National Yang Ming Chiao Tung University

Electronic Thesis/Dissertation Submission Guidelines

1. Preparation

1. Preparation

01 Electronic Thesis/Dissertation File

- Content : Professor-approved final version
- Format : Thesis formatting guidelines
- Watermark
- PDF File

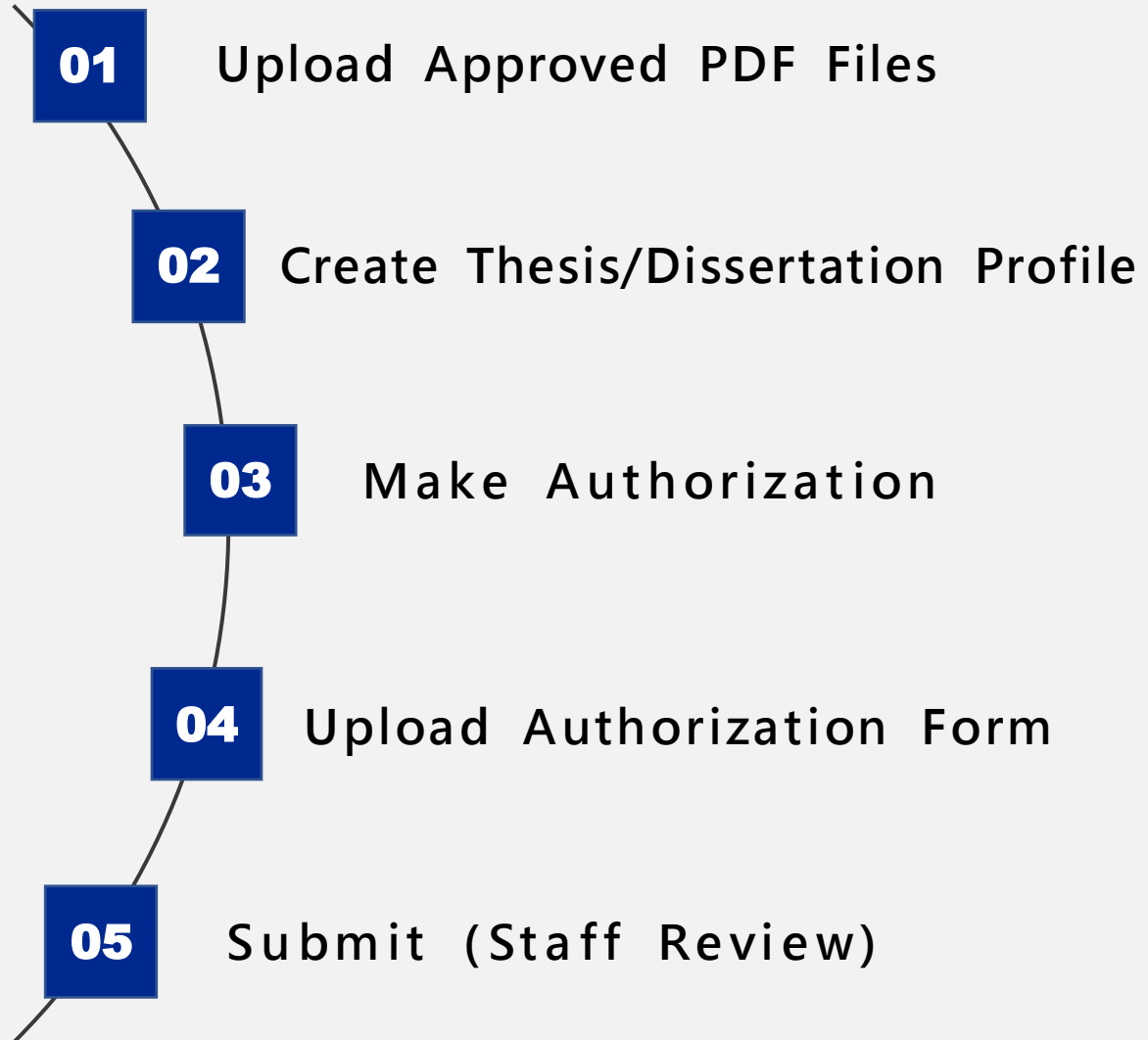**02** Thesis Originality Comparison Report

- PDF File

03 Declaration of Originality Comparison for the Thesis

- Signature
- PDF File

2. Upload

2. Upload

01 Upload Approved PDF Files

02 Create Thesis/Dissertation Profile

03 Make Authorization

04 Upload Authorization Form

05 Submit (Staff Review)

2. Upload

2. Upload

步驟2 中文改英文

2. Upload

English | 中文

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1          2          3          4              5          6              7          8
Thesis /   Create     Authorize  Authorization  Submit     Initial Review Review by   Complete
Dissertation file                 Upload                   by Department  Advisor
Submission
```

NYCU National Yang Ming Chiao Tung University

Thesis/Dissertation Status
- Progress
- Operation Log

Thesis / Dissertation Submission

1 Step1. Upload Approved PDF file

Step2. Create Thesis/Dissertation Profile

Step3. Make Authorization

Step4. Upload Authorization Form

Step4. Submit for Review

Others
- Request for Resubmission

Log Out

Upload

- PDF Format Only
- The electronic thesis is the electronic version of the thesis/dissertation, and its content format is consistent with the printed version.
- The thesis electronic file should include a watermark of the university emblem.
- The scanned file should have clear and complete content, signatures, and dates.

File Description	Uploaded File	Please upload or update.
1.Full-text document of the thesis*		選擇檔案　未選擇任何檔案
2.Result of Plagiarism Checker *		選擇檔案　未選擇任何檔案
3.Statement of Academic Ethics and Originality Comparison*		選擇檔案　未選擇任何檔案

2 Click "Upload PDF File"

※Step1. Upload Approved PDF file

2. Upload

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Thesis/Dissertation Status ∨

   Progress

   Operation Log

Thesis / Dissertation Submission ∨

   Step1. Upload Approved PDF file

1 Step2. Create Thesis/Dissertation Profile

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   Step4. Submit for Review

Others

   Request for Resubmission

Log Out

numerals (excluding Roman numeral pages).

Keyword (chinese)*

範例: 磷酸、表面酸性、TiO2奈米管

範例: 磷酸、表面酸性、TiO2奈米管

Keyword (english)*

Example: Phosphorylation、Surface acidity、Photocatalytic of CO2

Example: Phosphorylation、Surface acidity、Photocatalytic of CO2

2

Advisor*

chinese name(No need to fill in titles such as 'Ph.D.,' Professor,' and so on.)*

english name(No need to fill in the 'Dr.' Ex: Wang, Chien-Ming. Please fill in the format as 'Last Name, First Name-Middle Name')*

email*

王小明	🔍		Wang, Chien-Ming		thesis@lib.nycu.edu.tw

* Notice: Please verify the accuracy of the advisor's information and email, as this will affect whether the professor can conduct the review process

chinese name(No need to fill in titles such as 'Ph.D., Professor,' and so on.)

english name(No need to fill in the 'Dr.' Ex: Wang, Chien-Ming. Please fill in the format as 'Last Name, First Name-Middle Name')

				−

+

Oral defense committee members

chinese name(No need to fill in titles such as 'Ph.D., Professor,' and so on.)

english name(No need to fill in the 'Dr.' Ex: Wang, Chien-Ming. Please fill in the format as 'Last Name, First Name-Middle Name')

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2. Upload

Thesis/Dissertation Status

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Others

Request for Resubmission

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2 Table of content (Please provide a complete labeling of chapters and page numbers.)*

論文目錄

Reference*

參考文獻

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1. Ensure that the content matches the table of contents in the PDF file.

2. No need for the Figure/List table here.

3. Need complete chapter and page number.

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3 Save, and go to next step

※Step2. Create Thesis / Dissertation Profile

2. Upload

2. Upload

2. Upload

Paper-based authorization：
Print version is presumed publicly available under copyright law, ==no authorization needed==. To postpone public access, submit a request.

Authorize
Please discuss and confirm all authorizations with your supervisor.

Electronic Thesis/Dissertation Authorization   Electronic Thesis/Dissertation Authorization to Database Vendors   **② Hard copy of thesis/dissertation**

All the thesis/dissertations of National Yang Ming 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 the thesis involves confidentiality, patents, or other reasons that require delayed public release according to the law, please follow the NYCU Regulations for Embargo of Thesis/Dissertation for handling.

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

③ Save, and go to next step

Save

1. Request thesis delayed release, following "NYCU Application for Embargo of Thesis/Dissertation Guidelines".
2. Set the delayed release application within the thesis system; the system will auto-generate the form based on settings.
3. Delayed release is limited to 3 years and can only be requested once.
4. Failure to apply for delayed release upon thesis upload implies immediate public access consent.

2. Upload

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- Thesis/Dissertation Status
  - Progress
  - Operation Log
- Thesis / Dissertation Submission
  - Step1. Upload Approved PDF file
  - Step2. Create Thesis/Dissertation Profile
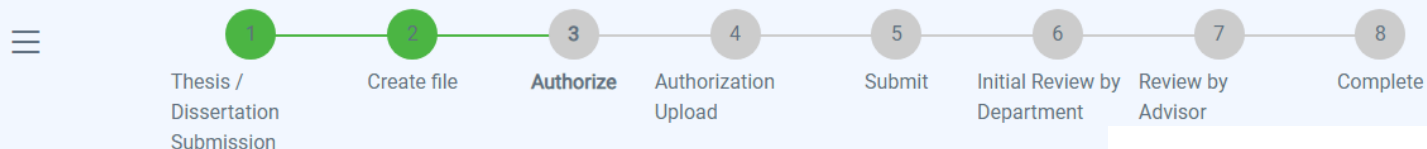 - Step3. Make Authorization
  - **1** Step4. Upload Authorization Form
  - Step4. Submit for Review
- Others
  - Request for Resubmission
- Log Out

Submission

Authorization Upload

2
- Print Authorization to Copyright of ETD (Need to bind, after the title page)
- Print Application for Embargo of Thesis/Dissertation (Need to bind, after Authorization to Copyright of ETD)
- Print Letter of Authorization to the Database Vendors of ETD(Don't bind, please hand this into the Library)

Print Authorization to Copyright of ETD, sign, then scan and upload as a PDF, finally bind the authorization form after the title page of the print thesis

Submission progress

PDF Format Only

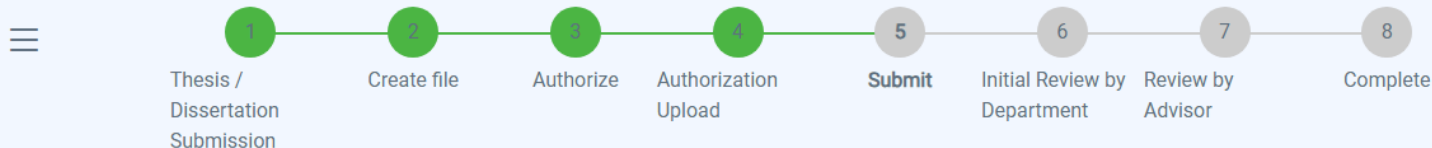| File description	Uploaded File	Please upload or update
		3 Click "Upload PDF File"
Authorization to Copyright of ETD(Electronic Thesis/Dissertation)*		選擇檔案 未選擇任何檔案
Application for Embargo of Thesis/Dissertation*		選擇檔案 未選擇任何檔案
Certificate of Application for Embargo of Thesis/DissertationFile browse		選擇檔案 未選擇任何檔案
Database Vendor Authorization Letter*		選擇檔案 未選擇任何檔案

*Notice： System will auto-populate Step 3 content. For authorization changes, reprint and upload the updated version.

※Step4. Upload Authorization Form

2. Upload

3. Review

3. Review

Check the Progress：After submission, log in and check submission progress.

Modifications after Submission：No modifications allowed after submission. For changes, check progress, contact department assistant or advisor for rejection, then proceed with modifications.

3. Review

01 Initial Review : Department

02 Review : Advisor

03 Notification : Approved or Rejected (Email)

04 Complete : Approval Notification (Email)

4. Binding

4. Binding

01 Spine : Thesis formatting guidelines

02 Sequence : Thesis formatting guidelines

03 Binding :

Yang Ming Campus : Master – Hardcover ; PhD - Hardcover

Chiao Tung Campus : Master – Paperback ; PhD - Hardcover

04 Others :

① Authorization to Copyright of ETD (Binding after the title page)

② Application for Embargo of Thesis/Dissertation (If any, Binding after Authorization to Copyright of ETD)

③ Cover color according to department regulations

5.   Leave School

5. Leave School

01 Printed Thesis : One copy at library

02 Process : Leaving process has been initiated

03 No book borrowing or fines (include UST)

04 Relevant forms :
① Database Authorization Form (if Agree)
② Check additional regulations at Registrar Office website

Wishing everyone a successful graduation!