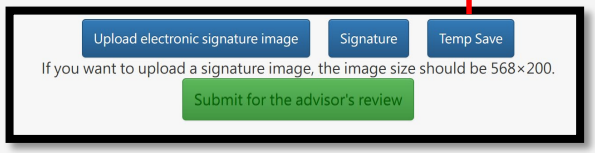
If you want to upload a signature image, the image size should be 568×200.

2 Set open access date

3 Upload electronic signature image or use an electronic signature

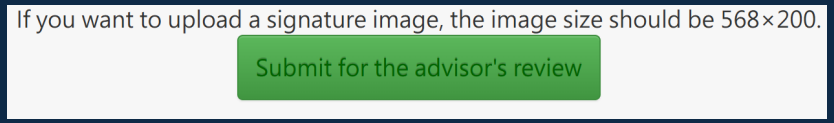
4 Click "Temp Save" to enable the "Submit for advisor review" option





Once you click "Submit for advisor review," you cannot return to modify your submission

Submit for Advisor Review



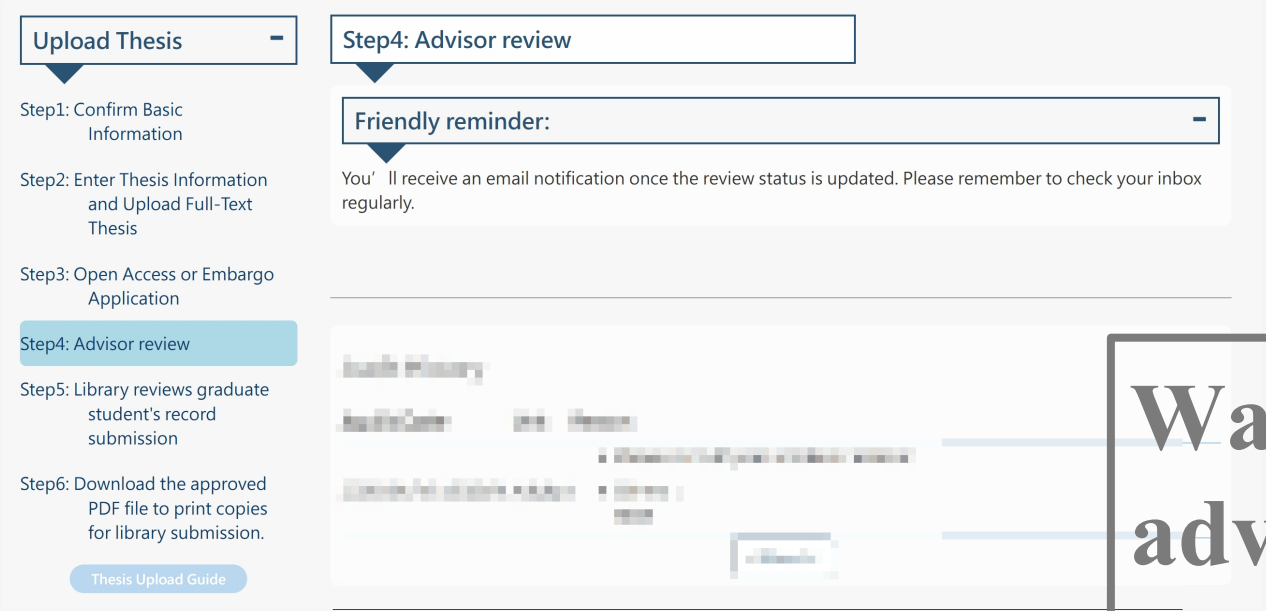
Your advisor will receive a notification email requiring their review.

Step4: Advisor review

Advisor Key Review Items

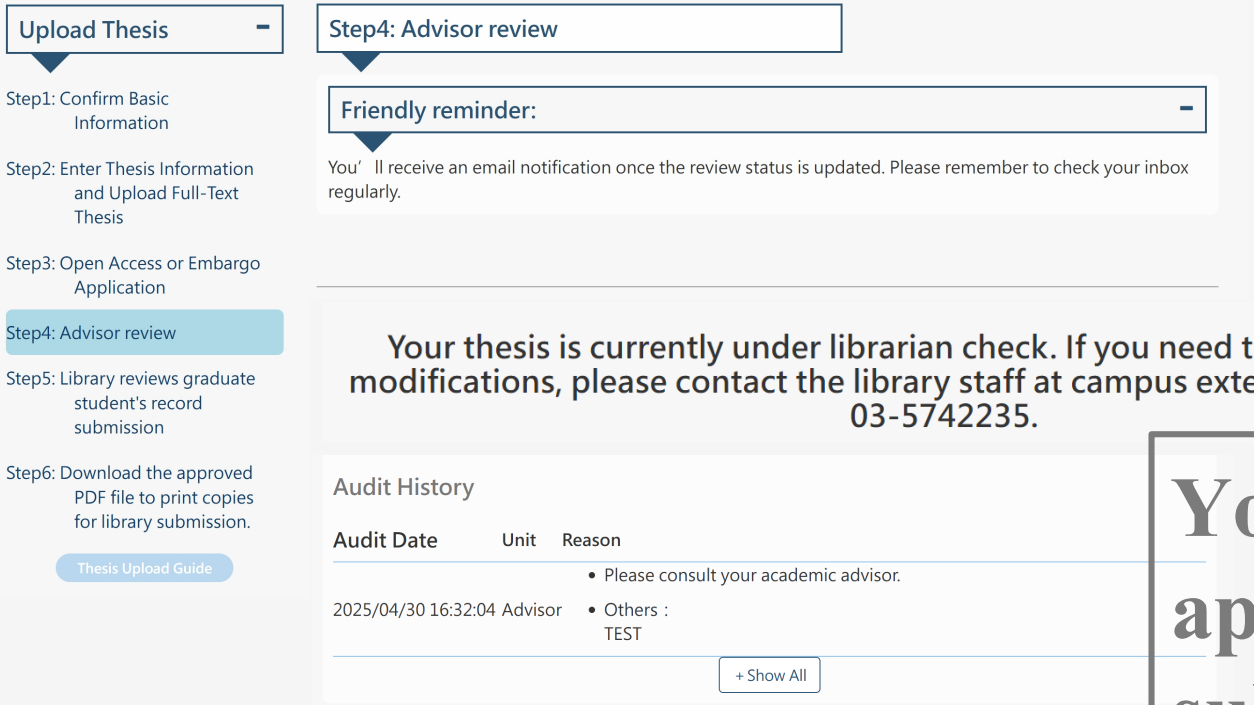
1. The thesis is formatted according to the "Regulations Governing the Formats of Graduate Thesis/Dissertation at National Tsing Hua University."
2. Contents meet the requirements of the oral defense committee.
3. Open access date and application for the delayed open access have been correctly completed, or submitted on the student's behalf.

Step4: Advisor review



Wait for your advisor to review

Step4: Advisor review



Your advisor approve your submission

Step5: Library review graduate students' record submission

Library Key Review Items

1. **Thesis format**
   - **Advisor's Approval Form**
   - **Oral Defense Form verified by the Committee**
2. **Watermark and security settings**
3. **Embargo application and supporting documents (if applicable)**

If not approved, submission will return to advisor review stage.

Step5: Library reviews graduate student's record submission

Upload Thesis −

Step1: Confirm Basic Information

Step2: Enter Thesis Information and Upload Full-Text Thesis

Step3: Open Access or Embargo Application

Step4: Advisor review

Step5: Library reviews graduate student's record submission

Step6: Download the approved PDF file to print copies for library submission.

Thesis Upload Guide

Step5: Library reviews graduate student's record submission

Friendly reminder: −

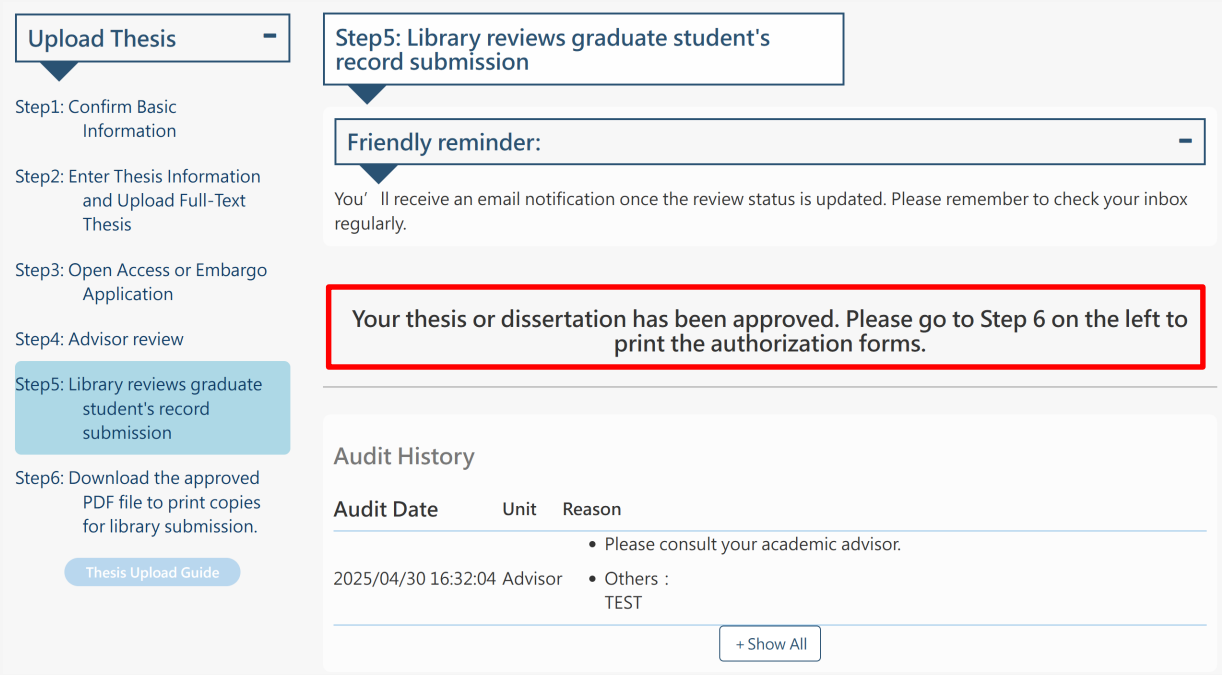
You' ll receive an email notification once the review status is updated. Please remember to check your inbox regularly.

Your thesis is currently under librarian check. If you need to withdraw it for modifications, please contact the library staff at campus extension 42235 or Tel: 03-5742235.

Audit History

Audit Date	Unit	Reason
2025/04/30 16:32:04	Advisor	• Please consult your academic advisor. • Others : TEST

Step5: Library reviews graduate student's record submission



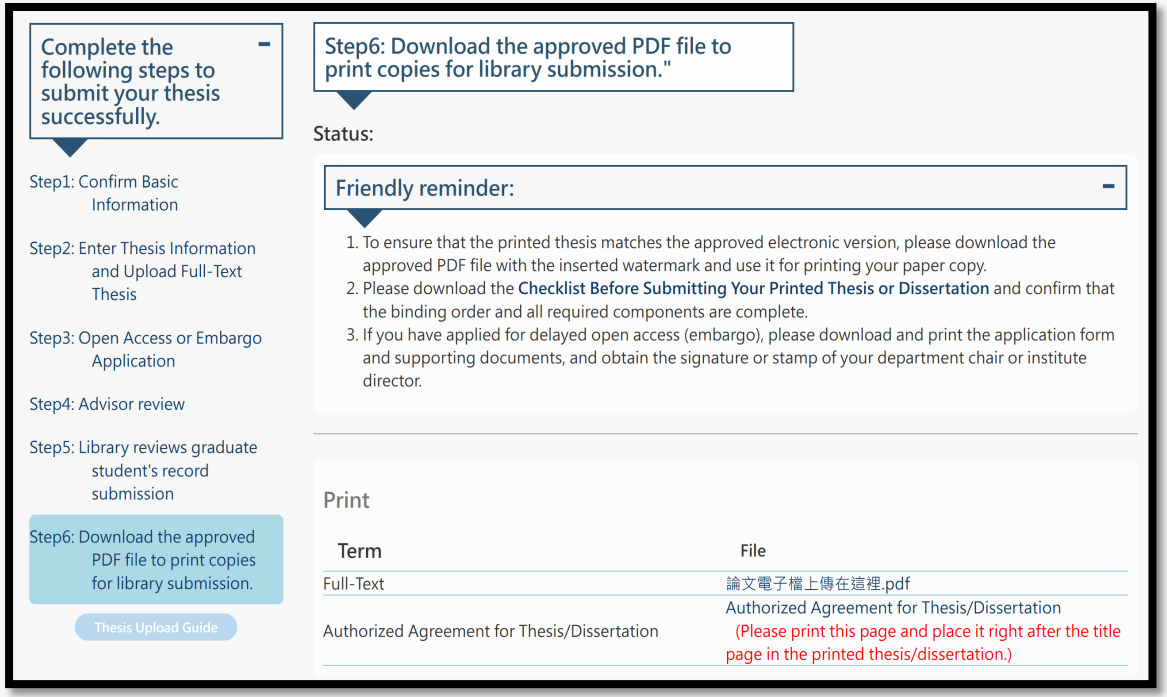
The Library reviews each submission in the order of the latest submission timestamp.

Each review typically takes two business days, results would be sent via email.

No expedited review service is available

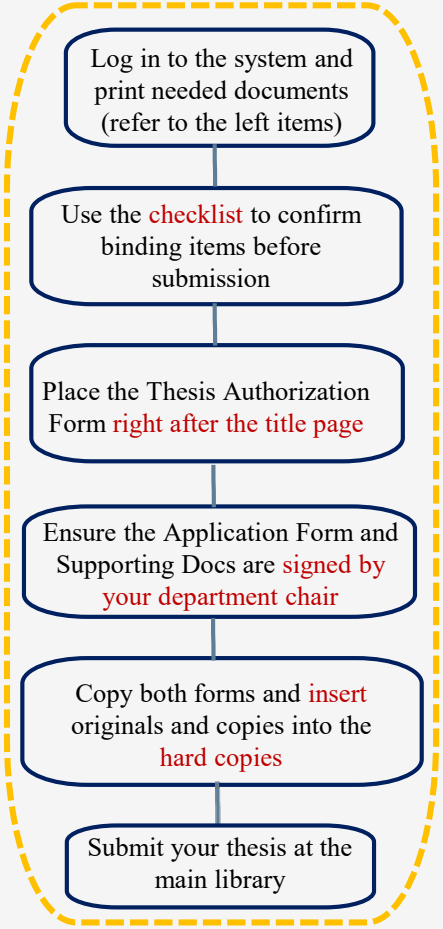
Step6: Download the approved PDF file to print copies for library submission

The selected authorization option will determine which documents need to be printed



Print and Submit Hard Copies

- Upon approval, you will receive a notification email and then download the approved:
  - ✓ Full-text PDF
  - ✓ Authorization form (the Authorization Form has incorporated both the University and National Central Library authorization in one page)
  - ✓ Embargo application form (if applicable)
  - ✓ Supporting documents (if applicable)
- Print and submit 2 hard copies of the watermarked PDF approved by the system



Hard Copy Submission Guidelines (1/2)

- We recommend downloading the "Checklist Before Submitting Printed Thesis" and follow the official formatting guidelines.
- Hard copy thesis must be properly bound in paperback with lamination (gloss finish):
  - ✓ Master's thesis - Tan color
  - ✓ Doctoral dissertation - Light blue color
- The "Thesis Authorization Form" must be bound directly after the title page
- For thesis embargo requests:
  - ✓ Print the signed application form and supporting documents from the system
  - ✓ Obtain department chair signature on both items
  - ✓ Make one copy of both signed documents
  - ✓ Insert (do not bind) the original and copy separately into the two thesis copies

Checklist Before Submitting Printed Thesis

紙本論文繳交前自我檢查項目表 2025.05.12

Checklist before you submit your
Printed Thesis / Dissertation

項目Item	勾稽 check	裝訂順序 Binding Order	是否必備 Mandatory or not	說明 Instructions
裝訂前Before Binding	□	樣式 Binding style and front cover color		方式--平裝+上光(膠膜)即可；顏色：碩士--土黃色 / 博士--淺藍色 Binding: Paperback with lamination (gloss finish) Cover Color: Master's Thesis - Light Brown / Doctoral Dissertation - Light Blue
	□	內文(摘要及全文) Fulltext and abstract	必備 Mandatory	需以審核通過之論文電子檔送印紙本論文。黑白 / 彩色，單面 / 雙面印刷不限 The printed thesis must be produced based on the approved electronic version. There are no restrictions on black-and-white or color printing, or single-sided or double-sided printing.
1.論文名稱 Title of thesis / dissertation	□	(無)(None)	必備 Mandatory	紙本論文與每張授權書中的中/英文論文名稱需一致 The title of thesis/dissertation is the same as authorization letter's.
2.紙本論文 Content	□	(1)論文封面 Wrapper/ Front cover	必備 Mandatory	須有校名、中英文論文名稱、系所、學號、本人中英文姓名、指導老師中英文姓名、口試年月 Front Cover should include School Name, the Title of the Thesis (Chinese and English), Full Name of the Department or Graduate Program, Student ID Number, Student's Name (Chinese and English), Advisor's Name (Chinese and English), Date of Pass the Oral Defense (ROC format).
	□	(2)空白頁 Blank page		

Hard Copy Submission Guidelines (2/2)

- **Printed Thesis Collection at the Library**
  - ✓ Submission Hours: Monday to Friday, 8:00–12:00 and 13:00–17:00
  - ✓ Location: Main Library, Counters 4 and 5
  - ✓ Submit 2 printed copies of the approved PDF with watermark
- The 2 copies will be archived by **NTHU Library** and **the National Central Library**
- If you need to modify your thesis after approval:
  Complete "NTHU Dissertation Modification Request Form" and bring the form and updated files to the Acquisition and Cataloging Division on the 4th floor of the Main Library

- For questions about thesis submission, please contact the Reference Desk
- Tel 03-5742995 (Ext. 42995) / email：ref@my.nthu.edu.tw。

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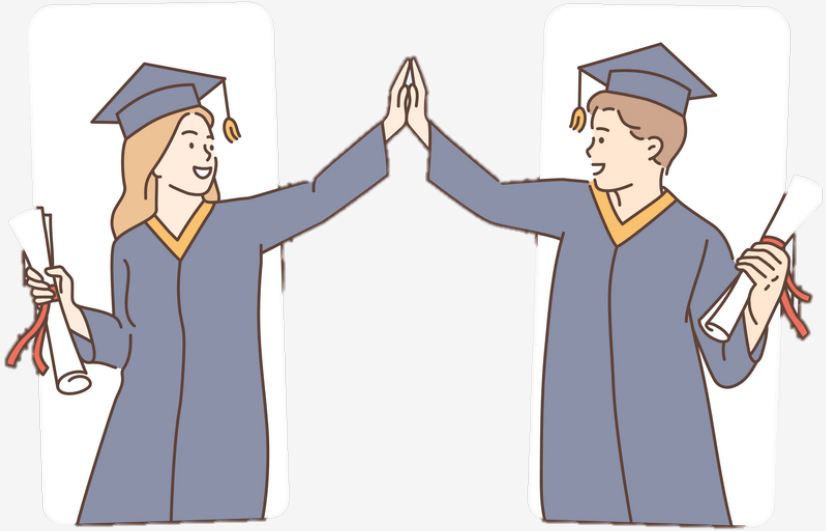


NTHU Dissertations & Theses Repository

Frequently Asked Questions

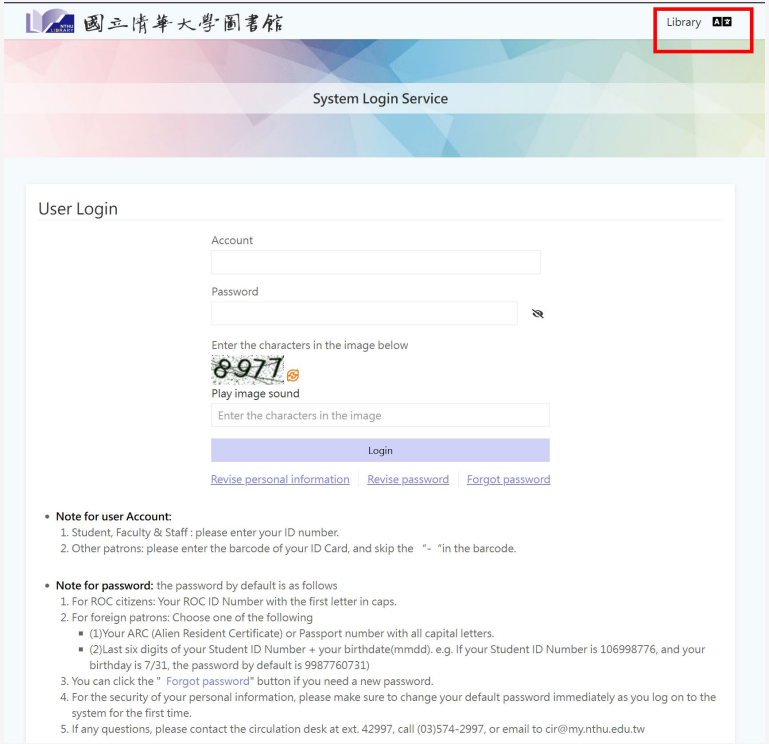
Please consult the Submission Guide and FAQ first,
or email ref@my.nthu.edu.tw

01

Login Issues

Use the "Forgot Password" function to obtain a new password

- **Account and password are the same as your Library Credentials**
- **For login and password issues, please contact the Circulation Desk (ext. 42996, 42997)**



02

Important Notes for modification after approval

Complete the "NTHU Dissertation Modification Request Form"
Submit the form along with updated electronic files to the Acquisition and Cataloging Division

- **Main campus contacts:**
  - ✓ **Ms. Wu · ext. 42235(jpwu@mx.nthu.edu.tw)；**
  - ✓ **Ms. Chao · ext. 42992(mcchao@lib.nthu.edu.tw)。**