

# Thesis/Dissertation Submission and Graduation Procedures

## 1. Register on National Digital Library of Theses and Dissertations in Taiwan ( NDLTD-Taiwan)

臺灣博碩士論文知識加值系統

### (1) Check your ID and Password

Make sure you have the NCUT Mail ID and password issued by the Computer Center before logging in. If you don't know the ID/password, please contact Computer Center. TEL: 04-23924505#2235

#### Example:

Account : NCUT Mail ID (s + Student ID@student.ncut.edu.tw)

Password : Reader's Borrowing number(讀者證號)

Reader's Borrowing number is one English letter plus nine digits.

### (2) Set up your account on NDLTD-Taiwan

URL : <https://etds.ncl.edu.tw/cgi-bin/gs32/gswweb.cgi/ccd=L517QY/webmge?switchlang=en>

Or search keywords "ndltd in taiwan".

a. Click on "Sign Up" button to create an account,

The screenshot shows the NDLTD-Taiwan website homepage. The top navigation bar includes links for Site Map, Home, About Us, Contact Us, and NCL. There are also links for 中文版, Facebook Page, and Mobile. The main navigation bar has buttons for General Public, Researchers, and Faculties & Students. The main content area features a search bar and a 'Top lists' section. A red arrow points from the 'Sign Up' button in the top right corner to the 'Sign Up' button in the navigation bar.

b. Entering the Basic Information.

#### Create Account

Three Steps to sign up !



#### Step 2. Enter Registration Information

(The field name in red indicates required information.)

Name:

E.g., Ping Chen

Email address:  registered

HINT: This email will be used to log in to your account. e.g. myname@example.com.

Password:

HINT: 8 characters, at least, required.

Re-enter password:

Password hint:

HINT: If you forget your password, we will ask you to enter the hint.

Alternate Email:

HINT: If you enter an alternate Email address, it will also receive verifications and forgot password notifications.

Nationality:  Foreign  ROC. taiwan

Type the characters you see in the picture below(Letters are not case-sensitive)

U5LW/8 reload img

Play sound

Create Cancel

The registration of e-mail address must be your NCUT Mail ID.

c. E-mail verification

URL : [http://student.ncut.edu.tw/cc\\_login.php](http://student.ncut.edu.tw/cc_login.php)

You will receive an E-mail from ND LTD-Taiwan.

The subject of the email will be "國圖博碩士論文帳號通過認證信函 (請勿直接回覆)"

To help protect the security and privacy, the mailbox on NCUT is configured by default to block external content, such as images, hyperlinks, and data connections. You have to press the **yellow line** to unblock external content.

Then, click on **點我驗證** and you will be informed that verification is activated.



## 2. Logging into NCUT ETDS System(國立勤益科技大學 碩博士論文系統) and Entering the Basic Information of your thesis/dissertation.

### (1) Setting up the list of personal data on NCUT ETDS System

URL : <https://cloud.ncl.edu.tw/ncut/>

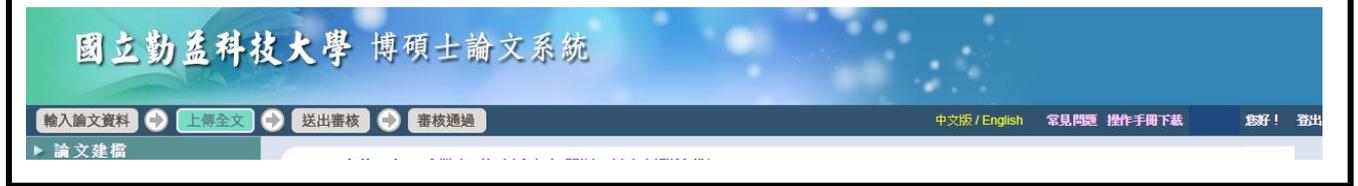
Click on "Register" and log in to fill out your personal data on NCUT ETDS System with your NCUT Mail ID and password.



## (2) Entering the basic information of your thesis/dissertation

Click on "Submission" and sign in to Entering the Basic Information of your thesis/dissertation.

Click on "English" converse into English version. If that still does not work, refresh the website and log in again or go back to the last page.



If you're not sure the department name in Chinese, check with the Department Office.

請輸入個人基本資料 紅色 \* 號為必填欄位  
Please Key in Red \* is the required field

如果有任何問題，請立刻聯絡我們  
If you have any problem, please Contact Us

職位Field 內容Content

\* 學年度: 107  
Academic Year:

學校名稱: 國立勤益科技大學  
School Name:

\* 系所名稱: 請選擇 Department Name: 請輸入系所名稱

姓名: Name:  
\* 學號: Student Id:  
\* 電子郵件: E-mail: (請確實填寫Please confirm)  
學期: Semester:  
連絡電話: Phone Number:  
地址: Address:

個人資料蒐集、處理及利用告知事項

本校蒐集您個人資料的目的係為進行電子論文作業管理，本表蒐集之個人資料：姓名、學號、系級、連絡電話、電子信箱(C001辨識個人者註) 等資訊。在電子論文作業管理期間關於校務地區進行各項聯繫及通知(電子郵件、電話、書面)之用。若未提供必備欄(\*)正確完整之資料，有可能無法完成申請。你俾依個人資料保護法第3條請求查閱、補充、更正、製給複製本及請求停止蒐集、處理、利用及請求刪除等權利，行使方式請洽本校業務承辦人。

註：個人資料保護法之特定目的及個人資料之類別代號  
<http://mojlaw.moj.gov.tw/LawContentDetails.aspx?id=FL010631>

確定申請Apply

Make sure your personal data is correct, and click on **確定申請 Apply**.

Then, click on **開始建檔** to edit the data of your Theses/Dissertation.

請輸入個人基本資料 紅色 \* 號為必填欄位  
Please Key in Red \* is the required field

如果有任何問題，請立刻聯絡我們  
If you have any problem, please Contact Us

職位Field 內容Content

申請已通過，建檔帳號如下

帳號:

密碼: 如您已自行修改，請以修改後密碼為準

您可選擇使用校方發給之E-mail帳號，或以本系統發給之帳號，二者都可以登入建檔或修改資料

開始建檔

個人資料蒐集、處理及利用告知事項

本校蒐集您個人資料的目的係為進行電子論文作業管理，本表蒐集之個人資料：姓名、學號、系級、連絡電話、電子信箱(C001辨識個人者註) 等資訊。在電子論文作業管理期間關於校務地區進行各項聯繫及通知(電子郵件、電話、書面)之用。若未提供必備欄(\*)正確完整之資料，有可能無法完成申請。你俾依個人資料保護法第3條請求查閱、補充、更正、製給複製本及請求停止蒐集、處理、利用及請求刪除等權利，行使方式請洽本校業務承辦人。

註：個人資料保護法之特定目的及個人資料之類別代號  
<http://mojlaw.moj.gov.tw/LawContentDetails.aspx?id=FL010631>

Click on **Add Dissertation/Thesis** and press tabs to edit the Basic, Abstract, Table of Content and Reference.

The fields with\* are compulsory.

The original system setting is one field. Use **Add** to create new columns if you need.

**Foreign name of Advisor and Advisory Committee :**  
The surname is before, after the name, and after the last name, a comma is added. (e.g. 周德明→Chou, Te-Ming)

**The total number of pages in your thesis/dissertation is calculated starting from the main text, not the total number of pages in the entire PDF.**

Only enter your content to each table, do not enter the title field again.

The screenshot shows the 'Edit Dissertation/Thesis' interface. At the top, there are tabs for 'Basic', 'Abstract', 'Table of Content', and 'Reference'. Below the tabs, there is a note: 'All mandatory fields indicated with red asterisks'. The 'Chinese Abstract' field is marked with a red asterisk and is highlighted with a red box. A red arrow points to this field. Below it, the 'Foreign Abstract' field is also marked with a red asterisk and highlighted with a red box.

### 3. Uploading the full text.

Please convert the entire thesis/dissertation to one single file, add the required watermark.

**Your thesis/dissertation PDF file must contains the following items:**

- (1) Cover Page (Title Page)
- (2) Oral Defense Committee Signature Form  
(This form must signed by the committee members, academic advisor and chairperson)  
**please scan the form into the A4 size image (PDF Format is recommended) and insert into your PDF file right after Cover Page (Title Page).**
- (3) Chinese and English Abstract and keywords
- (4) Acknowledgements or foreword (Optional)
- (5) Table of contents
- (6) List of figures or list of illustrations(if included)
- (7) List of tables (if included)
- (8) Main text
- (9) References
- (10) Appendix

Click **選擇檔案** (Browse) to select the file and **確定上傳** (upload), then finish the submission.

The screenshot shows the 'Edit Dissertation/Thesis' interface with the 'fulltext' tab selected. Below the tabs, there is a note: 'All mandatory fields indicated with red asterisks'. A green box highlights the 'Upload Full Text' section, which includes a 'Delete Full Text' button and an 'Upload Full Text' section. The 'Upload Full Text' section has a text input field for 'File Name' and a file selection button labeled '選擇檔案'. The 'File Name' field contains 'Full-Text' and the file selection button shows 'Full test.pdf'. A red box highlights the 'Add file' button.

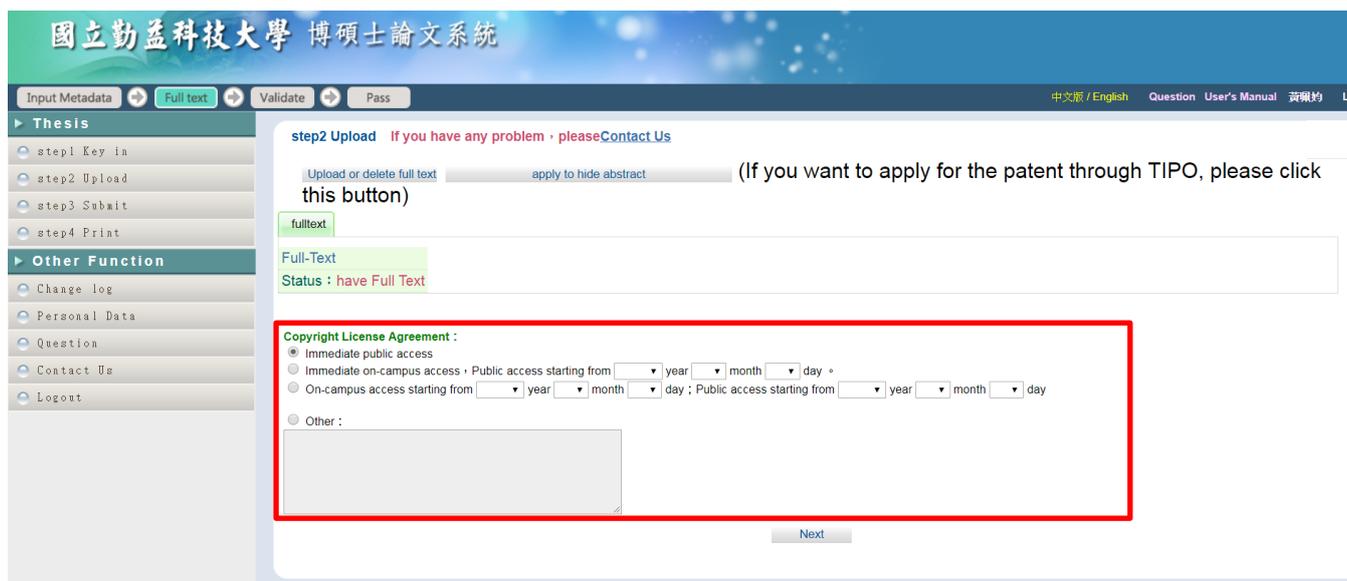
※ If you have question of online filing, you can contact assistant of department or [contact us](#). If your fulltext file can't be upload, you can send the email to [etd@ncl.edu.tw](mailto:etd@ncl.edu.tw) for help.

#### 4. Setting up the copyright license agreement

Theses/Dissertations should be made available for public use, according to the law.

According to the law, theses/dissertations, whether in print or electronic form, should be made publically accessible by default. Your thesis/dissertation will be made available to the public to read within the NCUT Library and Nation Central Library in print form or to access using independent equipment in electronic form.

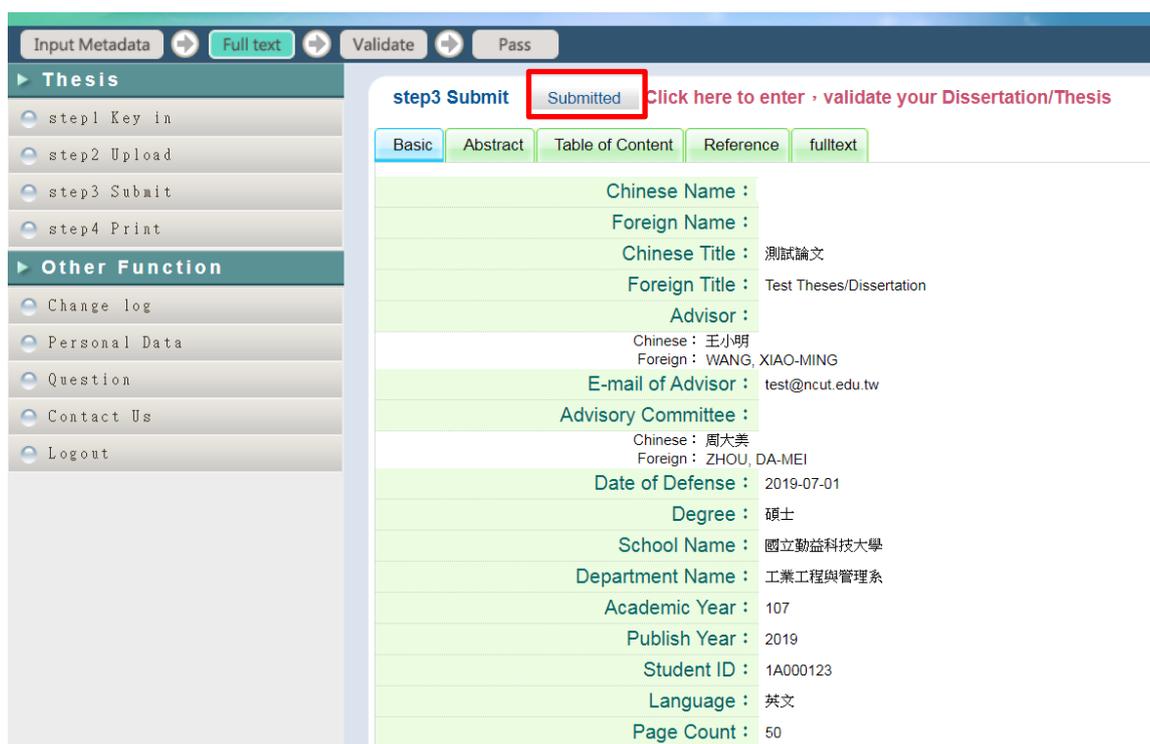
If you agree to authorize your thesis/dissertation, please select when to open your thesis/dissertation to public access.



#### 5. Submitting to Library Audit

After all the above-mentioned processes are completed, please select **Submitted**.

It will take 1-3 working days for the librarians to complete the auditing process. We will notify you about the result via e-mail.



## 6. Receive Acceptance Notice

<p>Disapproved</p>	<p>寄件者 ▾ 臺灣博碩士論文知識加值系統 &lt;nditd@ncl.edu.tw&gt; 📧 📧 📧          收件者 論文系統測試帳號&lt;ethesys@ncut.edu.tw&gt;;          主旨 ▾ 論文審核結果通知信 (請勿直接回覆)          時間 2019-04-22 14:39:25 (2019-04-22 15:01:32開啟)</p> <p>親愛的 論文系統測試帳號您好</p> <p><b>您的論文審核結果為 不通過</b>          Your thesis/dissertation is not approved for the following reason(s):</p> <p>不通過的原因為：          1. 論文全文電子檔內未加入浮水印          2. 其他          未加入口試審定書          若您對審核結果有任何問題，歡迎逕洽國立勤益科技大學圖書館服務櫃台</p> <p>If your thesis/dissertation does not pass the review, the system will send an e-mail notification. Refer to the email for the reasons for disapproval, please correct the errors as soon as possible and re-upload the PDF file to NCUT ETDS System.</p>
<p>Approved</p>	<p>If everything is correct, the system will automatically send an e-mail notification to you :</p> <p>寄件者 ▾ 臺灣博碩士論文知識加值系統 &lt;nditd@ncl.edu.tw&gt; 📧 📧 📧          收件者 論文系統測試帳號&lt;ethesys@ncut.edu.tw&gt;;          主旨 ▾ 論文審核結果通知信 (請勿直接回覆)          時間 2019-04-22 14:43:29 (2019-04-22 14:43:38開啟)</p> <p>親愛的 論文系統測試帳號您好</p> <p><b>您的論文審核結果為 通過</b>          請至系統列印授權書，於辦理離校時使用</p> <p>Print out and sign the Copyright License Agreement on NCUT ETDS System.</p>

## 7. Submit Thesis/Dissertation and Agreements

Bring Two Hardback Copy of your Thesis/Dissertation and the signed Copyright License Agreements to the Library Circulation Desk for the graduation process.

You must return all the library materials you borrowed and pay the overdue fines.