NTHU Library

Guideline for Dissertations & Theses Submission

Service and Innovation Division

SI -2023.5.25

Submission Procedure- C.U.P.S

1	• **Convert Format**
2	• **Upload**
3	• **Print authorization form**
4	• **Submit**

Before you begin(1/3)

■ Software
- ✓Adobe Acrobat Pro DC
- ※ Notice: Adobe Reader CANNOT convert file into PDF

■ File conversion software & devices
Use School PCs:
- ✓Computer and Communication Center: Computer Facility Areas

Use Library PCs:
- ✓Main Library: 1F information retrieval area ; 2F Computer Lab I
- ✓Humanities and Social Sciences Branch: Thesis / Dissertation Upload Area
- ✓Nanda Branch: Thesis / Dissertation Upload Area; Scan Area

Before you begin (2/3)

Web browser:
- ✓ Google Chrome
- ✓ Firefox
- ✓ Microsoft Edge

Format of submission: PDF file

File submission should contain two PDF files
- ✓ Full text
- ✓ Abstract (Chinese / English)

Before you begin (3/3)

- **Full-text file** should contain:

Content	Remarks
Cover page	Chinese & English
Title page	Chinese & English
Abstract	Chinese / English
Table of contents	
Full text	Content for each chapter
Reference	

Submission Procedure- C.U.P.S

1 • **Convert Format**

2 • Upload

3 • Print authorization form

4 • Submit

Convert Format

A. **Embed all fonts**

B. **Convert to PDF format**

C. **Add watermark**

D. **Extract abstract**

E. **Security settings**
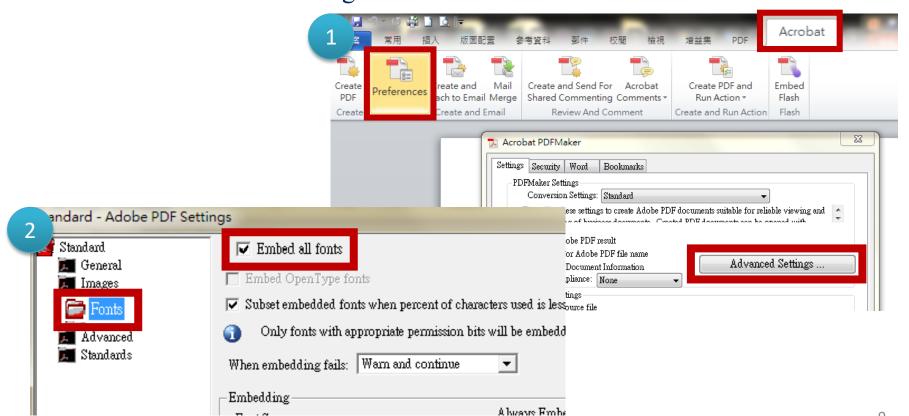
A. Embed all fonts

- All fonts **must be** embedded in thesis or dissertation.
- If fonts are not well-embedded, non-English characters or special symbols may not appear as intended after file conversion.
- **Two ways to embed all fonts**:

  I. Using the Acrobat tab in Microsoft Word

  II. Using Printer setting in File tab

I. Using the Acrobat tab in Microsoft Word

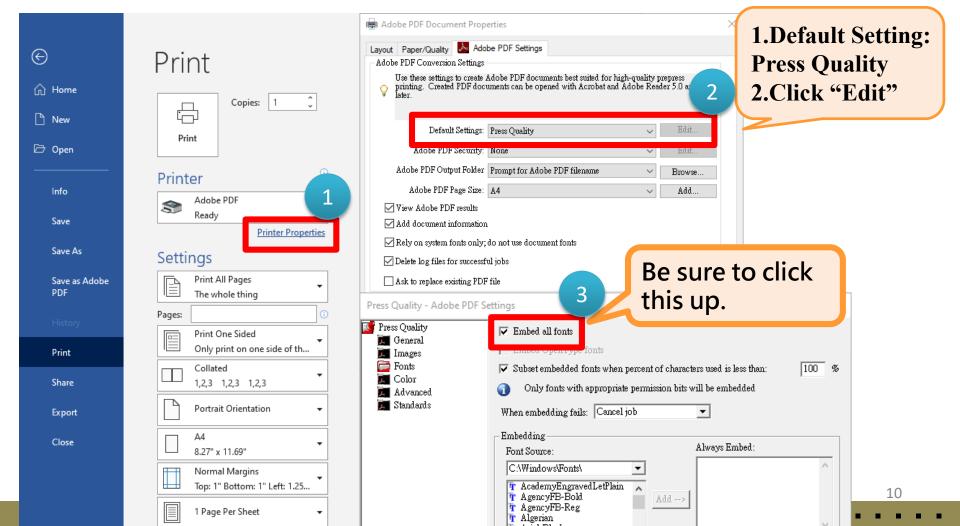**Note: Adobe Acrobat Standard / Pro 2017 installed in PC or laptop**

1. Open **"Word"** → **"Document"** → **"Acrobat"** → **"Preferences"** → **"Advanced Settings"**

2. Click **"Fonts"** → Ensure **"Embed all fonts"** is selected → Click **"OK"** and save settings

II. Using Printer setting in File tab

Open **"Word"** →**"File"** →**"Print"** →Choose **"Adobe PDF"** as Printer →**"Printer Properties"** →Default Setting: **"Press Quality"** → Click **"Edit"** → **"Font"** → Click up **"Embed all fonts"**
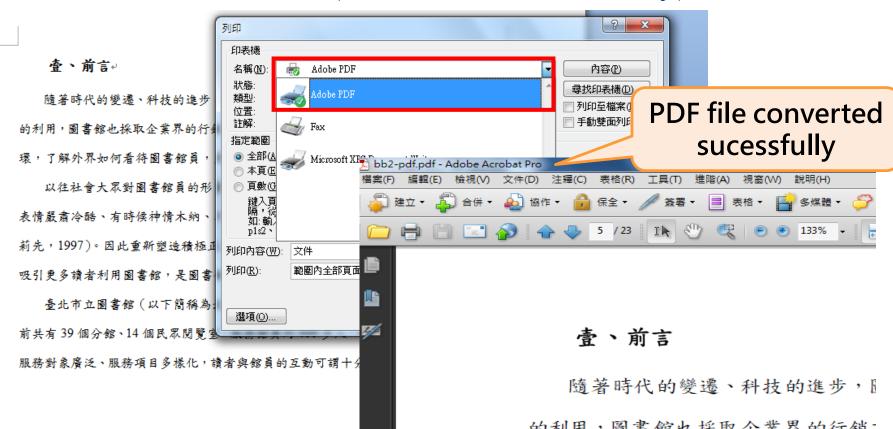
Print

Copies: 1

Print

Printer

Adobe PDF
Ready

Printer Properties 1

Settings

Print All Pages
The whole thing

Pages:

Print One Sided
Only print on one side of th...

Collated
1,2,3 1,2,3 1,2,3

Portrait Orientation

A4
8.27" x 11.69"

Normal Margins
Top: 1" Bottom: 1" Left: 1.25"...

1 Page Per Sheet

Home
New
Open
Info
Save
Save As
Save as Adobe PDF
History
Print
Share
Export
Close

Adobe PDF Document Properties

Layout | Paper/Quality | Adobe PDF Settings

Adobe PDF Conversion Settings

Use these settings to create Adobe PDF documents best suited for high-quality prepress printing. Created PDF documents can be opened with Acrobat and Adobe Reader 5.0 and later.

Default Settings: Press Quality — Edit...
Adobe PDF Security: None — Edit...
Adobe PDF Output Folder: Prompt for Adobe PDF filename — Browse...
Adobe PDF Page Size: A4 — Add...

☑ View Adobe PDF results
☑ Add document information
☑ Rely on system fonts only; do not use document fonts
☑ Delete log files for successful jobs
☐ Ask to replace existing PDF file

**1. Default Setting: Press Quality
2. Click "Edit"** 2

Press Quality - Adobe PDF Settings

Press Quality
General
Images
Fonts
Color
Advanced
Standards

☑ Embed all fonts
☐ Embed OpenType fonts
☑ Subset embedded fonts when percent of characters used is less than: 100 %
ⓘ Only fonts with appropriate permission bits will be embedded
When embedding fails: Cancel job

Embedding
Font Source:
C:\Windows\Fonts\

Always Embed:

AcademyEngravedLetPlain
AgencyFB-Bold
AgencyFB-Reg
Algerian

Add -->

Be sure to click this up. 3

10

B.Save as PDF.Way1

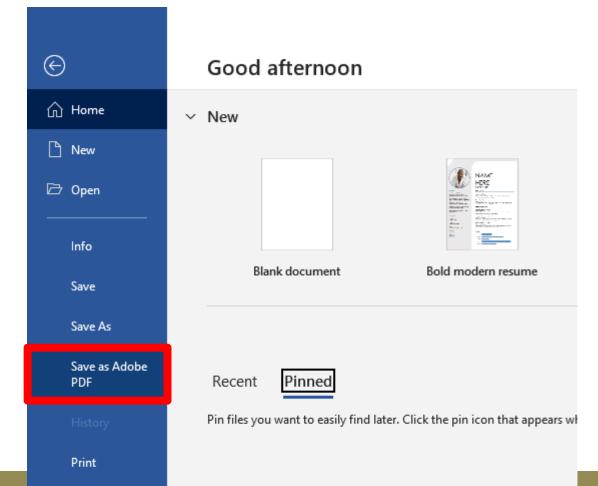Open"Word" →"File" →"Print"→"Adobe PDF"
→ "OK"(Converted Sucessfully)

PDF file converted sucessfully
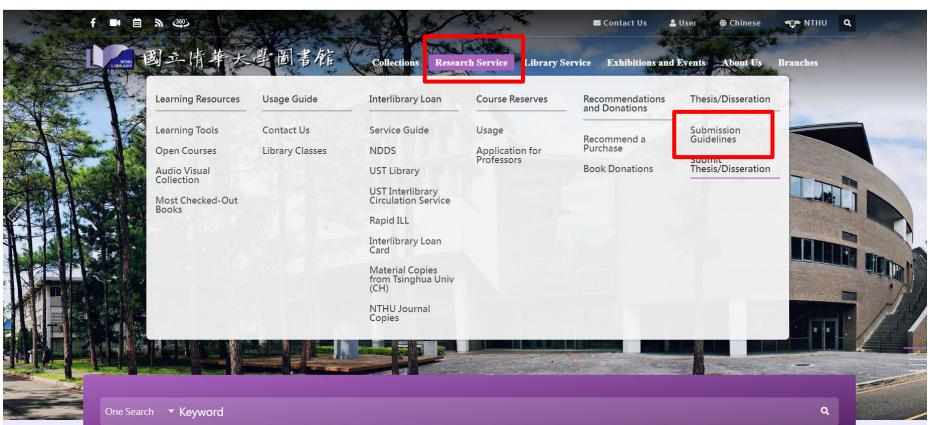
B.Save as PDF.Way2

Open"Word"→"File"→"Save as Adobe PDF"
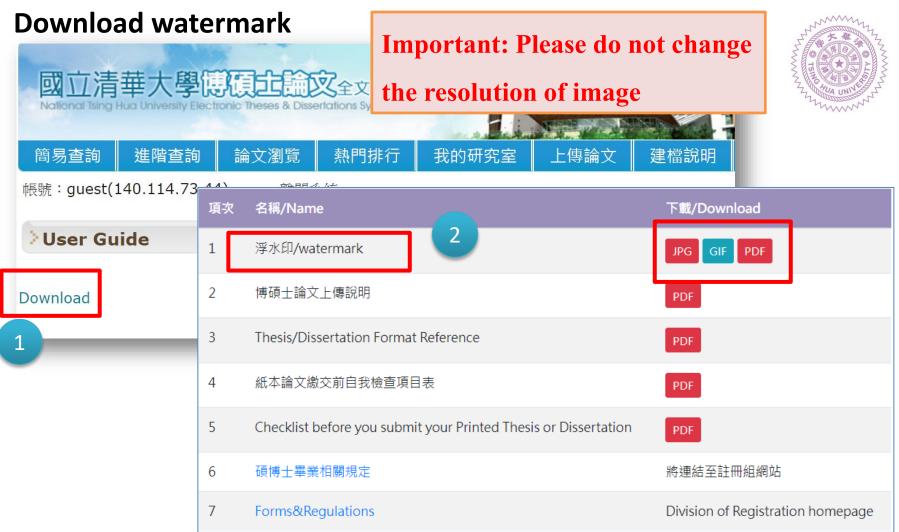
→ "OK"(Converted Sucessfully)

C. Add Watermark (1/5)

- Click "Research Service" from library homepage→Thesis/Dissertation→Submission Guidelines

國立清華大學圖書館
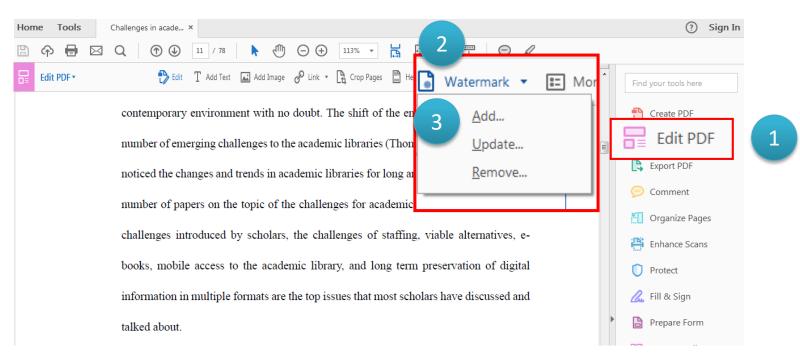National Tsing Hua University
LIBRARY

C. Add Watermark（2/5）

Download watermark

Important: Please do not change the resolution of image

國立清華大學博碩士論文全文
National Tsing Hua University Electronic Theses & Dissertations Sy

| 簡易查詢 | 進階查詢 | 論文瀏覽 | 熱門排行 | 我的研究室 | 上傳論文 | 建檔說明 |

帳號：guest(140.114.73.44)

> **User Guide**

Download

1

項次	名稱/Name	下載/Download
1	浮水印/watermark	JPG GIF PDF
2	博碩士論文上傳說明	PDF
3	Thesis/Dissertation Format Reference	PDF
4	紙本論文繳交前自我檢查項目表	PDF
5	Checklist before you submit your Printed Thesis or Dissertation	PDF
6	碩博士畢業相關規定	將連結至註冊組網站
7	Forms&Regulations	Division of Registration homepage

2

C. Add Watermark (3/5)

■ Open document in Adobe Acrobat →Tools→ Click **"Edit PDF"**

■ Click **"Watermark"** → Click **"Add…"**

C. Add Watermark (4/5)

Edit Settings

Add Watermark

Saved Settings: [Custom-not saved]

Select the page range to be watermarked → Page Range Options...

Source

○ Text

Font: 3 of 9 Barcode   Size:

Browse the folder where your watermark image stored → ◉ File   nthuwatermark.pdf   Browse...

Page Number: 1   Absolute Scale:

Appearance
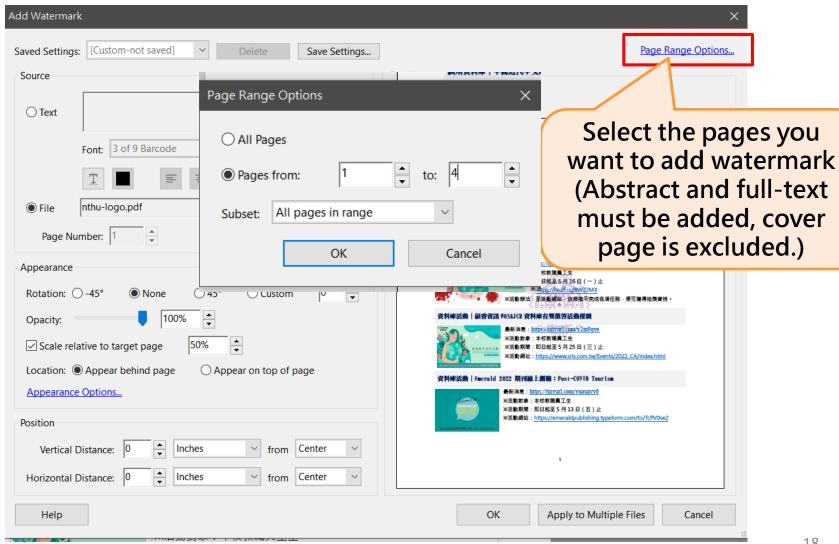
No change on Opacity and Scale → Rotation: ○ -45° ◉ None ○ 45° ○ Custom 0°

Opacity: 100%

☑ Scale relative to target page   50%

Choose stamp on background--Appear behind page → Location: ◉ Appear behind page   ○ Appear on top of page

Appearance Options...

Position

Vertical Distance: 0 Inches from Center

Horizontal Distance: 0 Inches from Center

Help

age 4 of 78

Acknowledgements

I would like to express my sincere gratitude to my supervisor Mr. Peter Wanzing, for his valuable guidance and generous support in this paper. I would also like to thank Mr. Peter Edward Siderko and Mr. Choy Fatt Choong for their participation and time in this research.

Declaration

I hereby declare that this dissertation represents my own work and that it has not been previously submitted to this University or any other institutions in application for admission to a degree, diploma or other qualifications.

OK   Apply to Multiple Files   Cancel

C. Add Watermark (5/5)

Select the pages you want to add watermark (Abstract and full-text must be added, cover page is excluded.)

D. Extract Abstract

1. Click **"Organize Pages"** → 2. Click **"Extract"**

3. **Choose destination to save the abstract file** → 4. Click **"Extract"**

Do not select the "Extract pages as separate files"

E. Edit security settings(1/4)

Encryption

■ 1. Click **"Protect"** → 2. Click **"Encrypt"**

■ 3. Select **"Encrypt with Password"** → 4. Click **"Yes"** to edit

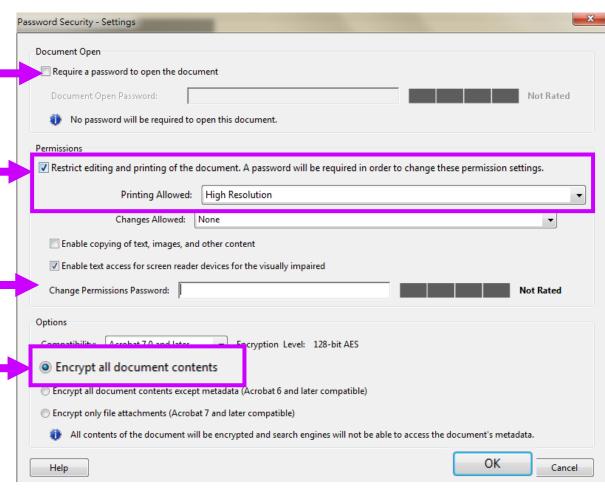# E. Edit security settings (2/4)

Security Settings

Document Open: Please do not select to set a password

Set the permissions:
1.Set printing allowed as "High resolution"
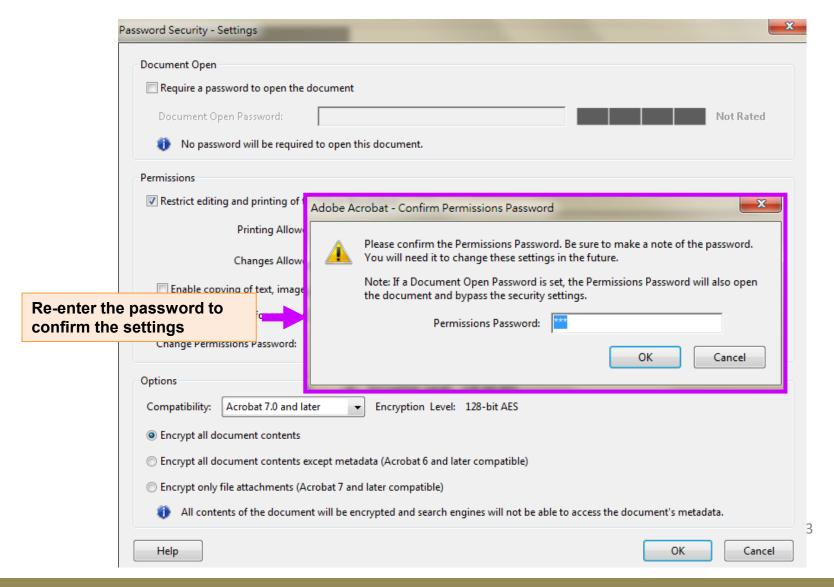**2. Set changes allowed as "None"**

Please set a password for change permission settings
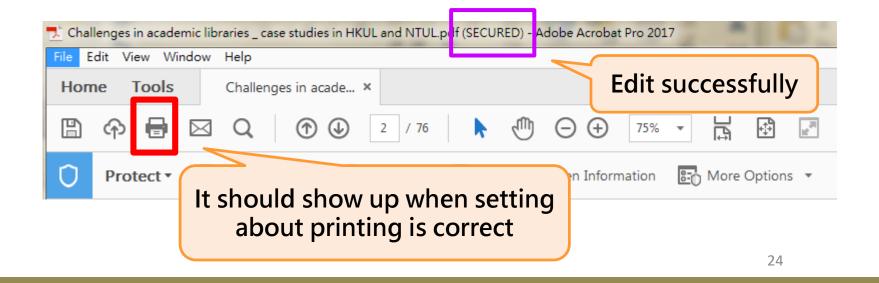
Encrypt all documents contents

Password Security - Settings

Document Open
☐ Require a password to open the document

Document Open Password: [   ] Not Rated

ℹ No password will be required to open this document.

Permissions
☑ Restrict editing and printing of the document. A password will be required in order to change these permission settings.

Printing Allowed: [High Resolution ▼]

Changes Allowed: [None ▼]

☐ Enable copying of text, images, and other content

☑ Enable text access for screen reader devices for the visually impaired

Change Permissions Password: [   ] Not Rated

Options
Compatibility: [Acrobat 7.0 and later ▼] Encryption Level: 128-bit AES

◉ Encrypt all document contents

○ Encrypt all document contents except metadata (Acrobat 6 and later compatible)

○ Encrypt only file attachments (Acrobat 7 and later compatible)

ℹ All contents of the document will be encrypted and search engines will not be able to access the document's metadata.

[Help]   [OK] [Cancel]

E. Edit security settings (3/4)

Password Security - Settings

Document Open

☐ Require a password to open the document

Document Open Password: [   ] ████ Not Rated

ℹ No password will be required to open this document.

Permissions

☑ Restrict editing and printing of

Printing Allow

Changes Allow

☐ Enable copying of text, image

Re-enter the password to confirm the settings ➡

Change Permissions Password:

Adobe Acrobat - Confirm Permissions Password

⚠ Please confirm the Permissions Password. Be sure to make a note of the password. You will need it to change these settings in the future.

Note: If a Document Open Password is set, the Permissions Password will also open the document and bypass the security settings.

Permissions Password: [***   ]

[OK]   [Cancel]

Options

Compatibility: [Acrobat 7.0 and later ▼]   Encryption Level: 128-bit AES

◉ Encrypt all document contents

○ Encrypt all document contents except metadata (Acrobat 6 and later compatible)

○ Encrypt only file attachments (Acrobat 7 and later compatible)

ℹ All contents of the document will be encrypted and search engines will not be able to access the document's metadata.

[Help]   [OK]   [Cancel]

3

E. Edit security settings (4/4)

■ **Save the document (Security settings will not be applied to the document until you save the document).** 💾

■ **You should edit security settings on both of the full text and abstract**

Edit successfully

It should show up when setting about printing is correct

24

REMINDER –REVIEW YOUR PDF FILE

Please review your PDF files to ensure the security setting is successful.

Files submitted without correct security setting will be rejected and will delay the approval process.

If you encounter any problems, you are welcome to **contact the Service and Innovation Division** via e-mail to ref@my.nthu.edu.tw.

Checklist for uploading your PDF file

■ Please confirm your document is the **final version** of your thesis.

■ Please make sure that you have done the followings on PDF file:

- **Embedded all fonts**

- **Open without password protection**

- **Allow printing as high resolution**

■ Does the PDF file open normally?

■ Does the textual content display normally?

■ Does the watermark insert in PDF file?

. . . . . .

ATTENTION

Please fill in correct department/ faculty title

Submission Procedure- C.U.P.S

1	• **Convert Format**
2	• **Upload**
3	• **Print authorization form**
4	• **Submit**

How to upload thesis/ dissertation

Step by Step
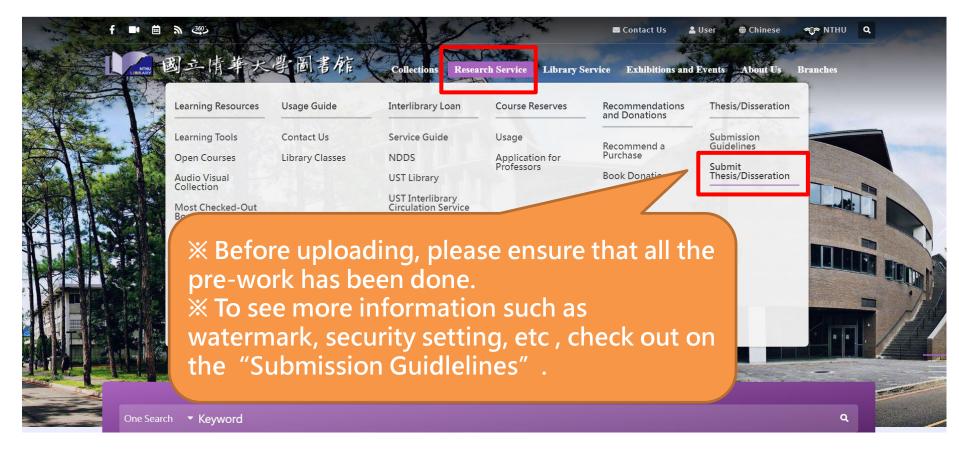
01 **Sign-in and create a profile in system**

02 **Upload PDF files (Full text + Abstract)**

03 **Authorization Choices**

04 **Reviewing Process**

05 **Print out the authorization form**

How to upload thesis/ dissertation ?

A. Sign-in

- **Click "Research Service" from library homepage→Thesis/Dissertation→Submit Thesis/Disseration**

※ Before uploading, please ensure that all the pre-work has been done.
※ To see more information such as watermark, security setting, etc , check out on the "Submission Guidlelines" .

國立清華大學圖書館

Choose language

System Login Service

Same login as your library's "My Account"

User Login

Sign-in

Account

2

Password

Enter the characters in the image below

9539 ⟳

Play image sound

Enter the characters in the image

Login

Revise personal information | Revise password | Forgot password

Note for user Account:
1. Student, Faculty & Staff : please enter your ID number.
2. Other patrons: please enter the barcode of your ID Card, and skip the "- "in the barcode.
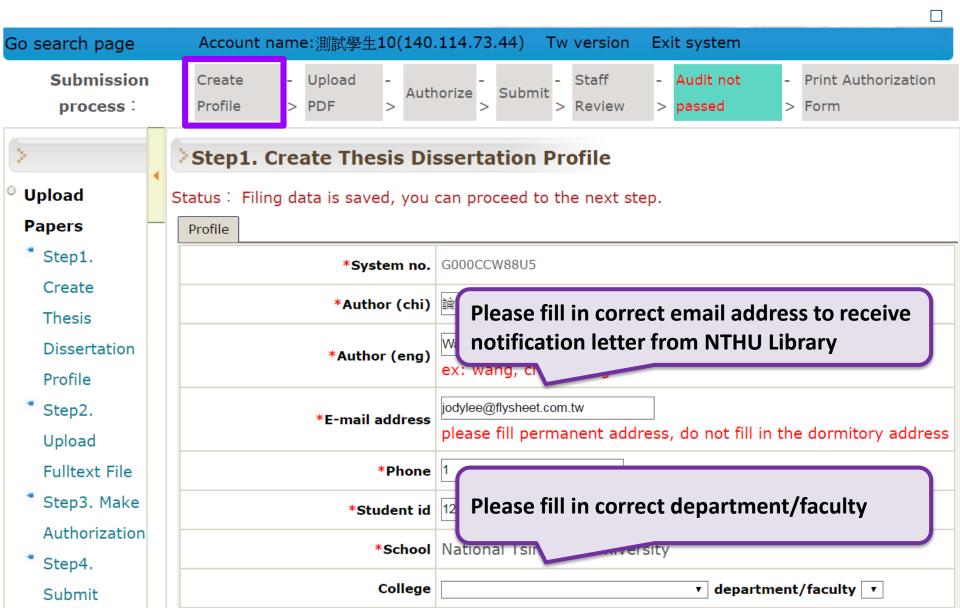
Note for login account and password

Note for password
1. For patrons of old system:

A.If you have changed the password, please enter the password with all capital letters.

B.If you didn't change the password, the password by default is as follows:

a.For ROC citizens: Your ROC ID Number with the first letter in caps.

b.For foreign patrons: Choose one of the following

(a)Your ARC (Alien Resident Certificate) number with all capital letters.

(b)Last six digits of your Student ID Number + your birthdate(mmdd). e.g. If your Student ID Number is 106998776, and your birthday is 7/31, the password by default is 9987760731)

A. Create Profile

Go search page　　Account name:測試學生10(140.114.73.44)　　Tw version　　Exit system

Submission process :

| Create Profile | - | Upload PDF | - | Authorize | - | Submit | - | Staff Review | - | Audit not passed | - | Print Authorization Form |

Step1. Create Thesis Dissertation Profile

Status : Filing data is saved, you can proceed to the next step.

Profile

*System no.	G000CCW88U5
*Author (chi)	論
*Author (eng)	Wa... ex: wang, ch...
*E-mail address	jodylee@flysheet.com.tw please fill permanent address, do not fill in the dormitory address
*Phone	1
*Student id	12
*School	National Tsin... ...iversity
College	▼　department/faculty ▼

Please fill in correct email address to receive notification letter from NTHU Library

Please fill in correct department/faculty

Upload Papers

- Step1. Create Thesis Dissertation Profile
- Step2. Upload Fulltext File
- Step3. Make Authorization
- Step4. Submit

A. Create Profile (cont'd)

*Thesis/dissertation title(chi)	創新大學生學習活動之服務設計-以國立清華大學圖書館服務為例
*Thesis/dissertation title(eng)	Service Design for Innovating Learning Activities of College stud
*Academic year of graduation	106 ▾ According to the academic year on Thesis Oral Defense Committee Certification (for those who graduate before August 1st, fill previous year ; for those who graduate on or after August 1st, fill current year)
*Year of graduation (R.O.C)	106 ▾ According to the year on Thesis Oral De Certification
*Year of publication (R.O.C)	105 ▾ Year of completing graduation procedu
*Degree	master ▾
*Language	tw ▾
*Date of defense approval	2017/1/15 (format: yyyy/mm/dd)
*Pages	80 The last page of full text file, not the page number of PDF file.
	服務設計 if there are more keywords, please enter them into different fields one by one.

Example:
Conducted Oral defense on Dec. 2017, and submitted thesis on Jan. 2018.

The academic year of graduation is 106, the year of graduation (R.O.C) is 106, and the year of publication is 107

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A. Create Profile (cont'd)

No. 1

| Oral defense committee members(chi.) | _____ (It's not necessary to repeat the advisor's name.) |
| Oral defense committee members(eng.) | _____ (No Dr. Ex: Chien-Ming ,Wang Please use format: firstname lasetname |

No. 2

| Oral defense committee members(chi.) | _____ (It's not necessary to repeat the advisor's name.) |
| Oral defense committee members(eng.) | _____ (No Dr. Ex: Chien-Ming ,Wang Please use format: firstname lasetname |

No. 3

| Oral defense committee members(chi.) | _____ (It's not necessary to repeat the name.) |
| Oral defense committee members(eng.) | _____ (No Dr. Ex: Chien-Ming ,Wang Please use format: firstname lasetnar |

+Add

If space provided is not enough, please click on "+ Add" to add new fields

*Abstract	隨著科技的發達、網際網路的普及，知識的取得不再侷限於書本，學習的活動不再侷限於教室、科系的界線也不再壁壘分明，學習活動多元而精彩，而教與學之間的關係已不再只是單方面的教授，學生們才是學習活動當中的主角，作為培育未來人才搖籃的大學校園，在這樣的趨勢下將面臨什麼樣的挑戰，又有什麼樣著力的機會點呢？
*Abstract (english)	With the development of technology and the popularity of Internet, the access of knowledge is no longer limited to books. Learning activities are no longer confined to the classroom. The boundary of disciplines are no longer divided crisply. Learning activities are diversified and exciting. In classroom, the interactions between students and professors are no longer one way, the engagement of the students is getting important. As the cradle of nurturing future talent campus, what challenges will a university face under this trend? What kind of innovation opportunities point should it seize?
*Table of content with numbering	摘要 目錄 第一章------------------------1 第二章------------------------2 第三章------------------------3
*Reference	1. 方志泉（民104）。「大學-過去，現在與未來：迷失的大學教育」評介。民105年5月，取自：http://www.chinesege.org.tw/geonline/html/page4/publish.php?class=102 2. 何舒軒, 宋同正. (2014). 綜論服務設計學術研究發展. 設計學報 (Journal of Design), 19(2) 3. 宋同正. (2014). 序-服務設計的本質內涵和流程工具. 設計學報 (Journal of Design), 19(2)
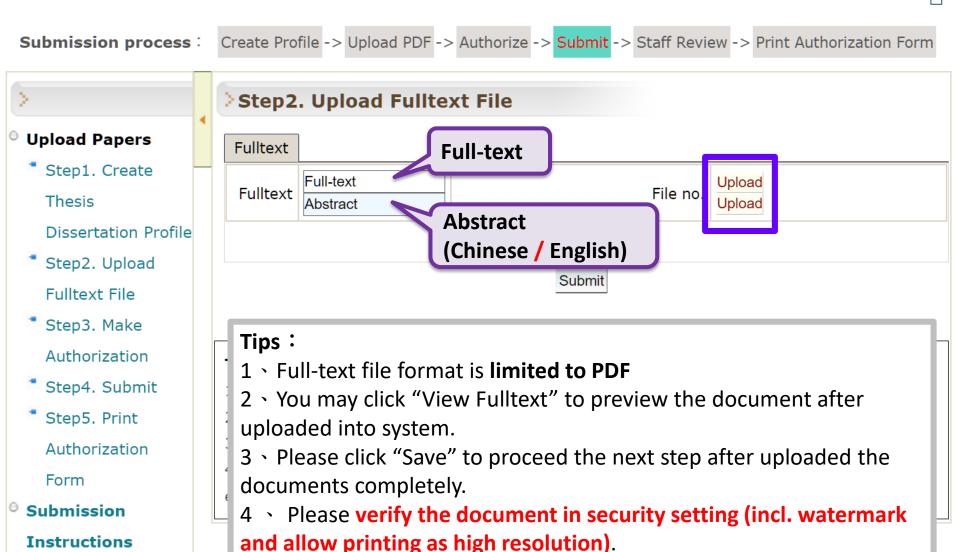
Abstract:
#Either Chinese or English

#Replace the Blank Field with N/A

TOC with numbering: Pagination should be included.

B. Upload PDF files

Submission process： Create Profile -> Upload PDF -> Authorize -> Submit -> Staff Review -> Print Authorization Form

> **Step2. Upload Fulltext File**

Upload Papers

Step1. Create
Thesis
Dissertation Profile

Step2. Upload
Fulltext File

Step3. Make
Authorization

Step4. Submit

Step5. Print
Authorization
Form

**Submission
Instructions**

Fulltext			
Fulltext	Full-text		File no.
	Abstract		

Full-text

**Abstract
(Chinese / English)**

Upload
Upload

Submit

Tips：
1、Full-text file format is **limited to PDF**
2、You may click "View Fulltext" to preview the document after uploaded into system.
3、Please click "Save" to proceed the next step after uploaded the documents completely.
4、 Please **verify the document in security setting (incl. watermark and allow printing as high resolution)**.

B. Upload PDF files (cont'd)

国立清華大學博碩士論文全文影像系統 - Google Chrome — □ ✕

▲ 不安全 | etd.lib.nctu.edu.tw/cgi-bin/gs32/hugsweb.cgi/ccd=cdLHNL/loadfile?r=7964&ri=0&f=14&i=0&e=01&fldid=f0_14_...

File upload Choose File

File name Full-text This file is required

File No
01 .pdf This field ~~only!~~
File size：335.027K
File browse:View Fulltext

Save Close

Read-only field, and do not change the File name and File No.

Click "Save" to proceed the next step

C. Authorization Choices

- **License your T/D to the following organizations:**

License	Format		Access options (incl. period of closure)	Binding
NTHU LIB	ETD	Full text – NTHU & University System of Taiwan	Authorized (Optional)	YES
		Full text – Worldwide Access		
		Abstract	Max. Closures for 5 years	
	PTD		Max. Closures for 5 years	YES
National Central Library (Optional)	ETD	**We recommend to make authorizations to all**	Authorized (Optional)	Refer to note
	PTD		Max. Closure for 5 years	Refer to note

ETD=Electronic Thesis/Dissertation
PTD=Printed Thesis/Dissertation

C. Authorization Choices (cont'd)

License your T/D to National Central Library (NCL) :

Type	Location	Access Granted	Remarks	Binding
PTD	In NCL	Application for Embargo of Thesis/Dissertation	**Embargo Requirements:** 1. Meet Article 16 of the Degree Conferral Act、學位論文送存國家圖書館典藏作業要點, and approved by the review committee 2. **An attached proof (requires the signatures of the applicant and the advisor, and the seal of the authorization institute)**	NO (Hand in to Division of Registration with the T/D)
ETD	Library independent equipment	Application for Embargo of Thesis/Dissertation		NO (Hand in to Division of Registration with the T/D)
	NDLTD	Authorization for Public Access of T/D	**Based on your willingness**	Refer to note

We recommend to make authorizations to all

PTD (Printed Thesis/Dissertation)

Submission process : Create Profile -> Upload PDF -> Authorize -> **Submit** -> Staff Review -> Print Authorization Form

> Step3. Make Authorization

> **Upload Papers**
> * Step1. Create Thesis Dissertation Profile
> * Step2. Upload Fulltext File
> * Step3. Make Authorization
> * Step4. Submit
> * Step5. Print Authorization Form
> **Submission Instructions**

Tips :

1、Kindly suggest you to publish your thesis to increase the academic influence and the number of citation.

2、Please inform your advising professor before any authorization.

3、 According to Degree Conferral Act (Article 16), 「A copy of the dissertation, thesis, written report, technical report, or professional practice report stored by the National Central Library shall be made available to the public to read within the library in print form or by accessing electronic data files using independent equipment」.
If you would like to delay public access of the thesis/dissertation for the National Central Library, please fill in Application for Embargo of Thesis/Dissertation.

National Tsing Hua University paper and Electronic Authorization
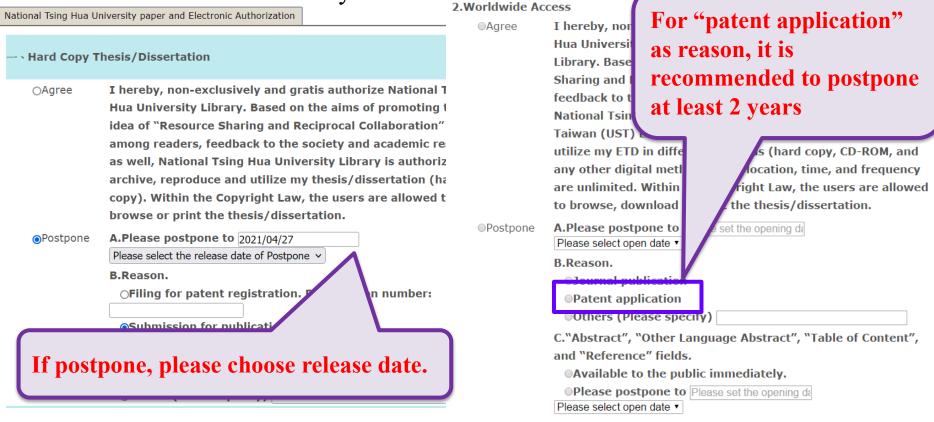
一、Hard Copy Thesis/Dissertation

○Agree

I hereby, non-exclusively and gratis authorize National Tsing Hua University Library. Based on the aims of promoting the idea of "Resource Sharing and Reciprocal Collaboration" among readers, feedback to the society and academic research as well, National Tsing Hua University Library is authorized to archive, reproduce and utilize my thesis/dissertation (hard copy). Within the Copyright Law, the users are allowed to browse or print the thesis/dissertation.

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ETD (Electronic Thesis/Dissertation)

- NTHU and University System of Taiwan
- Worldwide Access
- National Central Library

National Tsing Hua University paper and Electronic Authorization

一、Hard Copy Thesis/Dissertation

○Agree   I hereby, non-exclusively and gratis authorize National T
Hua University Library. Based on the aims of promoting t
idea of "Resource Sharing and Reciprocal Collaboration"
among readers, feedback to the society and academic re
as well, National Tsing Hua University Library is authoriz
archive, reproduce and utilize my thesis/dissertation (ha
copy). Within the Copyright Law, the users are allowed t
browse or print the thesis/dissertation.

◉Postpone   **A.Please postpone to** 2021/04/27
Please select the release date of Postpone ▾

B.Reason.
   ○**Filing for patent registration.** Nn number:

   ◉**Submission for publicati**

If postpone, please choose release date.

2.Worldwide Access

○Agree   I hereby, nor
Hua Universi
Library. Base
Sharing and
feedback to t
National Tsin
Taiwan (UST)
utilize my ETD in diffe   s (hard copy, CD-ROM, and
any other digital meth   location, time, and frequency
are unlimited. Within   right Law, the users are allowed
to browse, download   the thesis/dissertation.

○Postpone   **A.Please postpone to**   set the opening da
Please select open date ▾

B.Reason.
   ○Journal publication
   ○**Patent application**
   ○Others (Please specify)
**C."Abstract", "Other Language Abstract", "Table of Content",
and "Reference" fields.**
   ○Available to the public immediately.
   ○**Please postpone to** Please set the opening da
Please select open date ▾

For "patent application" as reason, it is recommended to postpone at least 2 years

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How to delay public access of PTD for the NCL ?

> **Only apply to Electronic format.**
> **If Agree, please choose release date.**

3. Authorization to National Central Library

    ⦿Agree   Release Date `Please set the opening da` `Please select open date ▼`

    ○Disagree

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Note:

All authorization letters need to be signed by you. Please inform your advisor about each release date of authorization at first. Please upload the thesis and dissertation after obtaining the approval.

【附件三】

國 家 圖 書 館 學 位 論 文 延 後 公 開 申 請 書
Application for Embargo of Thesis/Dissertation

國立臺灣大學圖書館
University LIBRARY

申 請 日 期：民國＿＿＿＿年＿＿＿＿月＿＿＿＿日
Application Date: ＿＿＿＿/＿＿＿/＿＿＿ (YYYY/MM/DD)

申請人姓名 Applicant Name		學位類別 Graduate Degree	☐ 碩士 Master ☐ 博士 Doctor	畢業年月 Graduation Date (YYYY/MM)	民國＿＿＿年＿＿＿月
學校名稱 University		系所名稱			
論文名稱 Thesis / Dissertation Title					
延後公開原因 Reason for embargo	☐ 涉及機密 Contains information pertaining to the secret. ☐ 專利事項，申請案號： Filing for patent registration. Registration number: ☐ 依法不得提供，請說明： Withheld according to the law. Please specify.				
申請項目 **Options**	☐ 紙本論文延後公開 Delay public access to the printed copies of my thesis, but leave the online bibliographic record open to the public.			☐ 書目資料延後公開 Delay public access to online bibliographic record of my thesis.	
公開日期 Delayed Until	民國＿＿＿年＿＿＿月＿＿＿日 ＿＿＿＿/＿＿/＿＿ (YYYY/MM/DD)			☐ 不公開 Prohibited from public access.	

申請人簽名：
Applicant Signature:

指導教授簽名：
Advisor Signature:

學校認定/審議單位章戳：
Seal of the Authorization Institute:＿＿＿＿＿＿＿＿＿＿＿＿

NCL only accepts the three reasons as listed for embargo. No Exceptions.

Graduated department

【說明】
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4. 本館保存之學位論文依學位授予法應提供公眾於館內閱覽紙本，或透過獨立設備讀取電子資料檔，二者依表單填寫日期公開。

D. Submit

Step4. Submit

Save | Save and Submit |

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※ Cannot be accessed to make any changes after submit

- ○ **Upload**
  Papers
  - ▪ Step1.
    Create
    Thesis
    Dissertation
    Profile
  - ▪ Step2.
    Upload
    Fulltext File
  - ▪ Step3. Make
    Authorization
  - ▪ Step4.
    Submit
  - ▪ Step5. Print
    Authorization
    Form
- ○ **Submission**
  Instructions

Graduate Student Thesis/Dissertation Submission Process

01
Graduate Student Profile Set-up

02
Department Reviewing Process
Your application will be reviewed by Department Assistants.

03
Library Reviewing Process
Your application will be reviewed by librarians (within two working days).

04
Submission Approval
Congratulations ! Your application has been approved.

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Submission process

Your application will be **reviewed by your Department at first**, followed by the Library.

4 step for submission
- 1.Step up
- 2.**Department review**
- 3.Library review
- 4.Submission approved

01 Graduate Student Profile Set-up

02 Department Reviewing Process
Your application will be reviewed by Department Assistants.

03 Library Reviewing Process
Your application will be reviewed by librarians (within two working days).

04 Submission Approval
Congratulations ! Your application has been approved.

2 working days required

Submission Procedure

1	• Convert Format
2	• Upload
3	• **P**rint authorization form
4	• Submit

Print out authorization form

【Verified by】 2022.February.10

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Title：Rhodium-Catalyzed Alkenylation and Cobalt-Catalyzed Oxidative Cyclization Reactions via C–H Bond Activation
Department：Department of Chemistry

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2. The Authorization Letter to National Central Library with a handwritten signature (not required if you have not granted access to National Central Library)

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2. If you wou
please fill in
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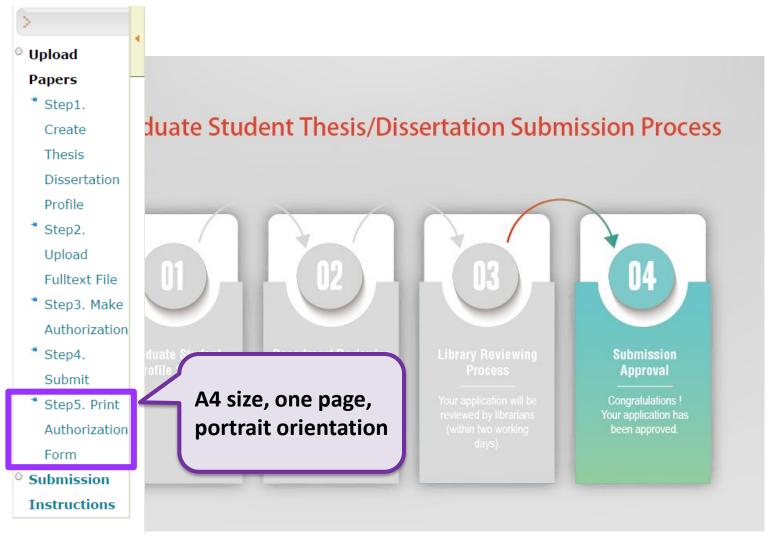
- If your thesis or dissertation pass the review, the system will send an " System letter of Verification " email.
- Please **print out authorization form** after receiving the approval notification email.

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Print out authorization form

- **Upload Papers**
  - Step1. Create Thesis Dissertation Profile
  - Step2. Upload Fulltext File
  - Step3. Make Authorization
  - Step4. Submit
  - Step5. Print Authorization Form
- **Submission Instructions**

...duate Student Thesis/Dissertation Submission Process

01

02

03

04

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A4 size, one page, portrait orientation

Library Reviewing Process

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AUTHORIZATION FORM

SIGN IN BLUE INK

A4 PORTRAIT (ONE PAGE)

Authorization Reminder

PTD of NCL Authorization

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Master Thesis/Doctoral Dissertation Format Guide and Related Forms

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4	• **Submit**

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  - **Paperback**
  - **Front Cover Color**
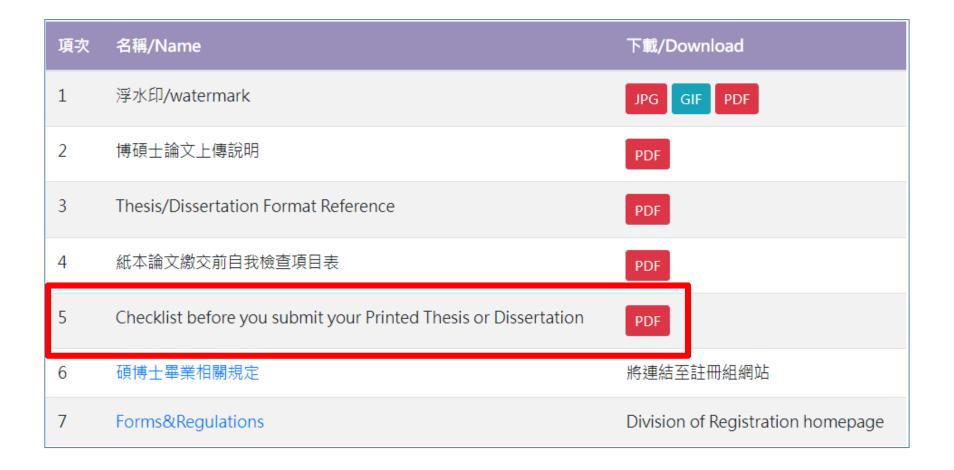   (<mark>Master-**earthy yellow**</mark>; <mark>Ph.D-**light blue**</mark>)
- **Authorization form**
  - **Signed in Blue ink**
  - **No copy and scanned**
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  - **Translate your T/D title in Chinese (put into other title)**
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  - **No need to be original**
- **Important Dates**
  - **The date of "Advisor's Recommendation Letter" should be early than (or as same as) "Verification Letter from the Examination Committee".**

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4	紙本論文繳交前自我檢查項目表	PDF
5	Checklist before you submit your Printed Thesis or Dissertation	PDF
6	碩博士畢業相關規定	將連結至註冊組網站
7	Forms&Regulations	Division of Registration homepage

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