



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

The screenshot shows the library homepage with the following elements:

- Top Navigation Bar:** Includes links for SIGN IN, USER, FAQ, CHINESE, and NTHU.
- Main Menu:** Collections, Research, **Services** (highlighted with a red line), Exhibitions & Group Tours, NTHU Archives, About, Branches.
- Reader Services:** Opening Hours, My Account, Reading Services, Library Card Application, Statement of Patron's Privileges, Borrowing&Returning Material, Inter-Branch Loan Service, Online Payment Service.
- Graduation Reminders:** Graduation Procedure, Step-by-Step Guide to Submitting Your Thesis or Dissertation, **Submit/Dissertation** (highlighted with a blue box and a blue line), Thesis/Dissertation Modification Guidelines.
- Rooms&Spaces:** Patron Privileges of Library Facilities, Moonlight Study Area, Computer Lab I Area, Language Learning Area, Digital Multimedia Area, Discussion Rooms, Individual Study Rooms, Idea Hub.
- Technology Services:** Public Computer, Wireless Internet, Printing and Photocopy, E-Bulletin, Equipment Lending.
- Others:** Rules and Regulations, Forms, Lost and Found.
- Footer:**
 - Opening Hours:** Main : 08:00-22:00, HS : 08:00-21:00, Nanda : 08:00-22:00, Moonlight Study Area : 17:00-next day 09:00.
 - Current No. of Readers/Reading Seats:** Main : 501/1365, Card Exchange(Main) : 61.
 - Main Library Air Quality(4F):** Temperature : 23.0 °C, Humidity : 71.8 %, CO₂ : 539 ppm.
 - Recommend:** MY ACCOUNT, BOOKING, STATEMENT.

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

Refer to the **Submission Guide** before starting

Enter the Repository System

NTHU Dissertations & Theses Repository System

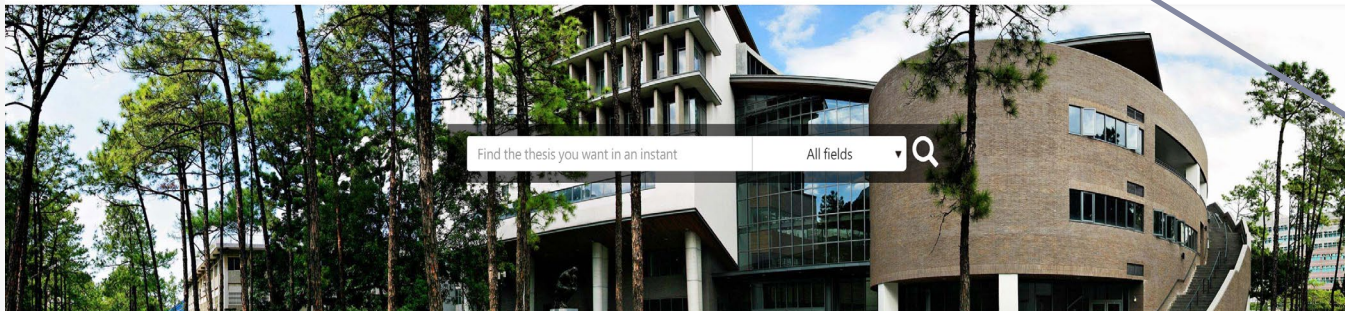
Step-by-Step
Submission
Guidelines

中文 Library Sitemap Thesis Advisor Review My Study

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

Submission Guide Thesis Submission Errata application Browse Theses Advanced Search

Submit theses



Modify theses
after approval

New titles

2025-05-07

Molecular Beam Epitaxy Growth of Two-Dimensional Ferromagnet Cr2...

2025-02-10

My Pride: Is It Worth Trusting? The Impacts of Pride, Brand Name, and ...

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.

國立清華大學圖書館


Library

System Login Service

User Login

Account

Password

Enter the characters in the image below


Play image sound

Enter the characters in the image

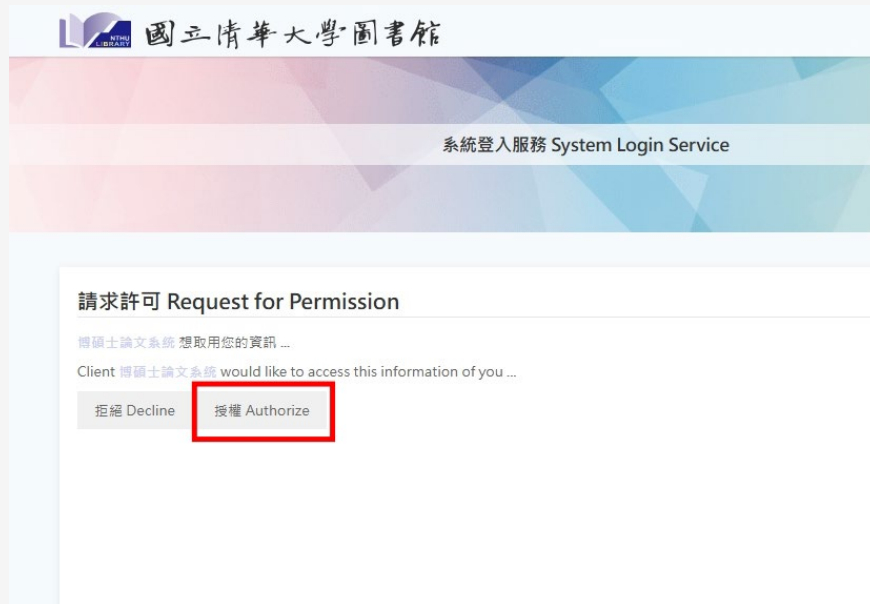
Login

[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 password:** the password by default is as follows
 1. For ROC citizens: Your ROC ID Number with the first letter in caps.
 2. For foreign patrons: Choose one of the following
 - (1)Your ARC (Alien Resident Certificate) or Passport number with all capital letters.
 - (2)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
 3. You can click the “Forgot password” button if you need a new password.
 4. For the security of your personal information, please make sure to change your default password immediately as you log on to the system for the first time.
 5. If any questions, please contact the circulation desk at ext. 42997, call (03)574-2997, or email to cir@my.nthu.edu.tw

Request for Permission

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



The screenshot shows the National Tsing Hua University Library System Login Service interface. At the top, there is a header with the library logo and name. Below the header, there is a section titled '系統登入服務 System Login Service'. The main content area displays a '請求許可 Request for Permission' dialog. The dialog text indicates that the '博碩士論文系統' (Dissertation and Theses System) wants to access the user's information. At the bottom of the dialog, there are two buttons: '拒絕 Decline' and '授權 Authorize'. The '授權 Authorize' button is highlighted with a red rectangular border.

國立清華大學圖書館

系統登入服務 System Login Service

請求許可 Request for Permission

博碩士論文系統 想取用您的資訊 ...

Client 博碩士論文系統 would like to access this information of you ...

拒絕 Decline 授權 Authorize

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

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

Complete the following steps to submit your thesis successfully.

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

Step1: Confirm Basic Information

Status: Graduate Degree Examination Platform Data Confirmation.

Friendly reminder:

1. Graduate students' Chinese and English names and college/department information are automatically transferred from the Office of Academic Affairs' registration database. If any modifications are needed, please contact the Division of Registration. **For those who need to add their English name, please bring your passport to the Division of Registration for processing.**
2. Thesis/dissertation information, advisor(s), and oral examination committee members are automatically imported from the "On-line Application System of the Graduate Degree Oral Defense." To modify thesis-related information, please update it in the Academic Information System (<https://www.ccxp.nthu.edu.tw/ccxp/INQUIRE/>), then log back into the Dissertations and Theses Repository System. The system will automatically retrieve the updated information.

*Please note: Once graduate students submit this information for departmental review through the Oral Defense System, they cannot modify the data. For any necessary changes, please contact your departmental office.

3. For corrections to the English names of thesis advisors or oral examination committee members, please contact your departmental office.

Author

Author Name (in Chinese) 劉

Author Name (in English) Liu, Y

Student ID 1080

Degree Master

School National Tsing Hua University

College College of Science Department Department of Physics

Please confirm the following information

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

Step1: Confirm Basic Information

Advisor

The 1 place

Advisor Name (in Chinese)

[Redacted]

Advisor Name (in English)

[Redacted]

Advisor Email

[Redacted]

Committee

The 1 place

Committee Name (in Chinese)

[Redacted]

Committee Name (in English)

[Redacted]

The 2 place

Committee Name (in Chinese)

[Redacted]

Committee Name (in English)

[Redacted]

The content is incorrect

Confirm Correct, Proceed to the Step 2

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.

Complete the following steps to submit your thesis successfully.

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

Step2: Enter Thesis Information and Upload Full-Text Thesis

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

Friendly reminder:

1. Please fill out the following information carefully and ensure that it matches exactly with the final version of your thesis. Once this submission process is completed, any changes will require submitting a thesis errata application.
2. The uploaded thesis must be in PDF format. DO NOT add any watermarks or set security restrictions. Please use licensed software to generate the PDF so that the system can add watermark automatically.
- 3.

Please ensure that the uploaded full-text file is the final version revised after the oral defense. It must include the Advisor Approval Form and the Final Thesis/Dissertation Review Form. For the required order of contents, please refer to the "Guidelines For Submitting A Thesis, Dissertation". However, the Authorized Agreement for Thesis/Dissertation should be included only in the printed version of the thesis, placed after the title page. It is not required in the PDF file uploaded at this step.

Please enter the required field content:

Language is required., Pages is required., Chinese Keyword is required., English Keyword is required., Abstract (in Chinese), Abstract (in English), You must upload the fulltext file.

*Email

For sending review notifications, please make sure to fill it out correctly.

*Tel

*Address

*Language

*Pages

Please enter the Arabic numerals on the last page of the fulltext

Step2: Enter Thesis Information and **Upload Full-Text Thesis**

*英文摘要

1

*電子全文檔案

Choose full PDF to upload

Temp Save

**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

*Abstract (in English)

Abstract (in English)

*Fulltext name

Delete File

Browse file

Fulltext論文電子檔.pdf

Choose full PDF to upload

Temp Save

3

Select "Temp Save" after uploading

國立清華大學
NATIONAL TSING HUA UNIVERSITY

Reopen the file to
verify watermark
and security
settings



Step2: Enter Thesis Information and **Upload Full-Text Thesis**

***Abstract (in English)**

Abstract (in English)

***Fulltext name**

Delete File Browse file Fulltext論文電子檔.pdf

Choose full PDF to upload

Temp Save Check watermark's appearance if inserted correctly, go to Step 3

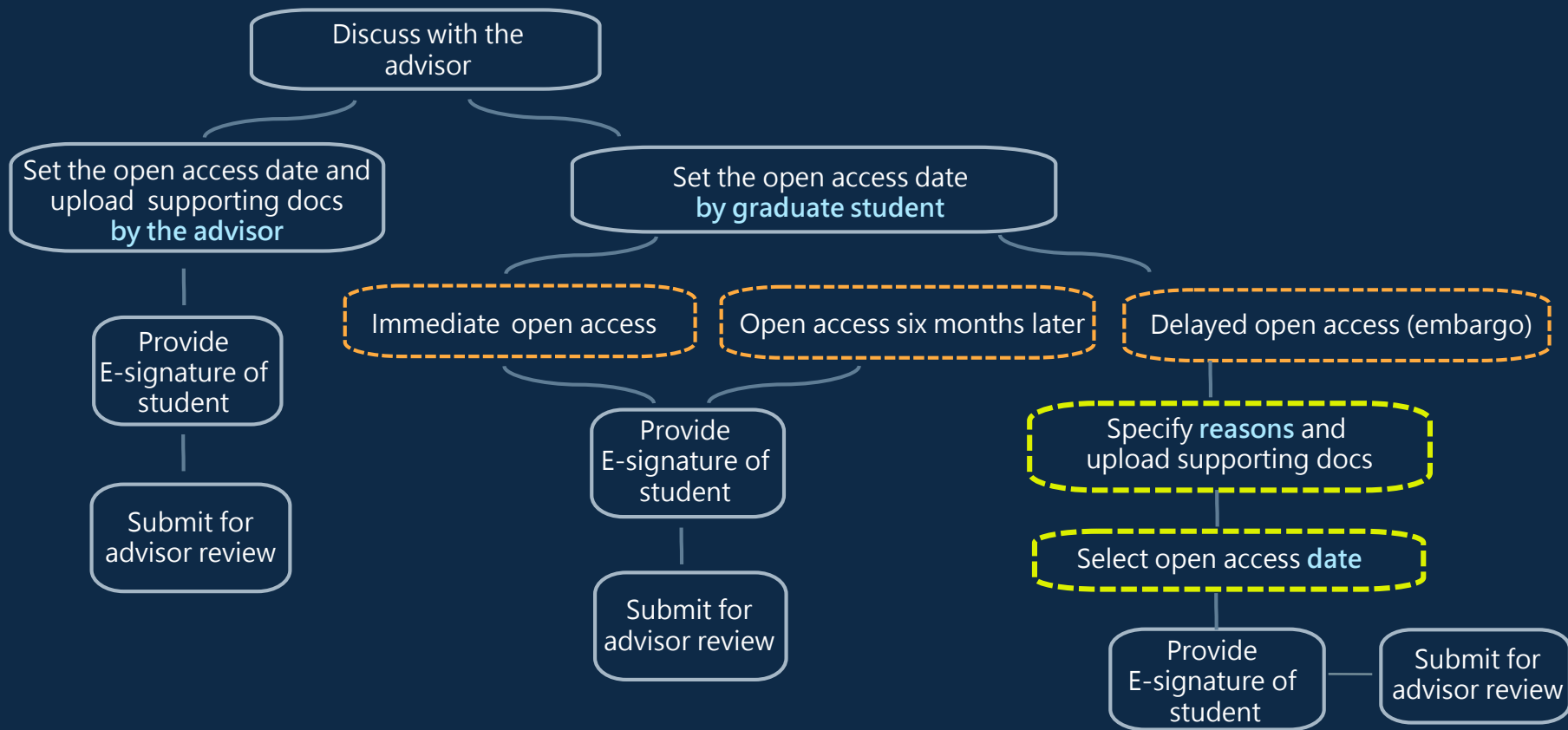
4 Proceed to next step when complete

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.

Complete the following steps to submit your thesis successfully.

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

Step3: Open Access or Embargo Application

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

Publication Settings

Please enter the required field content:

Authorized electronic fulltext browsing/printing, Signature is required.

Friendly reminder:

1. Please confirm the publication date of the thesis with your advisor.
2. According to the Degree Conferral Act and related regulations, the university library may preserve and utilize this work and its electronic files. The National Central Library may also preserve it and make it available to the public for reading within the library, either in paper form or via reading devices. Furthermore, to promote academic research and dissemination, I hereby agree to authorize National Tsing Hua University and the National Central Library to use this work in the ways specified below.

I agree to authorize National Tsing Hua University and the National Central Library to reproduce this work without charge, limit, or frequency, and to use it for non-profit purposes such as education, science, and research. This includes the right to include the electronic file of this work in digital databases, and to publicly transmit it to users worldwide (including but not limited to those within and outside the National Tsing Hua University campus, and within and outside the National Central Library) via its own or entrusted servers, network systems, or the Internet, for users to retrieve, browse, download, and/or print for non-profit purposes. The authorizations specified in this letter of authorization are non-exclusive and non-proprietary, and I retain the right to use this work myself or authorize any third party to do so.

When using this work, the authorized parties shall/must respect my moral rights and related rights such as electronic rights management information, and shall/must not omit, add to, or modify my signature, the title of this work, the content of this work, or related information (including the full title of the school that originally granted the degree, bibliographic data, and other interpretive data).

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.

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

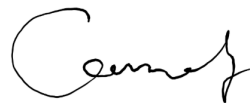
Upload electronic signature image

Signature

Temp Save

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

*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.

Submit for the advisor's review

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

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.

Image size (568*200)

Select for uploading image

Select for personal signature

*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.

Submit for the advisor's review

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.

1. Please specify the reason for embargo

Reason of delay release:

☐ Confidentiality is required.

☐

The thesis contains research funded under a contract that requires confidentiality for a specified period.

Contract name

Confidentiality Expiration Date is

*Supporting documents required (confidentiality clause of the contract) (in PDF format)

You can drag and drop multiple files into this box.

OR

Select file

☐

The thesis is part of an ongoing research project, and embargo is requested until the completion of the entire project.

*A brief explanation of the overall research plan signed by the advisor is required. (in PDF format)

You can drag and drop multiple files into this box.

OR

Select file

☐ Other:

*The document format is currently being revised by the competent authority. Please upload a document (in PDF format) that includes (1) the reason for the embargo and (2) the impact of disclosure. The content should be within one page, with a minimum of 100 words, and must be jointly signed by the author and the advisor.

You can drag and drop multiple files into this box.

OR

Select file

☒

The thesis contains material intended for patent application, and embargo is requested to protect intellectual property rights.

*Proof of application must be attached. If not yet applied, a signed explanation by both the author and the advisor is required. (in PDF format)

You can drag and drop multiple files into this box.

OR

Select file

Delete file

Browse file

CODE延後函數.txt

☐

The thesis is subject to legal restrictions. The applicant must specify the applicable laws or regulations here:

*Relevant legal basis and a written explanation signed by both the author and the advisor must be provided. (in PDF format)

You can drag and drop multiple files into this box.

OR

Select file

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

2

Set open access date

3

Upload electronic signature image
or use an electronic signature

*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.

4

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

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

Candy

Upload electronic signature image

Signature

Temp Save

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

Upload electronic signature image

Signature

Temp Save

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

Submit for the advisor's review

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

Submit for Advisor Review

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

Submit for the advisor's 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

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](#)

Step4: Advisor review

Friendly reminder: -

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



Wait for your
advisor to
review

Step4: Advisor review

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](#)

Step4: Advisor review

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

[+ Show All](#)

**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: -

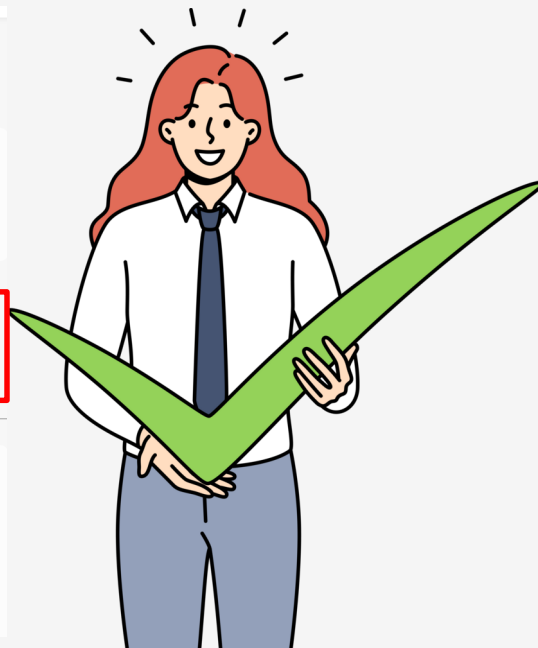
You' ll receive an email notification once the review status is updated. Please remember to check your inbox regularly.

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	<ul style="list-style-type: none">• Please consult your academic advisor.• Others : TEST
---------------------	---------	---



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 or dissertation has been approved. Please go to Step 6 on the left to print the authorization forms.

Audit History

Audit Date	Unit	Reason
2025/04/30 16:32:04	Advisor	<ul style="list-style-type: none">Please consult your academic advisor.Others : TEST

+ Show All

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

Complete the following steps to submit your thesis successfully.

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

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

Status:

Friendly reminder:

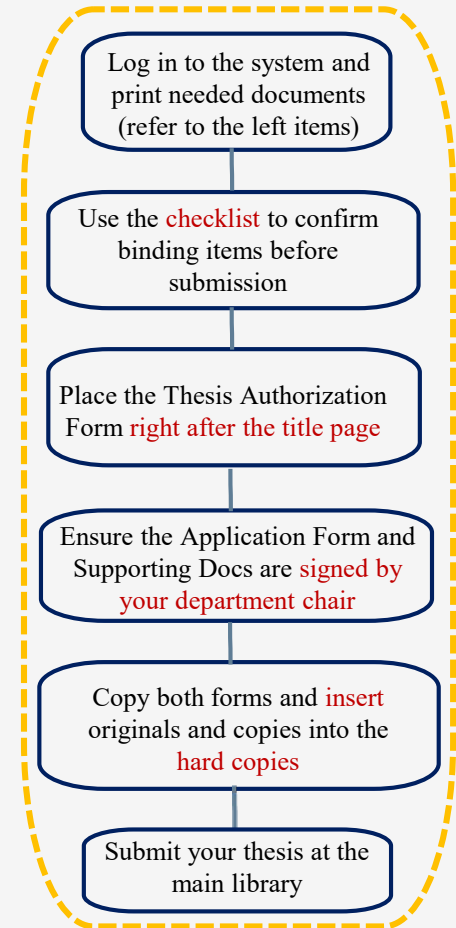
1. To ensure that the printed thesis matches the approved electronic version, please download the approved PDF file with the inserted watermark and use it for printing your paper copy.
2. Please download the **Checklist Before Submitting Your Printed Thesis or Dissertation** and confirm that the binding order and all required components are complete.
3. If you have applied for delayed open access (embargo), please download and print the application form and supporting documents, and obtain the signature or stamp of your department chair or institute director.

Print

Term	File
Full-Text	論文電子檔上傳在這裡.pdf
Authorized Agreement for Thesis/Dissertation	Authorized Agreement for Thesis/Dissertation (Please print this page and place it right after the title page in the printed thesis/dissertation.)

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	<input type="checkbox"/>	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
	<input type="checkbox"/>	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	<input type="checkbox"/>	(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	<input type="checkbox"/>	(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).
	<input type="checkbox"/>	(2)空白頁 Blank page		

Hard Copy Submission Guidelines (2/2)

■ Printed Thesis Collection at the Library

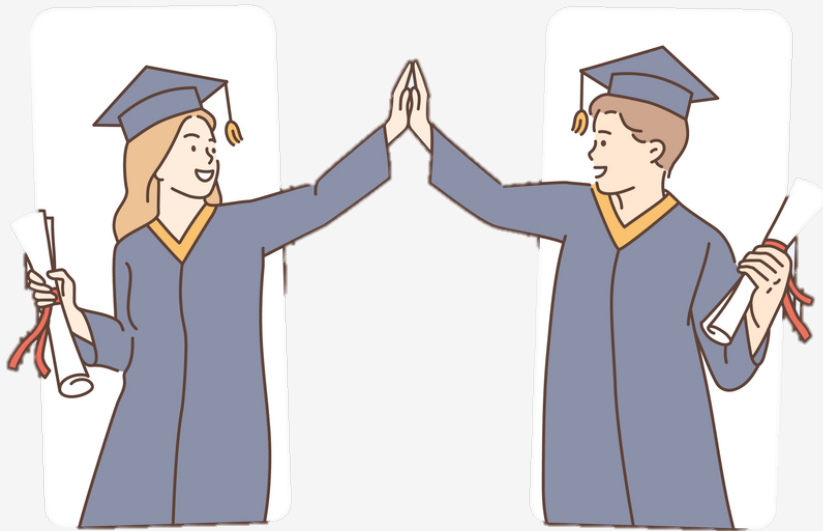
- ✓ Submission Hours: Monday to Friday, 8:00–12:00 and 13:00–17:00
- ✓ Location: Main Library, Counters 4 and 5
- ✓ Submit 2 printed copies of the approved PDF with watermark

■ 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 °



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)**

The screenshot shows the library's login interface. At the top, there is a header with the library's logo and name in Chinese, and a 'Library' button with a QR code icon. Below the header is a banner with the text 'System Login Service'. The main content area is titled 'User Login' and contains a form with fields for 'Account' and 'Password'. Below these fields is a CAPTCHA image showing the number '8977' with a play button icon. There is a 'Play image sound' button and a text input field for the CAPTCHA. A 'Login' button is at the bottom of the form. Below the form are three links: 'Revise personal information', 'Revise password', and 'Forgot password'. At the bottom of the page, there are two sections of notes: 'Note for user Account' and 'Note for password', each with a list of instructions.

國立清華大學圖書館

Library

System Login Service

User Login

Account

Password

Enter the characters in the image below

8977

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 password:** the password by default is as follows

1. For ROC citizens: Your ROC ID Number with the first letter in caps.
2. For foreign patrons: Choose one of the following
 - (1) Your ARC (Alien Resident Certificate) or Passport number with all capital letters.
 - (2) 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
3. You can click the "Forgot password" button if you need a new password.
4. For the security of your personal information, please make sure to change your default password immediately as you log on to the system for the first time.
5. If any questions, please contact the circulation desk at ext. 42997, call (03)574-2997, or email to cir@my.nthu.edu.tw

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) °