



Theses/Dissertation Submission and Graduation Procedures

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ETD Submission & Graduation Procedures

Choice of Language(中文版)→English Version

Library Home→Shortcuts→E-Thesis (ETD Submission)



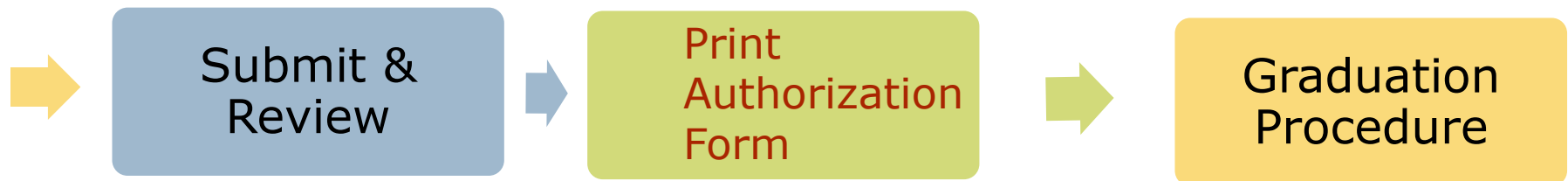
- 1.Thesis Uploading Time: Once you've passed your Thesis Oral Defense, you can start uploading your Thesis.
- 2.Please confirm your upload is the final version of your thesis.
- 3.The library's review process only involves checking the format, you have the full responsibility to upload only your final thesis.



Website: <https://etheses.lib.ntust.edu.tw>

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- 1.Choose Thesis copyright owner(s)
- 2.Permission Settings for E-Thesis



2 Librarian Review

The signed Internet Thesis Authorization Form.
One printed copy these/ dissertation.

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<https://etheses.lib.ntust.edu.tw/>

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Font size : Default font

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National Taiwan University of Science and Technology Electronic Theses & Dissertations

Basic | Advance | Browse | Rankings | My Setting | **Upload Thesis** | File Upload Steps | Download area

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Basic

Title Author Advisor Keyword

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Limits : Electronic full-text

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Dobromir Todorov Chia-Lin V

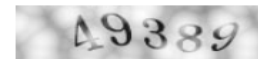
Upload Thesis/Dissertation

Please enter your username and password of National Taiwan University of Science and Technology's E-mail

Username: @mail.ntust.edu.tw

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Login

Print Authorization

Convert Word to PDF

- ▶ Please convert the whole document into One PDF file.
- ▶ Use your student ID Number as the PDF file name.
- ▶ Converting Tool: **Adobe Acrobat**.
- ▶ Computers (with Adobe Acrobat software) are available at:
 - Department Office
 - Library Computer Classroom (1F)
 - Computer Center (RB 5F).



Scanner



**Use your phone camera to scan.
Mobile Document Scanning App.**

(Step 1) Create Thesis Profile

This Profile is divided into three parts.

Field	Description
Student Information	Author Name, E-mail address, Student ID, College, Department, Academic year, Semester, Degree.
Thesis Information	Title of Thesis, Language ,Date of defense approval, Pages, Keywords, Abstract ,Table of contents, Reference.
Advisor & Defense committee	Thesis Advisor 's Name / Email of advisor Committee Member's Name./Email of Committee Members.

(Step 2) Upload Full text File

Upload File Required Items

1. Cover Page
2. Recommendation Form (Signed)
3. Qualification Form (Signed)
The first three pages don't insert blank page
4. Abstract
5. Preface or Acknowledgements (Optional)
6. Table of Contents
7. Full-Text of your Thesis/Dissertation
8. References and Appendix

(Step 2) Upload Full text File

Please convert the whole document into One PDF file.

Page: 1. Cover Page 2 .Recommendation Form 3 .Qualification Form



The first 3 pages of your PDF file are not able to insert blank pages.

- Do not attach Postponement of Publication Request Form, Confidentiality Agreement into PDF file.
- Please don't secure your PDF file with password or insert watermark before you upload your thesis/dissertation.
- ETD system will insert watermark and security settings automatically.

(Step 3) Make Authorization

*Please reach a consensus with your advisor(s) before you make the choice.

The copyright is divided into 2 choice.

Author is the only copyright owner

If you chose this item, system will email to your advisor(s) for confirmation. After receiving reply email, the librarian will review e-thesis.

Both author and Thesis Advisor are copyright owners.

The Permission Settings is divided into 3 parts.

1. On-campus IP range :

IP address range owned by NTUST (on-campus access cannot exceed **10** years.)

Above 4 years on campus must include the reason

2. Public Access : On the Internet (0-99 years)

3. National Library's NDLTD System (located in Taiwan) :

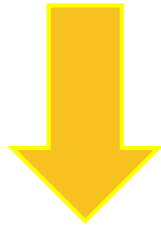
You should avoid choosing never open access the full text in NDLTD

0 year means making it available for public access immediately. 99 years means Never.

(Step 4) Submit & Librarian Review



- ▶ If your record is not completed yet.
Please **choose "Please save my record"**.
- ▶ If you checked the information is done and correct, you may choose **"Submit my thesis for review"**.



Pass the review

ETD system will automatically send an e-mail notification to you.

Login ETD System to get the Authorization Form.

After Submit thesis for review, library will take 1-3 working days to check.



did not pass the review

If your thesis/dissertation did not pass the review, the system will send an **e-thesis check notice mail**.

Please re-upload the PDF file to ETD system.

(Step 5) Print Authorization Form & Graduation Procedure

Thesis/dissertation has passed the review

- ▶ Please login to the ETD system, print and sign the Internet Thesis Authorizations.
- ▶ In your graduation procedures, please go to library and submit the following
 - (1) One printed copy Thesis/ Dissertation.
 - (2) The signed Internet Thesis Authorization Form. (2 Pages 臺科大NTUST & 國家圖書館NCL)

One printed copy



Master : Submit Paperback,
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Cover: Department Rules
PhD: Submit Hardcover,
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NTUST :Internet Authorization Form

國立臺灣科技大學
博碩士論文電子檔案上網授權書
E-Thesis/Dissertation Authorization Form to NTUST

#10805512

本校圖書所授權之論文為 陳杰倫 (學號:n10805512) 在國立臺灣科技大學 營建工程系
109_學年度第 2_學期取得 碩士 學位之論文。

論文題目：資訊科技於營建工程之應用
指導教授：吳志成

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E-Thesis/Dissertation Authorization Form to NCL

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(1) Concerning the delayed making public of an **electronic** thesis/dissertation:

In ETD system : File Upload Step3 »

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