

- “提交學位論文之步驟”課程講義會公告嗎？

**Will course materials about thesis submission procedures be announced?**

A: 博碩士論文系統、手冊等皆有步驟說明。簡報檔案亦會公告提供於圖書館課程網頁(<https://pesto.lib.nthu.edu.tw/libtour/libtour.php>)

Yes. Step-by-step instructions are available in the thesis submission system and manuals. Presentation files will also be posted on the library workshop webpage (<https://pesto.lib.nthu.edu.tw/libtour/libtour.php>).

- 請問如果沒有廠商保密、專利申請等佐證資料，論文想申請延後公開，還有什麼方式可以選擇？

**If I don't have company confidentiality or patent documents but want to delay open access of my thesis, what can I do?**

A: 根據“國立清華大學博/碩士學位考試細則”第14條說明: “學位論文以公開為原則，以利學術流通及分享。但涉及機密、專利事項或依法不得提供者，應檢附證明文件並經指導教授與系所主管認定，學位論文始得申請延後公開。” 因此，延後公開都需要具體佐證。若非關廠商保密或專利申請等理由，比如，涉及指導教授後續研究計畫的機密，則可能可以選擇「機密-其他」，相關佐證資料提供如下述。

According to Article 14 of the "National Tsing Hua University Doctoral/Master's Degree Examination Rules": "Degree theses should be publicly accessible in principle to facilitate academic exchange and sharing. However, if the thesis involves confidential information, patent matters, or content that cannot be provided by law, applicants must submit supporting documentation approved by the thesis advisor and department head to apply for delayed public release." You might use "Confidential-Other" for cases like advisor's ongoing research, but supporting documentation is still required.

- 申請延後公開，若為「機密-其他」理由，佐證文件有特定格式嗎？由誰提供佐證？

**What format is needed for "Confidential-Other" documentation?**

A: 佐證文件的格式由主管單位研修中。目前規定是於系統中上傳一份PDF格式的文件，內容須包含：(1)延後公開的原因，以及(2)公開可能造成的影響。文件內容須在一頁以內，且不得少於100字，並須由論文著作人與指導教授共同簽名。

The format for supporting documents is currently under revision by the governing department. The current regulation requires a one-page PDF explaining the reason for delay and potential impacts. Must be at least 100 words and signed by you and your advisor.

- 請問新論文格式，圖書館會以教務處公告格式為主。若系上格式規範尚未跟進，學生是否直接遵循教務處公告版本。

**Regarding the new thesis format, will the library follow the format announced by the Academic Affairs Office? If my department's format requirements haven't been updated, should students follow the version announced by the Academic Affairs Office?**

A: 請依註冊組公告，也請協助反應給系上，如有新格式規範，請副知圖書館。 <https://registra.site.nthu.edu.tw/p/404-1211-5155.php>

Please follow the announcement from the Division of Registration and help inform your department. If there are new format regulations, please also notify the library. <https://registra.site.nthu.edu.tw/p/404-1211-5155.php>

- 如果最近教務處更新論文格式並公佈，已經在寫作中的論文須立即採用新格式嗎？

**If the Academic Affairs Office recently updated and announced a new thesis format, do in-progress theses need to immediately adopt the new format?**

A: 註冊組已經公佈新的論文封面，新舊差異不多，主要是將論文檔的觀念，由Report Class 變為Book Class，為求一致，建議大家優先採用新格式，但考慮緩衝期期間，圖書館於 2025/8/31 前新舊格式都接受。

The new format (changing from Report Class to Book Class) is recommended, but both formats will be accepted until August 31, 2025.

- 上傳論文過程中，若輸入有誤，可以回到前一步驟進行調整嗎？

**During the thesis upload process, if I input incorrect information, can I go back to a previous step to make adjustments?**

A: 若論文尚未送出給教授審核(步驟四)，可【暫存】資料後回到前一步驟進行調整。送出後，須請教授已審核未通過，送回調整。

If you haven't submitted to your advisor for review (before step 4), you can click "Save" and return to previous steps to make corrections.

- 論文上傳系統是不是也要使用完畢時要點選登出，之前的系統是若直接關閉視窗，帳號會被鎖定。

**Should I log out from the thesis submission system when finished? In the previous system, the account would be locked if the window was closed directly.**

A: 建議使用完畢請點選「暫存」後再離開系統。新系統現已無帳號鎖定之設定。

It's recommended to click "Save" before leaving. The new system no longer locks accounts when windows are closed directly.

- 預計畢業的學生，上(下)學期論文口試最慢須在該學期最後一天 **1/31 (7/31)** 前完成，請問上傳圖書館最後截止日期？

**For students planning to graduate, the thesis oral defense must be completed by the last day of the semester (January 31 for fall semester or July 31 for spring semester). What is the final deadline for uploading to the library?**

A: 圖書館論文上傳或收取紙本作業，是口試進行完成後，開始畢業離校流程的必經步驟，全年皆可進行，並無最後截止日期。有關畢業相關期限，請參考註冊組「畢業離校流程」<https://registra.site.nthu.edu.tw/p/404-1211-5155.php>

The library thesis upload or physical copy submission is a required step in the graduation process after completing the oral defense. This has no final deadline. For graduation-related deadlines, please refer to the Registration Division's "Graduation Procedures": <https://registra.site.nthu.edu.tw/p/404-1211-5155.php>

- 目前已使用舊版系統上傳論文，系所已通過，剩圖書館審核，若審核過要如何下載授權書?(想在5/13前下載)，因為現在舊版系統已經進不去了。

**I uploaded my thesis in the old system but can't access it to download the authorization form. What should I do?**

A: 舊系統已審核完成而需列印授權書之同學，請與圖書館業務人員-吳小姐聯繫(#42235; [jpwu@lib.nthu.edu.tw](mailto:jpwu@lib.nthu.edu.tw))

For students who have completed the review process in the old system and need to print the authorization form, please contact Ms. Wu at the library (#42235; [jpwu@lib.nthu.edu.tw](mailto:jpwu@lib.nthu.edu.tw)).

- 請問如果為帶論文實習，平日要在學校，跑流程的話，可以請人幫忙嗎? 還是說建議要等實習完再繳交呢?

**If I'm doing an internship, can someone help with submission procedures?**

A: 可先於系統上傳論文，並通過審核。紙本論文需待實際畢業學期(實習結束後)，開始辦理畢業離校程序時再進行繳交。

You can upload your thesis online first and complete the review. Submit the physical copies after your internship when starting graduation procedures.

- 請問列印紙本論文可以用黑白列印嗎?(有彩圖再個別印彩頁)會影響浮水印呈現嗎?

**Can I print my physical thesis in black and white (with color pages only for illustrations)? Will this affect the watermark display?**

A: 黑白列印或彩色列印皆可，列印紙本論文時請注意浮水印需仍可識別 (部分浮水印僅因圖表被覆蓋，不可全部浮水印皆被文字所覆蓋)

Both black and white or color printing are acceptable. When printing your thesis, please ensure that watermarks remain identifiable (some watermarks may be partially covered by figures, but not all watermarks should be covered by text).

●請問到哪裡下載論文自我檢查表？

**Where can I download the thesis self-checklist?**

A: 圖書館「提交學位論文之步驟」說明網頁: [https://www.lib.nthu.edu.tw/use/thesis\\_submission.html](https://www.lib.nthu.edu.tw/use/thesis_submission.html) (<https://reurl.cc/zqOvLy>) From the library's "Thesis Submission Procedures" webpage: [https://www.lib.nthu.edu.tw/use/thesis\\_submission.html](https://www.lib.nthu.edu.tw/use/thesis_submission.html) (<https://reurl.cc/zqOvLy>)

●請問繳交兩本紙本論文是九月才開始？

**Will the requirement to submit two physical copies of the thesis begin in September?**

A: 現行已是繳交兩本紙本論文；一本至圖書館、一本至註冊組。5/13(二)後兩本紙本論文皆繳交至總圖書館。

The current requirement is already to submit two physical copies of the thesis; one to the Library and one to the Division of Registration. After May 13, both physical copies should be submitted to the Main Library.

●請問今年6月-7月南大校區學生離校，繳交論文是否南大圖書館也能辦理？

**Can Nanda Campus students submit physical copies of theses at Nanda library?**

A: 即日(5/8)起，都請至總圖書館繳交。

Starting from May 8, all thesis submissions must be made at the Main Library.

●請問紙本論文繳交是否可用郵寄至圖書館？

**Can I mail my paper thesis to the library?**

A: 現無提供郵寄繳交論文服務，請同學至總圖書館繳交。

The Library currently does not offer a mail-in service for thesis submission. Please submit your thesis at the Main Library in person.

●請問是否可以和圖書館索取論文PDF檔的保全密碼？

A: 為了維持論文的PDF與紙本的一致性，圖書館不提供保全密碼。