

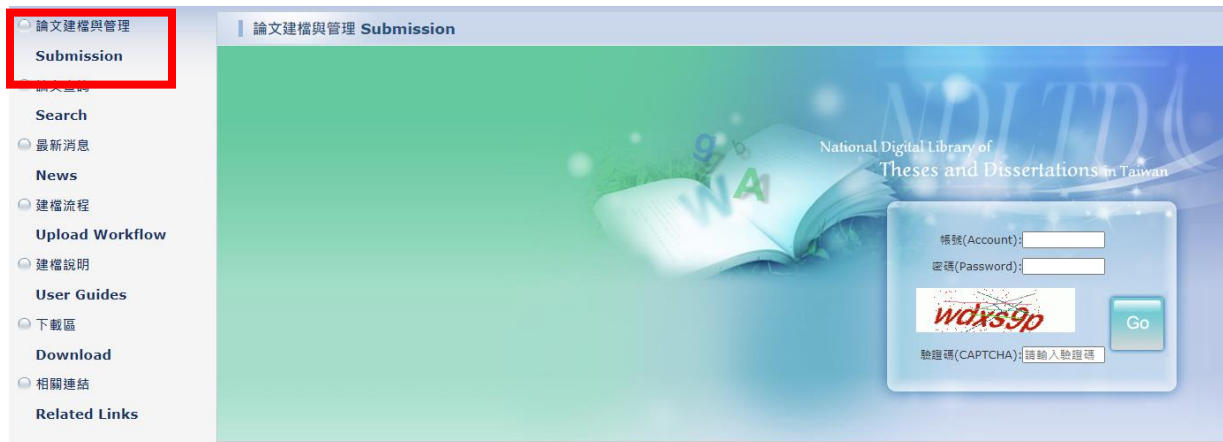
Thesis/Dissertation Metadata Creation Procedures User Guide

<https://cloud.ncl.edu.tw/thu/>

First stage: Waiting for the department to set up thesis archiving account.

After the oral exam is completed, the department will help you to create an account. Until you get the system Mail from Nation Digital Library of Theses and Dissertations in Taiwan, you will get a set of account numbers and passwords for thesis archiving.

1. Click on “Submission”



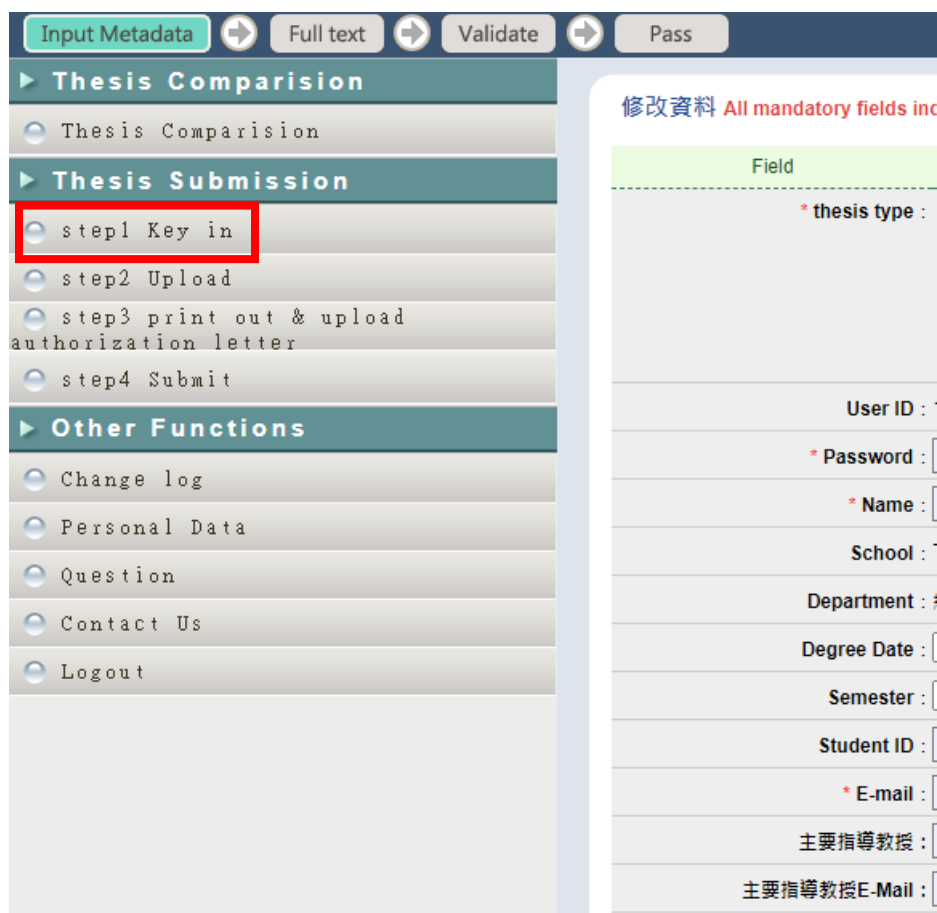
2. Enter your account number, password and CAPTCHA for logging.



3. Log into the system, then you can start to create basic information of thesis/dissertation.

Second stage: create basic information of thesis/dissertation

4. Click “step 1 key in”. Key in basic information of your thesis/dissertation, such as abstract, table of contents and reference. Notice that every blank field should be filled or you cannot go on to “step 2 upload.”



The screenshot displays a web interface for thesis submission. At the top, there are navigation buttons: 'Input Metadata', 'Full text', 'Validate', and 'Pass'. The left sidebar contains a menu with the following items:

- Thesis Comparison
- Thesis Submission
 - step1 Key in** (highlighted with a red box)
 - step2 Upload
 - step3 print out & upload authorization letter
 - step4 Submit
- Other Functions
 - Change log
 - Personal Data
 - Question
 - Contact Us
 - Logout

The main content area is titled '修改資料 All mandatory fields inc' and contains a form with the following fields:

- Field
- * thesis type :
- User ID :
- * Password :
- * Name :
- School :
- Department :
- Degree Date :
- Semester :
- Student ID :
- * E-mail :
- 主要指導教授 :
- 主要指導教授E-Mail :

5. Go to “step 2 upload,” upload full text archive (should be pdf file) and set Copyright License Agreement (the time your thesis opens to public.)

step2 Upload If you have any problem - please Contact Us

Upload or delete full text Click here if applying for embargo of thesis/dissertation (If you want to apply for the patent through TIPO, please click this button)

Full-Text

Status : have Full Text

If you have uploaded your thesis, It will be shown "have Full Text" here

Copyright License Agreement :

Immediate public access

Immediate on-campus access - Public access starting from [] year [] month [] day

On-campus access starting from [2024] year [03] month [28] day ; Public access starting from [2024] year [03] month [08] day

Other :

Patent application / delaying public access to abstract of dissertation/thesis

Application for Embargo : View (Please check the Delaying public access Application meets rules of the university)

Delayed disclosure date : 2024-03-28

Next

After completing step 2, you can proceed to step 3.

If you apply for embargo of thesis

1. Pay attention to postpone the available date of the electronic dissertation/thesis and printed copy.
2. Scan or photo the application form, compress the PDF/ JPG file together with the certified documents into a zip file, then click the "choose file" button to upload the file.

6. If you have uploaded full text archive, you can go to “step 3 print out & upload authorization letter” and print the ”Dissertation and Thesis Authorization Form to Post Digital Copy Online”. Click on “print” and then click on “Print Preview”. There will be a pop-up window, click the print button. **Please print two copies of ”Dissertation and Thesis Authorization Form to Post Digital Copy Online.”**

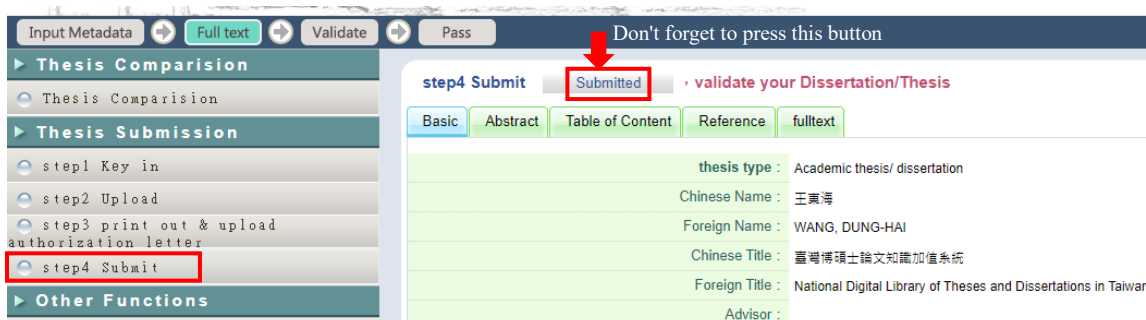
7. Sign on your authorization letter. Please don't use electronic signature.

8. Please scan or take a photo of the two authorization letters (one is for Tunghai University, the other is for National Central Library), then submit them to “Upload authorization letters”.



After completing step 3, you can proceed to step 4.

9. Go to “step 4 submit”, submit your thesis/dissertation information and wait for validation. After your department staff review your application, you will receive the notification email.



10. After submitting your thesis/dissertation for validation, you can't modify any information in the system again. Thus, if you would like to change any information, you can use “cancel submit” function in “step 4 Submit” to cancel submission and modify the information.

When you finish your work, don't forget to click “submit” again.

11. If you get the validation, you will receive an e-mail notification.
Congratulations!
If not, because your thesis/dissertation will be reviewed by faculty of each student's department. Students can check review status with your department faculty.

12. After passing the validation, you can start processing for “Procedure for Graduation.”
 - (1) Submit **two print copies of your thesis/dissertation and two copies of” Dissertation and Thesis Authorization Form to Post Digital Copy Online”** to the main library 1F circulation desk.
You don’t need to add Authorization Form into copies of thesis/dissertation.
 - (2) Return books, instruments and properties to relevant units.