

NTHU Dissertations & Theses Repository

國立清華大學博碩士論文庫

Advisor's Guide to Thesis Review

How to Review Student
Theses...



The Advisor will Review

Advisors will verify the following items:

- ✓ **Thesis compliance with formatting and committee requirements**
- ✓ **The selected open access option and any embargo documentation**

Notification will be sent via email. If not approved, the submission will revert to Step 1 for revision.

Once your graduate students click

"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

Advisors will receive a
review notification mail

Advisor Review Notification Email

2025/4/30 (週三) 下午 01:54
國立清華大學博碩士論文庫 <etds@my.nthu.edu.tw>
指導教授審核通過，請圖書館檢核 (學號 [REDACTED]) / Thesis Approved by Advisor -Pending Library Check (Student ID: [REDACTED])

收件者 [REDACTED]
副本 [REDACTED]

此信是由國立清華大學博碩士論文庫發出。關於
研究生姓名： [REDACTED]
論文名稱： [REDACTED]
系所中文名稱：物理學系
學號： [REDACTED]

已由指導教授審核通過，請圖書館至論文系統檢核。
《此郵件是系統自動傳送，請勿直接回覆!》 2025-04-30 13:53

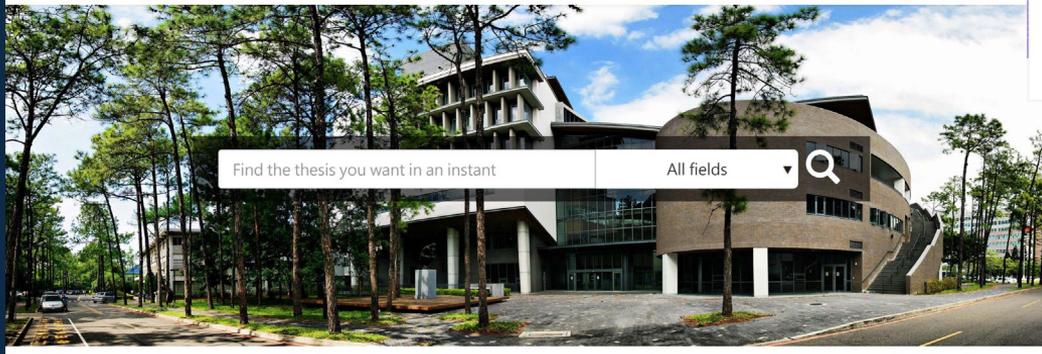
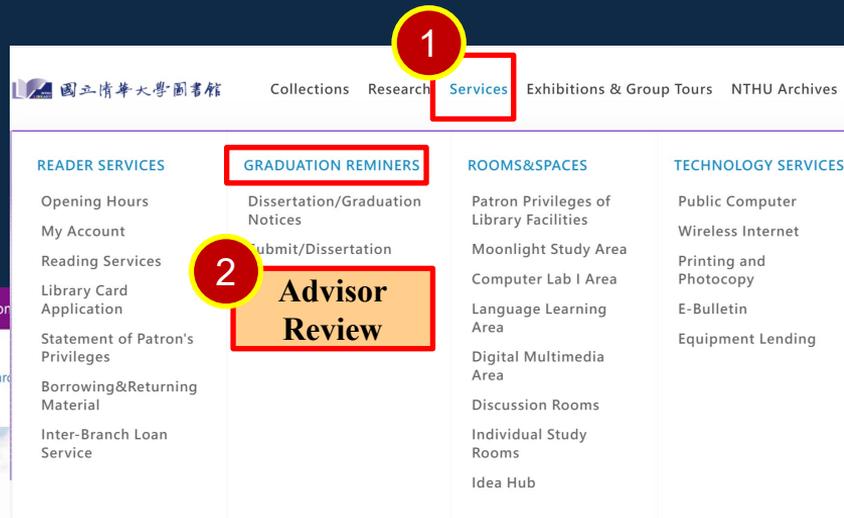
This message is sent by the NTHU Dissertations & Theses Repository. The following thesis submission has been approved by the thesis advisor:
Student Name: [REDACTED]
Thesis Title: [REDACTED]
Department: Department of Physics
Student ID Number: [REDACTED]

The thesis has been approved by the advisor and will be checked by the library.

<<This is an automatically generated email. Please do not reply directly.>> 2025-04-30 13:53

System Access for Advisor Review

1. Navigate to the Library Homepage and Select "Services"
2. Visit <https://etd.lib.nthu.edu.tw/>
3. Select " Thesis Advisor Review "



System Login Service

- ✓ **Faculty Login:** please enter your ID number.
- ✓ **Note for password:**
 - For ROC citizens: Your ROC ID Number with the first letter in caps.
 - 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).
- ✓ For password assistance, click "Forgot password."
- ✓ For security, please change your default password immediately after first login
- If any questions, please contact the circulation desk at ext. 42997, (03)574-2997, or email to cir@my.nthu.edu.tw

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:

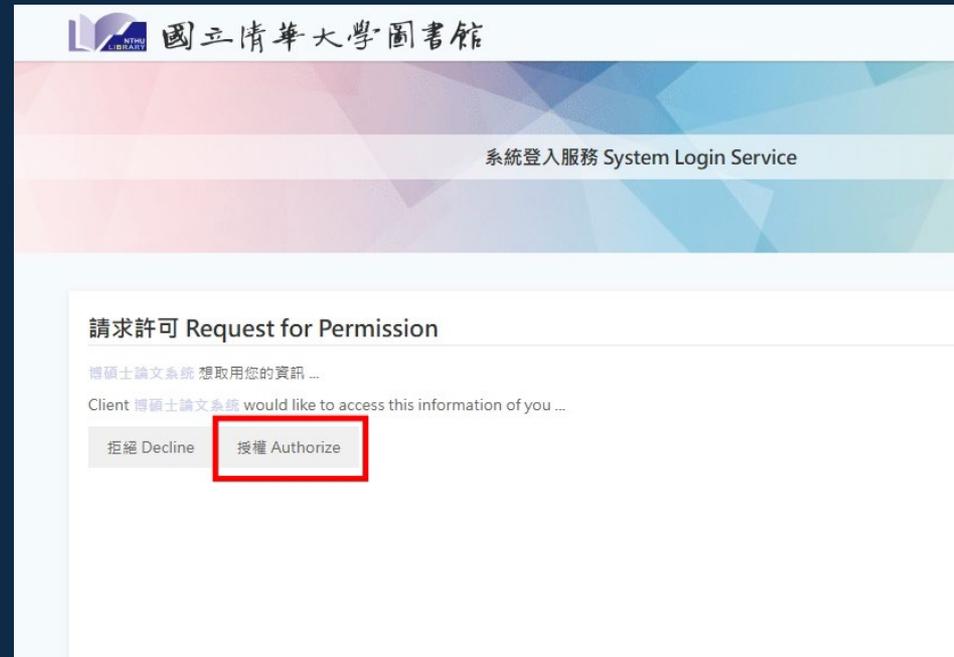
1. Student, Faculty & Staff: please enter your ID number.
2. Other patrons: please enter the barcode of your ID Card, and skip the " " in the barcode.

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

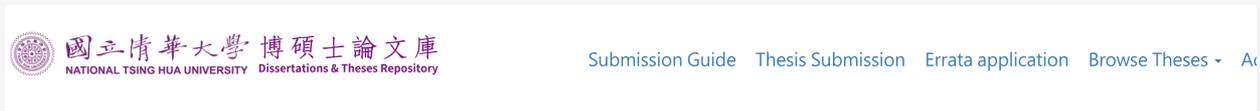
Request for Permission

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



Dashboard Overview

After login, you can:



Access student theses pending review

Managing Students' Pending Theses

Theses Pending Review(1)

Not Approved List(0)

Managing Students' Theses

All Reviewed Theses(1)

Theses Pending Review

Search Result: 1 results

Search within these results

All Fields ▾

Search

Sort: Submit time (increase) ▾

Results per page: 10 ▾

Action	No.	Thesis Title	Author	Degree/ID	Submit Time	Status
Verify	1	April 23, 2025, 3:47 p.m.	Auth change (Professc

View previously returned theses and review comments

Browse all reviewed theses in the system

Advisor Review Process

Managing Students' Pending Theses -

Theses Pending Review(1)

Not Approved List(0)

Managing Students' Theses -

All Reviewed Theses(1)

Theses Pending Review

Search Result: 1 results

Search within these results

All Fields

Search

Sort: Submit time (increase)

Results per page: 10

1

Select desired search criteria

All Fields Search
All Fields results per
Thesis Title
Author

Action	No.	Thesis Title	Author	Degree/ID	Submit Time	Status
 Verify	1	[REDACTED]	[REDACTED]	[REDACTED]	April 23, 2025, 3:47 p.m.	Auth change (Professc

2

Click on the thesis you wish to review

When your student selects "Immediate Open Access":

If the thesis is for **immediate open access** or **open access 6 months later**, check "Confirm review approved" after verifying all information. For **delayed open access** items, the advisor must provide an electronic signature before submitting to library check.

Full-Text

*Fulltext name

↓ Browse file

The content meets the requirements of the thesis examination.

If the content is not compliant, please scroll to the bottom, fill in the reason for rejection under "Not Approved" and return it to the graduate student.

Fill in open access date & upload supporting docs.

- Open access immediately after successful submission.
- Open access six months after successful submission.
- Apply for embargo period.

*Author Signature

新增題

Confirm the open access date & supporting docs.

Confirm Thesis and Data (Save)

Nopass

Confirm review approved

1

Download and verify thesis content using "Browse Files"

2

Check box to confirm all requirements of thesis are met

3

Check box to verify the open access date

4

Click "Save" to enable the approval option

5

Select "Confirm review approved" to complete the process

When your student selects "My thesis advisor set the open access date" (1/3)

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.

Managing Students' -
Pending Theses

Theses Pending Review(1)

Not Approved List(0)

Managing Students' -
Theses

All Reviewed Theses(1)

Advisor Sets Graduate Student Authorization
Content

Status: you are edit Student ID.817714(林明璋_測試3) profile

Full-Text

*Fulltext name 4_Br J Haematol - 2010 - Green - The impact of elective
knee hip replacement surgery and
thromboprophylaxis with rivaroxaban.pdf

The content meets the requirements of the thesis examination.

If the content is not compliant, please scroll to the bottom, fill in the reason for rejection under "Not Approved" and return it to the graduate student.

Fill in open access date & upload supporting docs.

- Open access immediately after successful submission.
- Open access six months after successful submission.
- Apply for embargo period.

*Author Signature

林明璋

Confirm the open access date & supporting docs.

1

Download and verify thesis
content using "Browse Files"

2

Check box to confirm all
requirements of thesis are met

3

Select open access option and
provide supporting docs.

When your student selects "My thesis advisor set the open access date" (2/3)

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.

Full-Text

*Fulltext name

[Redacted text]

The content meets the requirements of the thesis examination.

If the content is not compliant, please scroll to the bottom, fill in the reason for rejection under "Not Approved" and return it to the graduate student.

Fill in open access date & upload supporting docs.

- Open access immediately after successful submission.
- Open access six months after successful submission.
- Apply for embargo period.

*Author Signature

新增題

Confirm the open access date & supporting docs.

4

Click "Save" to enable the approval option

5

Select "Confirm review approved" to complete the process

When your student selects "My thesis advisor set the open access date" (3/3)

Fill in open access date & upload supporting docs.

- 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 (relevant clauses of the confidentiality agreement) must be uploaded:

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 by the advisor must be uploaded:

You can drag and drop multiple files into this box.

OR

Select file

Other:

*A statement signed jointly by the advisor and at least one oral defense committee member (excluding the advisor) must be uploaded:

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.

*Application proof must be uploaded; if not yet applied, provide an explanation and signature from the author of the thesis and the advisor:

You can drag and drop multiple files into this box.

OR

Select file

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

*Documents with legal provisions and explanations by the author of the thesis must be uploaded, and co-signed by the advisor:

You can drag and drop multiple files into this box.

OR

Select file

If Selecting "Delayed Open Access": When the advisor chooses "Apply for embargo period," a delayed access application form is required and the form must include the advisor's signature.

1

Select delay reason and provide required information

2

Set open access date

3

Upload electronic signature image or use an electronic signature

Image size (568*200)

4

Complete advisor review process

2. Embargo to 2025/05/06 for publication

*Author Signature



Confirm the open access date & supporting docs.

*Advisor's Electronic Signature



Confirm Thesis and Data (Save) Nopass

Upload electronic signature image Online Signature

If you want to upload a signature image, the image size should be 568x200.

Confirm review approved

Advisor Rejection

If thesis does not meet requirements, advisor could select "Nopass" and enter rejection reasons. The process will return submission to student for adjustment.



Managing Students' Pending Theses

Theses Pending Review(0)

Not Approved List(0)

Managing Students' Theses

All Reviewed Theses(1)

Theses manage list

Search Result: 1 results

Search within these results

All Fields

Search

Sort: Submit time (increase)

Results per page: 10

Action	No.	Thesis Title	Author	Degree/ID	Submit Time	Status
	1	[blurred]	[blurred]	[blurred]	April 22, 2025, 4:52 p.m.	Pass review

Advisor Review

All Reviewed Theses : Allows checking student thesis review status

Managing Students' -
Pending Theses

Theses Pending Review(0)

Not Approved List(0)

Managing Students' -
Theses

All Reviewed Theses(1)

Theses manage list

Search Result: 1 results

Search within these results

All Fields

Search

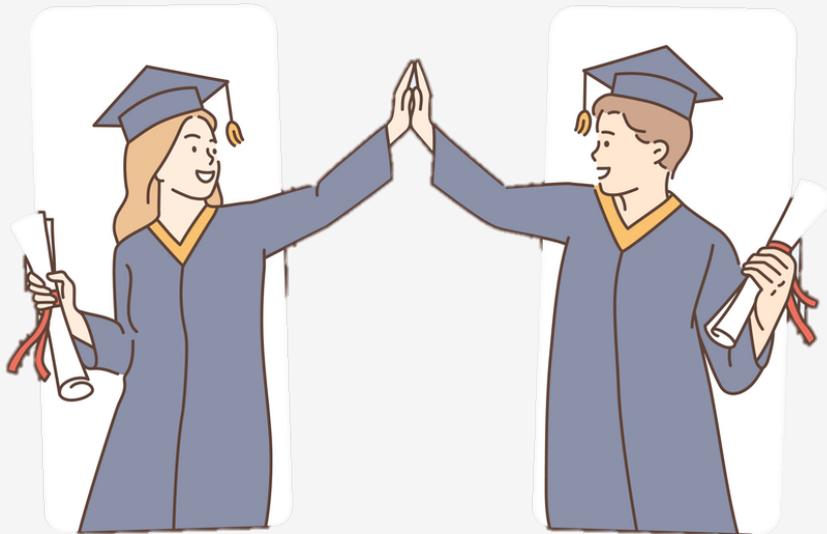
Sort: Submit time (increase)

Results per page: 10

Action	No.	Thesis Title	Author	Degree/ID	Submit Time	Status
	1	[blurred]	[blurred]	[blurred]	April 22, 2023, 4:52 p.m.	Pass review

1





NTHU Dissertations & Theses Repository

Frequently Asked Questions

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



Frequently Asked Questions

1. 請問指導教授審核部分, 如果是共同指導是由哪一位老師審核?

For jointly supervised theses, which professor conducts the verification?

A: 共同指導教授皆會收到審核通知, 由一位教授審核即可。

All co-advisors will receive verification notices. Review by one advisor is sufficient to complete the verification process.

2. 請問指導教授為校外合聘教授該如何登入系統審核? 如果指導教授是退休教授 也可以登入系統審核嗎?

How do external affiliated advisors access the system for verification? Can retired professors also access the system for thesis review??

A: 依本校學則第五十六條規定, 指導教授應有一人為校內教授。退休教授符合學則規定可擔任指導教授, 若有無法登入論文系統情形, 可連絡圖書館, 由圖書館提供帳密。

According to Article 56 of the University Academic Regulations, at least one advisor must be a university faculty member.

Retired professors who meet these requirements may serve as advisors. Should login difficulties occur, please contact the library for credential assistance.

3. 請問口試資料, 如口委、日期等, 是由步驟一由口試申請平直接匯入嗎?

Is oral defense information, such as committee members and dates, directly imported from the oral defense application platform?

A: 是, 屬學位基本資料(論文中英文名稱、指導教授、口試委員) 皆由口試平台與校務資訊系統匯入。

Yes, degree-related basic information (thesis titles in both Chinese and English, advisors, and oral defense committee members) is all imported from the On-line Application System of the Graduate Degree Oral Defense.