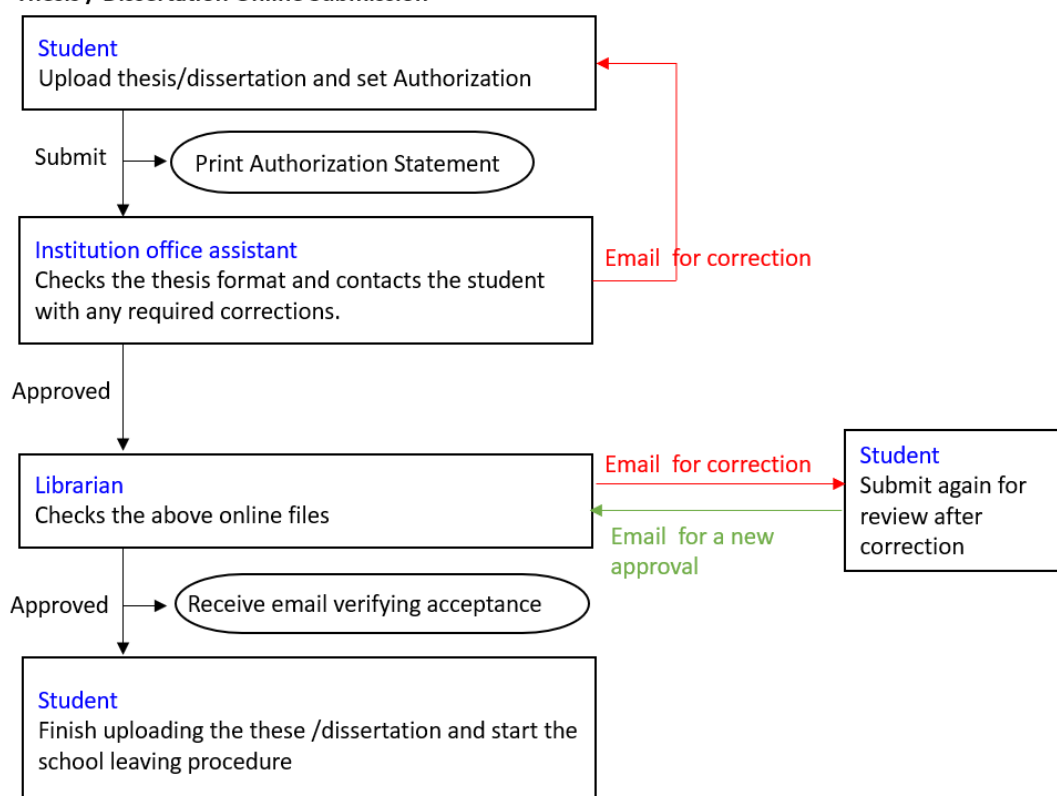


# Guide for Submitting Electronic Theses & Dissertations(ETD)

## National Yang Ming Chiao Tung University NCTU Campus

### I. Flow chart

#### Thesis / Dissertation Online Submission



## II. How to upload the thesis/dissertation

1. login the NYCU ETD System
2. Step1. Create Thesis / Dissertation Profile
3. Step2. Upload Approved PDF file
4. Step3. Make Authorization
5. Step4. Print Authorization Form
6. Step5. Submit (Staff Review)

1. Login the NYCU ETD System (nctu campus)

[Library Webpage](#)

Services	Study	Resources	About
» Borrowing and Lending Limits	» Studying Tools	» Discovery and Delivery System	» Introduction
» Application & Policies	» English Learning @ Library	» Webpac	» Hours
» Interlibrary Loan (ILL)	» Frontier Journal List	» E-Resources System	» Other Campus Libraries
» Wireless Connection	» Course Reserves	» UST Circulation Service	» University Museum
» Copying, Printing, & Scanning	» Archived Graduate Exams	» Electronic Theses and Dissertations	» Folk Artist Digital Museum
» Library Engagement	» OpenCourseWare (OCW)	» VOD (Chinese)	
	» Ewant Open Online Course (ewant)	» Institutional Repository	

### Thesis/Dissertation

- E-Theses/Dissertations System
- Process Flow
- Forms and Watermark
- Reminders for writing (incl. common errors)
- FAQs

### E-Theses/Dissertations System

Master's theses and Ph. D. dissertations are the essence of the researcher's intellect and as well as a valuable research resource. In order to enable the research results to become university's academic achievements to the international academia, the Library establishes the System.

Through the System you can:

1. Retrieve and access electronic NCTU and NYCU ChiaoTung Campus's theses and dissertations
2. Upload your thesis / dissertation
  - ♦ About User ID and Password.
  - ♦ Please sign the "Term of User Agreement" before your first time to log in library

Theses & Dissertations

User ID:

Password:


Sign in

Print Authorization Forms

System Description

User Id Note:

Please enter the student ID Barcode number



Password Note:

By default, your password is your ID number, ARC number or your student ID with leading letter in capital. Any problems for this, please contact the circulation desk at 52636.

About [User ID and Password](#).

<b>User ID</b>	07+ Student ID+ Number of card changes (The card has never been changed is "0"zero)
<b>Password</b>	Enrolled in 2019 Student ID + The last three numbers of your birthday (yyyymmdd)
	Enrolled after 2020 Student ID + The last number of your birthday(yyyymmdd)
If you experience problems, please contact the Circulation Desk (ext. 52636)	

## 2. Step1. Create Thesis / Dissertation Profile

**“Bold font” & “Blue word” is required field**

- Thesis / Dissertation Submission
  - Step1. Create Thesis / Dissertation Profile**
  - Step2. Upload Approved PDF file
  - Step3. Make Authorization
  - Step4. Print Authorization Form
  - Step5. Submit (Staff Review)
- Submission Instructions
- NCTU Regulations for Embargo of Thesis/Dissertation

### Step1. Create Thesis / Dissertation Profile

Profile

<b>System id</b>	GTNCTUTESTC
<b>Author (chinese name)</b>	王大果
Author (english name)	Wang, John
<b>E-mail</b>	student@nycu.edu.tw
<b>Phone</b>	035731222
<b>Student id</b>	9876543
<b>Institution</b>	National Yang Ming Chiao Tung University
<b>Institute (please choose college than institute)</b>	College of Humanity and Social Science <b>*department</b> test department
<b>Title (chinese)</b>	測試用論文名稱
<b>Title (english)</b>	system test

Please enter your common mailbox

First “college” and Second “department”

Section 1

<b>Advisor (chinese)</b>	張聰明
Advisor (english)	Kevin, Chang

Click “+Add” to Add a new blank

+Add

<b>Table of content</b>	test
<b>Reference</b>	test

1. Must be the same as the table of content in your PDF
2. "List of Figures" and "List of tables" do not need to be filled in here.

## Step2. Upload Approved PDF file

**Thesis / Dissertation Submission**

- Step1. Create Thesis / Dissertation Profile
- Step2. Upload Approved PDF file**
- Step3. Make Authorization
- Step4. Print Authorization Form
- Step5. Submit (Staff Review)

**Submission Instructions**

**NCTU Regulations for Embargo of Thesis/Dissertation**

### Step2. Upload Approved PDF file

Fulltext

File no. Upload (maximum upload 3 files)

Upload Upload +Add Upload Upload

**Upload File** 選擇檔案 未選擇任何檔案

**Description** Full Text Readonly!

**File No** 01 Readonly!

Please click Storage

Submit Close

Tips:

Don't fill this blank. It will be filled automatically by the system

Click here to select the file you want to upload

Chick "Submit" to complete upload

### Step3. Make Authorization

#### - Hard Copy

**Step3. Make Authorization**

Authorization of Thesis/Dissertation to NCTU

**1. Hard Copy**

All the thesis/dissertations of National Chiao Tung University complies with Subparagraph 3, paragraph 2, Article 15 of the Copyright Act. In principle, all the thesis/dissertations shall be open resource for academic knowledge exchange.

If there is a need for delayed public release of thesis/dissertation hard copy, please fill in the application for Embargo of Thesis/Dissertation

Note:

- Delayed publication
- Application for delayed publication
- If the thesis/dissertation is not yet published

(Please print the application form and attach it to the hard copy of the thesis/dissertation.)

☐ Application for delayed public release of thesis/dissertation hard copy.

Reason for delay :

#### - Electronic thesis/dissertation

**2.ETD**  
(Please select Electronic Thesis/Dissertation Release Date and Network)

☒ **Agree**

Please select Electronic thesis/Dissertation Release Date and Network:

**National Chiao Tung University Library and University System of Taiwan (UST)**

2024/03/15 Please select open date ▼

**World Wide Web and National Central Library**

2025/03/15 Please select open date ▼

I hereby, non-exclusively and gratis authorize National Chiao Tung University Library and National Central 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 Chiao Tung University Library and National Central 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 this thesis/dissertation.

☐ **Disagree** If you select this option, please provide the reason:

Abstracts must be public immediately.

※According to the "National Chiao Tung University Regulations for Embargo of Thesis/Dissertation", Chinese and English abstracts must be made public immediately

## - Database Vendors

**3.Authorization to database vendors.**

☒ **Agree** I hereby agree National Chiao Tung University can utilize my Electronic Thesis/Dissertation (including abstract and thesis information) as commercial databases through non-exclusive license and sub-license database companies in a paid approach for an unlimited period. The company can archive the full text of my Electronic Thesis/Dissertation and upload to online database services so that users can retrieve, browse, download and print the Thesis/Dissertation through any electronic device via Internet and wireless Internet.

**A.** I also guarantee the work is my own intellectual creation and contains nothing that may infringe the intellectual property of any third party, and I have the full power and authority to grant the above license. In case the work infringes the rights of others or violates the law, I will be solely responsible for the consequence.

**B. Options of Royalty delivery:**

Please select Royalty collection, if Royalty Date

Please select Please select open date

☐ **Disagree**

Save and Continue

**Attention:**  
Please identify your open details to the dissertation/thesis.

## Step4. Print Authorization Form

According to the settings in step 3, the system automatically generates authorization letters

**Step4. Print Authorization Form**

請依據所屬之畢業學校，列印相對應之授權書或延後公開申請書，並請至圖書館辦公室或註冊組。 Please print out the authorization letter or postion to the graduate school you belong to. If you are not sure of your graduation school, please contact the department office or Division of Registrar.

- (National Chiao Tung University)Print Authorization to Copyright of Thesis/Dissertation. (Need to bind, after title page)
- (National Yang Ming Chiao Tung University)Print Authorization to Copyright of Thesis/Dissertation. (Need to bind, after title page)
- (National Chiao Tung University)Print Letter of Authorization to the Database Vendors of Electronic Thesis/Dissertation (Don't bind, please hand this into the department office)
- (National Yang Ming Chiao Tung University)Print Letter of Authorization to the Database Vendors of Electronic Thesis/Dissertation (Don't bind, please hand this into the department office)

go\_step5

Click title to print

- Template of “Authorization to Copyright of Thesis/Dissertation and ETD ”

**National Yang Ming Chiao Tung University**  
**Authorization to Copyright of Thesis/Dissertation and ETD (Electronic Thesis/Dissertation)**  
 (For authors to bind after the title page)

I hereby authorize the copyright of my Master thesis/dissertation at Department of test department of National Yang Ming Chiao Tung University in \_\_\_\_ (semester) 108 (academic year) to be published in electronic form.

Advisor: 張曉明

Authorization to Copyright of Thesis/Dissertation (Hard copy)  
 All the thesis/dissertations of National Yang Ming Chiao Tung University comply with Subparagraph 3, paragraph 1, Article 51 of the Copyright Act, and the thesis/dissertations shall be open resource for academic knowledge exchange.

Authorization to Copyright of ETD (Electronic Thesis/Dissertation)  
 I hereby authorize, non-exclusive and free of charge, the said dissertation to National Yang Ming Chiao Tung University Library.

Electronic Thesis/Dissertation Release Date and Network	
Abstract (Chinese & English)	<input checked="" type="checkbox"/> Immediately
NYCU and University System of Taiwan	<input checked="" type="checkbox"/> 2022 / 3 / 12
Worldwide Access and National Central Library	<input checked="" type="checkbox"/> 2023 / 3 / 12

Note: Based on the concept of "resource sharing, mutual benefit cooperation", the copyright of the thesis/dissertation is open. Any reader can search, download or print the thesis/dissertation in electronic form back to society and academic research, the thesis/dissertation complies with the copyright law.

Signature

Authorized by: \_\_\_\_\_ (Signature)  
 \_\_\_\_/\_\_\_\_/\_\_\_\_ (YYYY/MM/DD)

Indicate the binding position of the thesis/dissertation hard copy

- Template of “Application for Embargo of thesis/dissertation hard copy”

This application will only be generated if you have applied for the postponement of the publication of your dissertation.

**國立陽明交通大學 / 國家圖書館**  
**博碩士學位論文【延後公開】申請書**  
**Application for Embargo of Thesis/Dissertation**  
 (轉送打印電子檔後請寄交校務處 For authors to bind after authorization to copyright of ETD)

申請日期: 中華民國 110 年 02 月 26 日 Application Date: 2021 / 02 / 26 (YYYY/MM/DD)

申請人姓名 Applicant Name	王大明	學位類別 Graduate Degree	碩士	畢業年月 Graduation Date (YYYY/MM)	民國 109 年 月
學號 Student ID	9876543	系所名稱 Department	測試學系		
指導教授 Advisor	張曉明				
論文名稱 Thesis/Dissertation Title	測試用論文名稱				
延後公開原因 Reason for embargo	<input checked="" type="checkbox"/> 已申請專利並檢附證明，專利申請案號 Filing for patent registration. Registration number : ABC123456 <input type="checkbox"/> 涉及國家秘密，請說明 Contains information pertaining to the national secret. Please specify. : <input type="checkbox"/> 依法不得提供，請說明 Withheld according to the law. Please specify. :			公開日期 Delayed Until	民國 111 年 5 月 11 日 2022 / 5 / 11 (YYYY/MM/DD)

申請人簽名: \_\_\_\_\_ 系所審核章戳: \_\_\_\_\_  
 Advisor Signature: \_\_\_\_\_ Seal of the Department: \_\_\_\_\_



- Template of “Letter of Authorization to the database vendors of ETD ”

This authorization will only be generated if you have agreed to authorize to the database vendors.

National Yang Ming Chiao Tung University Library  
Letter of Authorization to the database vendors of  
ETD(Electronic Thesis/Dissertation)  
 (Please hand this into your Department office)  
 ID:GJNCUTESTC

The authorized thesis/dissertation is my Master thesis/dissertation at Department of test department of National Yang Ming Chiao Tung University i

Title: sing system test

Advisor : 張曉明

☒ Agree

- I hereby agree National Yang Ming Chiao Tung University can utilize my Electronic Thesis/Dissertation (including title,abstract, table of contents, license and sub-license database companies in a paid approach. However, database companies are not allowed to modify the Thesis/Dissertation and upload to online database services so that users can retrieve, device via Internet and wireless Internet.
- I also guarantee the work is my own intellectual creation and contains nothing that may infringe the intellectual property of any third party the work infringes the rights of others or violates the law, I will be solely responsible for the consequence.
- Options of Royalty delivery:  
 (1)Pay me the royalty after sending me a notice of royalty collection, if available. (2)Donate royalty to the library fund on my behalf.  
 \*Royalty: A Payment made for the user property
- Options of Royalty delivery and Release date:  

Royalty payment:	<input type="checkbox"/> Pay me the royalty after sending me a notice of royalty collection, if available. <input checked="" type="checkbox"/> Donate royalty to the library fund on my behalf.
Release Date:	2023 / 2 / 2

Authorized by : \_\_\_\_\_ (Signature)

Date of Signature : \_\_\_\_.(d)/\_\_\_\_.(m)/\_\_\_\_\_(y)

Do not need to be bound in the hard copy of the thesis/dissertation and handed over to the department office

Step5. Submit (Staff Review)

**Step5. Submit (Staff Review)**

Save **Save and Submit**

Click to submit the record

Please reconfirm all the steps and click on “Submit” for reviewing.

### **III. Dissertation/Thesis binding information**

1. After printing and signing the Authorization forms of dissertation/thesis, please bind them in the hard copy of dissertation/thesis. (Excluding the authorization to the database vendor).
2. Master's candidates: please bind as soft cover (paperback) book, the cover color and number of copies is according to each department requirements.
3. Doctoral candidates: please bind as hard cover book, the cover color and number of copies is according to each department requirements.
4. You must present your dissertation/thesis to your own Department office.

## IV. FAQs

### 1. What are the types of authorization letters ?

The system will automatically generate an authorization letter according to the authorization you set.

- **If you do not apply to delay public release of thesis/dissertation hard copy**, you will get an authorization letter " Authorization to Copyright of Thesis/Dissertation and ETD(Electronic Thesis/Dissertation)", you **need to bind** this after the title page.
- **If you apply to delay public release of thesis/dissertation hard copy**, you will get two types of authorization letters:
  1. "Authorization to Copyright of ETD(Electronic Thesis/Dissertation)", you **need to bind** this after the title page.
  2. "Application for delayed public release of thesis/dissertation hard copy", you **need to bind** this after "Authorization to Copyright of ETD(Electronic Thesis/Dissertation)"
- **If you authorize to the database vendor**, you will get the "Letter of Authorization to the database vendors of ETD(Electronic Thesis/Dissertation) ". **Do not bind** this letter but hand this into your department.
- **If you do not authorize to the database vendor**, you will not get authorization letter from the system.

### 2. How long do I have to wait for a response from the library after my thesis/dissertation is submitted for review?

After submit the thesis/dissertation, the department staff will review and confirm your thesis/dissertation. After the approval, the library staff will review again and it may take one or two days for the library process.

You can log in to the NCTU E-Theses and Dissertations System to check the review progress

### 3. What parts of the thesis/dissertation need to be uploaded?

"Verification from Oral Examination Committee" and "Authorization letters" do not need to be uploaded. Other parts must be converted into PDF files and

upload.

#### **4. How to modify my thesis/dissertation that has been submitted for review?**

There are three Situations :

Situation 1 : Your thesis has not been approved.

Please inform your department staff or librarian to return your submitted thesis.

Situation 2 : Your thesis has been approved but you have not completed the school leaving process.

Please email to [thesis@lib.nctu.edu.tw](mailto:thesis@lib.nctu.edu.tw) and provide following information:

1. Your name, Student ID No., the thesis title and explanation for the parts to be modified.
2. Attachment of the complete and correct PDF file with watermark.
3. After receiving your e-mail, we'll restart the login function of NCTU ETD System ( NCTU Electronic Theses and Dissertations System). Then, you can login in the system and re-upload your revised file.

If you modify information such as the table of contents, Chinese abstracts, English abstracts or references in your PDF file, please update the same information in NCTU ETD System fields. After the modification is completed, you can perform "step 5: submit (staff review)" .

\*Please modify the hard copies by yourself, thank you!

Situation 3 : Your thesis has been approved and the school leaving process has been completed.

1. Download 「 [Application for Replacement of existing thesis/dissertation](#) 」
2. Fill out three copies of application form and hand them out to the library circulation desk.
3. Email your thesis electronic file (PDF file) to [thesis@lib.nctu.edu.tw](mailto:thesis@lib.nctu.edu.tw) and give your name, Student ID No, contact information and explanation for the parts to be modified. If you modify information in the table of contents, Chinese abstracts, English abstracts or references, please attach a text file in order to modify the information of NCTU ETD System.
- 4.

#### **5. How to modify the authorization of the electronic thesis**

Situation 1 : Your thesis has not yet been approved.

Please inform your department staff or librarian to return your submitted thesis.

Situation 2 : Your thesis has been approved but you have not completed the school leaving process

Please email to [thesis@lib.nctu.edu.tw](mailto:thesis@lib.nctu.edu.tw) and provide the following information :

1. Your name, student ID number and the thesis title and apply for modification of the thesis authorization.
2. After receiving your e-mail, we'll restart the login function of NCTU ETD System. Then, you can login the system and modify the authorization. After completing the modification, you can perform "step5 submit (staff review)" .

Situation 3 - Your thesis has been approved and the school leaving process has been completed.

1. Download 「Application for change the public date of electronic Thesis/dissertation」
2. Fill out two copies of application forms and hand them out to the library circulation desk.

**Note: The authorization of hard copy cannot be applied to the changes.**

## **6. Do I need to add “watermark” to hard copies of my thesis?**

The watermark is not required in hard copies but in the electronic version.

- For NYCU students

NYCU students don't need to insert any watermark until the new version of university badge launched.

- For NCTU students:

You can download your watermark from the website link :

<https://www.lib.nctu.edu.tw/html/categoryid-24/id-97?lang=en-US>

## **7. Authorization about Hard Copy**

**All the thesis/dissertations of National Chiao Tung University complies with Subparagraph 3, paragraph 2, Article 15 of the Copyright Act. In principle, all the thesis/dissertations shall be open resource for academic knowledge exchange.**

According to "[National Chiao Tung University Regulations for Embargo of](#)

[Thesis/Dissertation](#)", if there is a need for delayed public release of thesis/dissertation hard copy, please fill in the application for Embargo of Thesis/Dissertation.

1. Delayed publication for no more than 1 year.
2. Application for delayed publication can be filed only once.
3. If the thesis/dissertation has been published, it may not be applied for delayed public release in the future.
4. The system will automatically generate an authorization letters according to your setting. Bind it after authorization for copyright of ETD.

[More FAQs](#)

## V. Information

- [NCTU Regulations for Embargo of Thesis/Dissertation](#)
- [E-Theses/Dissertations System](#)
- Service  
Tel : +886-3-5712121#52636 #52658  
E-mail : [thesis@lib.nctu.edu.tw](mailto:thesis@lib.nctu.edu.tw)