

Precautions for thesis upload

1. Correctly write the basic information of the thesis

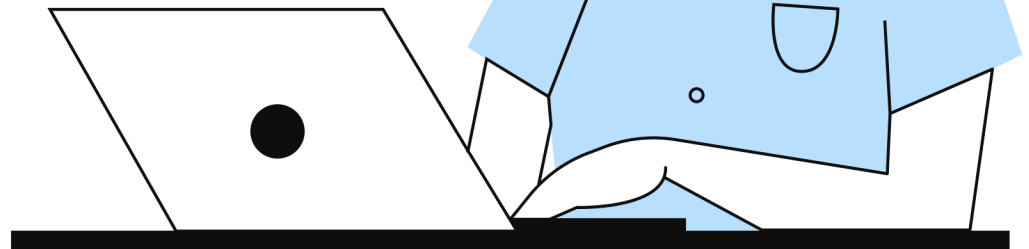
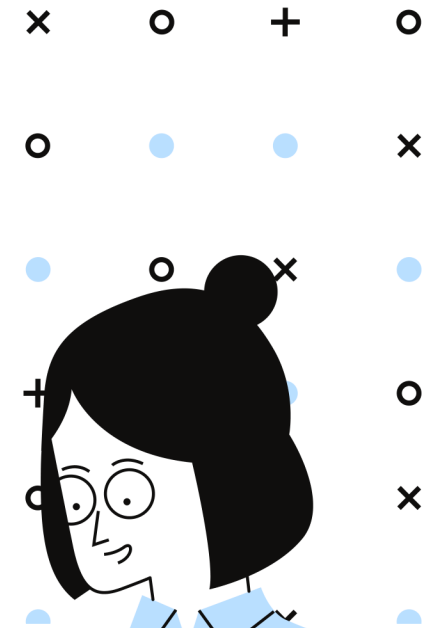
2. Content and format of the thesis

3. Authorization letter for dissertation printing and uploading

(1) Authorization letter for dissertation-Electronic files

(2) Application for Embargo of Thesis/Dissertation

4. Wait for validation





Correctly write the basic information of the thesis

01

In digital theses and dissertations system :
RED*is Required to fill in ;
BLUE*is Choose at least one to fill in.

02 Required Item :

Thesis type.

Chinese /Foreign Name

Chinese /Foreign Title

Advisor. Advisory Committee

Date of defense. Degree.

Academic Year. Publish Year.

Student ID.Language.

Page Count. Email.

Chinese /Foreign Keyword.



Content and format of the thesis

01 Please add watermark into inside cover of thesis/dissertation.

Size/location must comply with regulations.

02 Upload full text archive (pdf file) and set Copyright License Agreement.

03 Thesis Format according to each department's regulations.

Remark:

For detailed settings, please refer to Tung Hai University digital theses and dissertations system of User Guides



Authorization letter for dissertation printing and uploading

01 Print the "Authorization letter for dissertation" to Post Digital Copy Online.

02 Authorization letter for dissertation had two pages. One is for [National Central Library](#), the other one is for [Tunghai University](#).

Remind!!

Two copies all need to be printout and sign on. Submit them with the thesis to the library when leaving school.

Please sign the authorization letter by hand, electronic signature is not accepted.

Two authorization letters all needed to photo or scan the into JPG or PDF to upload in System Step3 (print out & upload authorization letter) .



Authorization letter for dissertation printing and uploading

03 Notes for uploading authorization letter:

A. Must be generated by the
system.

B. Must be legible.

C. Autograph.

D. Confirm the authorization
opening date.

✘ As long as cancel submission
or staff in the department
has withdraw the validation,
all the information in the
authorization letter must be
refilled and reuploaded.

✘ The authorized content and
scope selected from the
system are only applicable to
digital thesis.



Authorization letter for dissertation printing and uploading

04 Apply for Embargo of thesis :

A.Reason for embargo

If thesis

- 1.contains information pertaining to the secret, filing for patent registration or withheld according to the law.

Student can submit application.

B.Only the **degree examination committee** agrees before you can apply.

C.Please fill out "Application for Embargo of Thesis/Dissertation" in duplicate. And submit them with thesis/Dissertation to library 1F circulation desk.

D.Please **sign the application by hand**, electronic signature is not accepted.

E. The Application needed to photo or scan the into JPG or PDF to upload in System Step2 (Upload) .



Wait for validation



01 Submit your thesis information and wait for validation.

After your department staff review your application, you will receive the notification email.

02 If you get the validation, Congratulations!

If not, because your thesis will be reviewed by faculty of your department. You can check review status with your department faculty.

If you have modify the thesis information, must be check again watermark and set Copyright License Agreement.
