



Instructions for Thesis Submission for the second Semester of 113 Academic Year

May 2025

Download Lecture Slides: <https://pse.is/5zfpx>



Table of contents

- 01 • Overview of Graduation Process
- 02 • Similarity Report
- 03 • Thesis Formatting Guidelines
- 04 • Library Graduation Steps 1 of 3: Thesis Format Review
- 05 • Library Graduation Steps 2 of 3: Uploading the Thesis
- 06 • Library Graduation Steps 3 of 3: Leaving School Procedure
- 07 • Supplement: Applying for Embargo of Thesis



01

Overview of Graduation Process

the second Semester of 113 Academic Year
= 113-2 = 2025 Spring

Graduation Process for 113-2 Graduate Graduation



01

Thesis Proposal Approved

Deadline per departmental regulations.



02

Thesis Oral Defense Approved

Deadline: June 30 (Mon)

*Application deadline subject to departmental regulations.



03

Complete all leaving school procedures

Deadline: July 22 (Tue)

*Library Departure Procedures - 3 Steps with Individual Deadlines:

1. Thesis Format Review: Due by July 8 (Tue)
2. Uploading the thesis: Due by July 15 (Tue)
3. Complete Departure Procedures: Due by July 22 (Tue)



04

Receive Diploma

Starting from July 28 (Mon)

Note: The above is an example of the 1st round date. For the complete schedule, please refer to the next page.

Important Dates for 113-2 Graduate Graduation

Late submissions will not be accepted

- Suggest completing tasks ahead of time; avoid last-day rush.

Steps and Windows	1 st Round	2 nd Round	3 rd Round
Thesis Oral Defense Approved (each department)	Before June 30 (Monday)	Before July 31 (Thursday)	Before July 31 (Thursday)
Thesis Format review (Library)	Before July 8 (Tuesday)	Before August 5 (Tuesday)	Before August 26 (Tuesday)
Uploading the thesis (Library)	Before July 15 (Tuesday)	Before August 12 (Tuesday)	Before September 2 (Tuesday)
Complete leaving school procedure (each unit)	Before July 22 (Tuesday)	Before August 19 (Tuesday)	Before September 9 (Tuesday)
Receive Diploma (Office of Academic affairs)	Starting from July 28 (Monday)	Starting from August 25 (Monday)	Starting from September 15 (Monday)

Note: All dates are for the year 2025.

Graduate Departure Procedures **Inquiry** **and Handling**



Checking Departure Procedure Progress

- Use [MCUT App](#) or [Campus Portal](#) and follow this path: "Application Systems" → "Student Information Inquiry System" → "General enquiry" → "System for the process of leaving school" to check status.
- **Complete all listed items in any order.**



Departure Completion & Certificate Pickup

- After passing the oral defense, start the departure process. Only the department office and library require the bound thesis; other units can be completed first.
- Once all steps are done, collect your graduation certificate as scheduled.

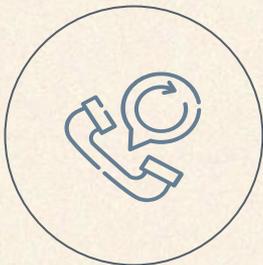
Frequently Asked Graduation Clearance Matters

Matter	Place	Notes
Tuition Fee Matters	Accounting Office	(Educational Building 1F)
Leaving School Procedures	Dormitory	
Verification of Degree Requirement	Department Office	Please contact your department secretary or assistant.
Return Equipment	Department Office	Please contact the technician of your department.
Submission of Alumni Information	Gymnasium 4F 401	No contact needed. Please complete the online survey form: https://forms.gle/2YrrjLmiujDzX4gP7 → 
Return of books	Library 4F	See the Library Graduation Steps in this slide.
Overseas Study Grants	Office of International Affairs	(Innovation Building 2F)

Frequently Asked Graduation Clearance Matters

Matter	Place	Notes
International Student Matters	Office of International Affairs (Innovation Building 2F)	<p>Please confirm the following with OIA:</p> <ol style="list-style-type: none"> 1. Whether you plan to stay in Taiwan for work or further study 2. ARC expiration regulations 3. National Health Insurance end date 4. Dormitory check-out date (for graduating master's or doctoral students) 5. Scholarship recipients current semester must return the service hours book
Military Service Matters	Student Assistance Division (Gymnasium 2F)	For this item, international students don't need to complete any steps. Just inform the office that you are doing the clearance, and they will assist you in marking it as done.
Military Service Matters; Student Loans	Student Assistance Division (Gymnasium 2F)	For this item, international students don't need to complete any steps. Just inform the office that you are doing the clearance, and they will assist you in marking it as done.

Thesis Submission Administrator



柯文琪 (Ke, Wen-Chi)

02-2908-9899 ext.2282

hawkeye@mail.mcut.edu.tw

Office located on the 4th floor of the Book and Information Building



Responsibilities

- Thesis format review
- Reviewing theses for National Library upload
- Managing thesis hard copy submission
- Handling embargo applications
- Consultation on thesis-related matters
- Assistance with Turnitin account setup and usage



KeyWord



Home / Research Support
/ Graduate Students Graduation Area

Graduate Students Graduation Area

The section provides:

1. Guidelines for MCUT graduate students writing their thesis/dissertation.
2. Procedures for library clearance upon passing the oral defense.

The term "thesis" referred to here includes doctoral and master's theses, along with professional practice reports.

Contact Window

- Name: Ke, Wen-Chi, Library

Webpage Description

Continuously updated

- Location: MCUT Library → "Research Support" → "Graduate Students Graduation Area"
- Link: [\[LINK\]](#)

Reminder on Graduation Academic Year and Thesis Submission

Consistency

Thesis List (Library)
Graduate List (Academic
Affairs Office)
Consistency Required

Graduation in the 113 academic year

- Please ensure you can graduate in the current academic year before submitting and uploading your thesis.

Not graduating in the 113 academic year.

- You may complete 1. thesis format review, 2. thesis uploading, and thesis hardcopy submission first, but please mention in your letter that you will not graduate this semester. You may proceed with school-leaving procedures when you are able to graduate.

Departure Schedule FAQs

Q**A**

Library process duration?

It takes 3 weeks (1 week per step)

Isn't 3 weeks too long?

It takes 3 weeks to allow for review and potential revisions

I'm in a hurry, can you review mine first?

To protect others' rights, we review in submission order. No skipping. Please submit early.

Thesis submission peak period

From the end of July to early September, especially in August, it's insanely busy ✨

Do the thesis format review and thesis upload need approval on the deadline day?

No. Both should be submitted before the deadline, and **submissions by 11:59 PM on the deadline day are accepted.**

What if I can't meet the deadline?

Please contact library in advance to discuss possible solutions.

Departure Schedule FAQs

Q**A**

Early-exam, first round departure a must?

No, but later rounds may delay receiving diploma.

Can someone collect or mail my diploma?

Fill ACA "Proxy/Postal Authorization Form"

Can I receive my diploma early?

- After completing the departure procedures, you can apply for a "Temporary Graduation Certificate" by contacting the Office of Academic Affairs (ACA).
- For visa-related inquiries, please contact the International Affairs Office.

When can I submit my thesis if I extend graduation for one semester? When can I receive my diploma?

- Submit thesis per ACA [\[LINK\]](#).
- Usually, submissions start in mid-November, with diploma collection in early March.

Do I need to register if I extend my graduation?

Yes, follow ACA's extended registration rules.



02

Similarity Report

Similarity Report



Purpose

- Submit to the department office to apply for the oral defense.
- No need to submit to the library.
- Refer to rules from the Office of Academic Affairs [[LINK](#)]

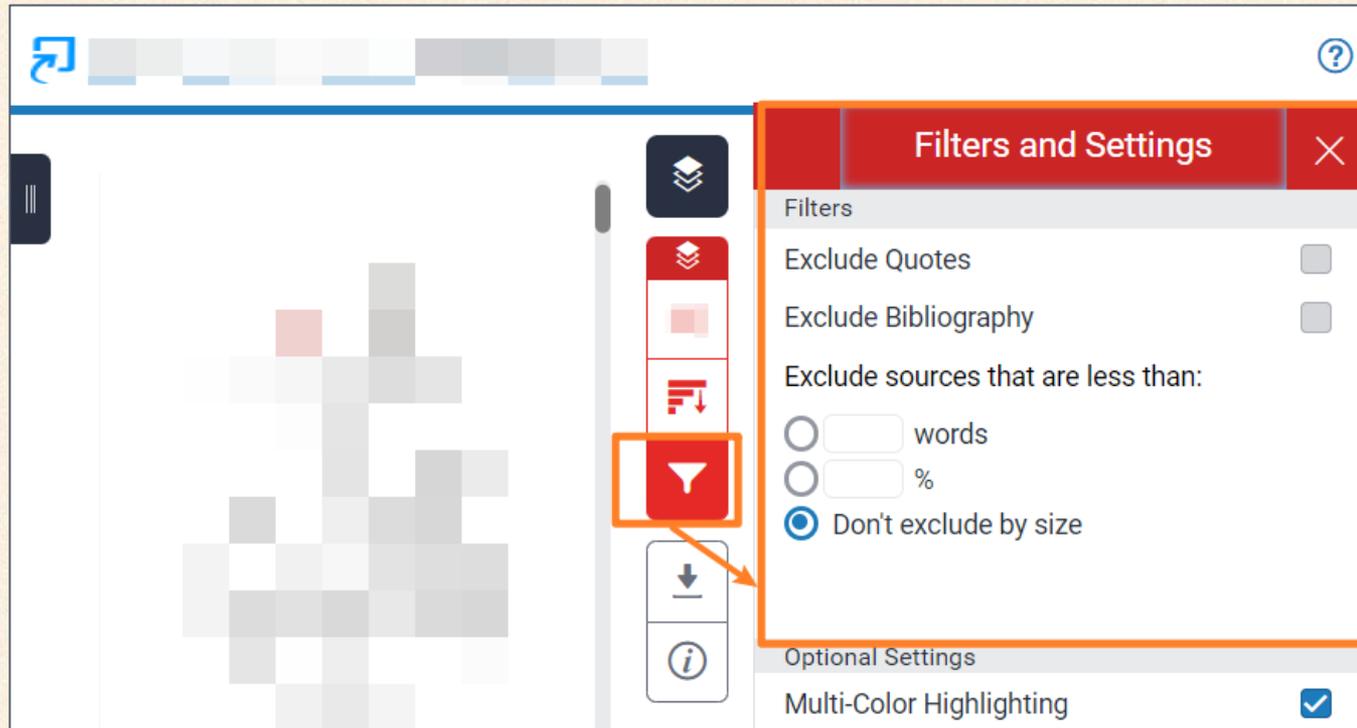
Process



1. Apply for a Turnitin account from the library [[LINK](#)]
2. Generate the Similarity Report
3. Complete the " Academic Ethics Statement " form [[Download form](#)]
4. Submit the " Academic Ethics Statement " and the Similarity Report to your advisor for review
5. Submit the " Academic Ethics Statement " and the Similarity Report to the department office for oral examination application

How to Download the **Similarity Report**

- Click on the "Funnel" icon to view "Filters and Settings."
- Confirm the settings as shown in the diagram. These are the default system values.

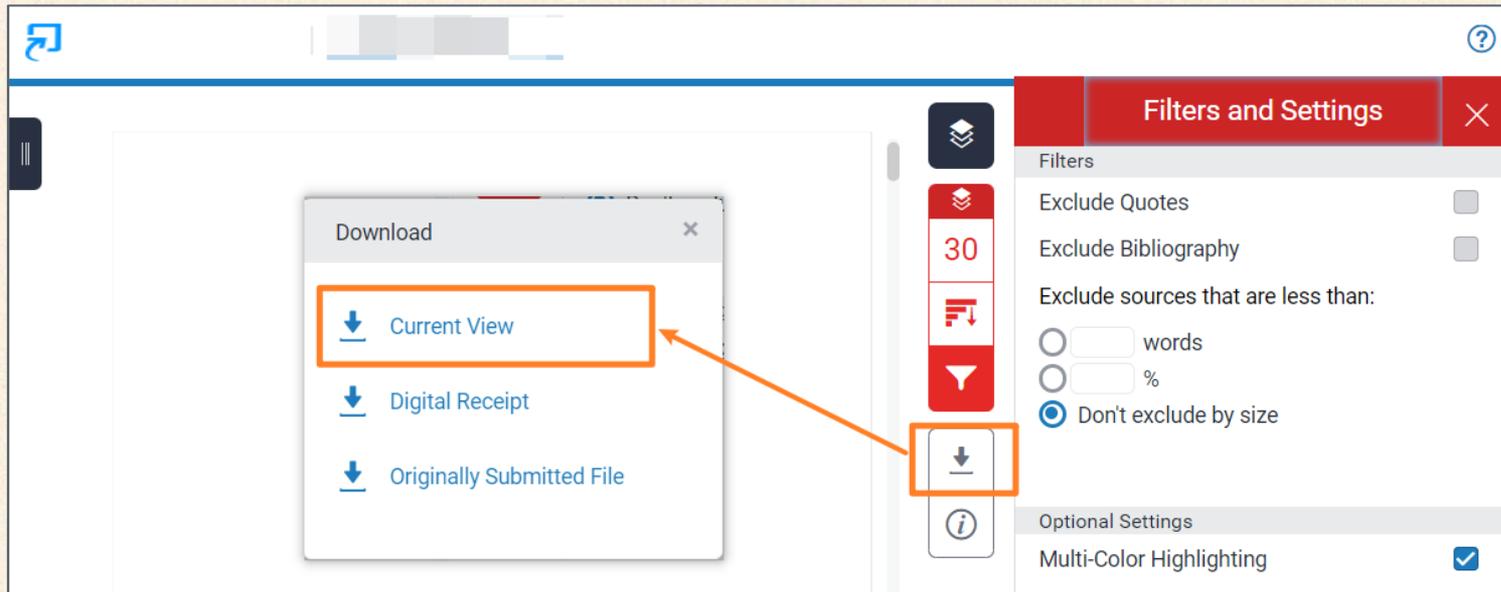


The screenshot displays a software interface with a sidebar on the left containing several icons. The 'Funnel' icon is highlighted with an orange box, and an arrow points from it to the 'Filters and Settings' dialog box. The dialog box is titled 'Filters and Settings' and contains the following settings:

- Filters**
 - Exclude Quotes
 - Exclude Bibliography
 - Exclude sources that are less than:
 - words
 - %
 - Don't exclude by size
- Optional Settings**
 - Multi-Color Highlighting

How to Download the **Similarity Report**

- Click on "Download" and select "Current View" to download the PDF file of the Similarity Report.
- In the PDF file, your thesis is presented in the front pages, while the numerical analysis is found in the last few pages.



Filling out the Academic Ethics Statement

- Check the last page of the Originality Report for "Exclude Quotes," "Exclude Bibliography," and "Exclude Matches."
- If all three sections are marked as "Closed," select "No Exclusions Needed" on the Academic Ethics Statement.

Similarity Report

Exclude quotes	<input type="checkbox"/> Off	Exclude matches	<input type="checkbox"/> Off
Exclude bibliography	<input type="checkbox"/> Off		



Academic Ethics Statement

Comparison Result	Items Excluded for Comparison
Overall Similarity(%) : _____ % Describe the overall similarity or single chapter similarity : _____ Comparison Date : _____ (YYYY/MM/DD)	<input checked="" type="checkbox"/> No <input type="checkbox"/> Table of Contents <input type="checkbox"/> References

- Reminder: If not all three sections are "Closed," adjust the "Filter Criteria and Settings" in the system.

Filling out the Academic Ethics Statement

Similarity Report

ORIGINALITY REPORT			
23%	20%	20%	19%
SIMILARITY INDEX	INTERNET SOURCES	PUBLICATIONS	STUDENT PAPERS
PRIMARY SOURCES			



Academic Ethics Statement

Comparison Result [←] 23	Items Excluded for Comparison [←]
Overall Similarity(%) : 23 % [←]	<input checked="" type="checkbox"/> No [←]
Describe the overall similarity or single chapter similarity : _____ [←]	<input type="checkbox"/> Table of Contents [←]
Comparison Date : _____ (YYYY/MM/DD) [←]	<input type="checkbox"/> References [←]

Turnitin FAQ

Q

How can I apply for a Turnitin account?

- A
1. Please fill out the application form [\[LINK\]](#)
 2. The library will add you to the course
 3. Check your school email for a notification to register your account
 4. Check your school email for a second notification to set your password.
 5. The course will be active until the end of the academic year

What should I do if I can't see my course on Turnitin after it expires?

1. Please fill out the application form [\[LINK\]](#)
2. The library will add you to the course
3. Log in to Turnitin using your existing account
4. You will automatically see your new course without the need to enter a class ID or enrollment password

More information @Turnitin

[\[LINK\]](#)

Academic Ethics Statement **FAQ**

Q

A

Similarity detected in citations and references.

This is normal as long as there is no violation of academic ethics.

Is low similarity equal to not violating academic ethics?

No. Low similarity = Turnitin automated check. Academic ethics violation report → Manual review by Academic Ethics Committee.

Maximum similarity index for defense application?

Below 30% per Academic Affairs (or department guidelines if stricter)

How to name the similarity report? Print entire similarity report for department office?

Check department requirements.

Delete references to lower similarity score?

No, upload complete thesis.

Can I use the "Exclude Bibliography" feature in Turnitin to reduce the similarity score?

Consult advisor and department office for guidance.

Academic Ethics Statement **FAQ**

Q**A**

What should I do in special situations?

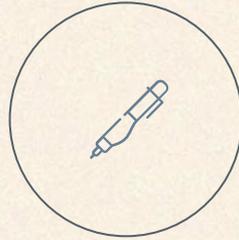
Discuss with your advisor. If agreed, describe the overall similarity or individual section similarity and attach it to the "Academic Ethics Statement."
Be specific to keep records, protect yourself, and prevent future ethics issues.

Do I need to run a similarity check after finalizing the thesis?

It's not required by the school, but it's recommended to keep a record. You can upload it under "Final Submission | Will be stored in repository" in the library's Turnitin **course as proof and to prevent plagiarism.**

Academic ethics guidelines?

See the Center for Taiwan Academic Research Ethics Education (AREE): <https://ethics.moe.edu.tw/>



The core is to follow Academic Ethics in research and writing. The similarity check system is just a supportive tool.



03

Thesis Formatting Guidelines

library conducts the "Library Graduation Steps 1 of 3: Thesis Format Review" according to the thesis format guidelines.

Writing Guidelines

Writing Guidelines	Ming Chi University of Technology Thesis (Professional Practice Report) Format Guidelines
Last Revision	April 2022 Revision
Guidelines Download	LINK
Guidelines Content	Binding Order, Instructions for Each Section, Templates, Application Form
Includes 5 templates	Front Cover, Spine, Recommendation Letter from the Thesis Advisor, Thesis Oral Defense Committee Certification, Table of Contents
Includes 1 application form	Application for Embargo of Thesis
Additional Documents	Official unit names LINK Explanation for Thesis Embargo Application LINK

Consistent Thesis Information



Thesis Information

- Title
- Advisor
- Defense Date
- Other details



Relevant Documents

- Oral exam application (**Notify department office immediately of any changes to ensure accurate transcripts**)
- Transcript
- Thesis Format Review
 - Front cover, Spine, Inside cover, etc
 - Recommendation Letter (optional document)
 - Thesis Oral Defense Committee Certification (**Critical for library review**)
- Thesis Upload: Thesis filing and full-text PDF

Thesis Order

*Please note that the "Chinese Abstract" is listed as optional since it is not required for English-written theses.

Order	Binding Item	Required/ Optional	Template	Notes ^{27/95}
1	Cover (including spine)	Required	[See Appendix B, C]	
2	Inside Cover	Required	[See Appendix B]	From the inside cover to the last page is considered the "Thesis Full Document"
3	Recommendation Letter from the Thesis Advisor	Optional	[See Appendix D]	
4	Thesis Oral Defense Committee Certification	Required	[See Appendix E]	
5	Preface or Acknowledgments	Optional		
6	Chinese abstract	Optional*		
7	Abstract	Required		
8	Table of Contents	Required	[See Appendix F]	
9	List of Figures	Required		
10	List of Tables	Required		
11	Main text of the thesis	Required		
12	References	Required		
13	Appendix	Required		
14	Back Cover	Required		

Front Cover (Appendix B) and Example

(Appendix B) (centrally placed)⁴²



○○ (name of the department/institute) (16pt)⁴²
Master Thesis/Doctoral Dissertation (16pt)⁴²
(Professional Practice Report) (16pt)⁴²

Title (English) (20pt)⁴²

Graduate Student: ○○○(16pt)⁴²
Advisor: ○○○(Degree or Title) (16pt)⁴²

○ (Month) ○○○○ (C.E. year) (16pt) (Oral Defense)⁴²

表號: A071040206⁴²

學位論文(專業實務報告)格式規範⁴² 11

Field

MCUT LOGO

Unit Name

Thesis Type

English Title

Graduate Student

Advisor

Year and Month

明志科技大學
 國際碩士學位論文
 專業實務報告

碩士論文
 購買意圖: 品牌形象與品牌知名度對社會媒體行銷活動購買意圖的影響

112.5

International Master of Business Administration
Master Thesis

The Effect of Social Media Marketing Activities on Purchase Intention: The Roles of Brand Image and Brand Awareness

Graduate Student: [Redacted]
Advisor: Dr. Yu-Hsun Lin

May 2023

Cover Guidelines & Common Mistakes

Field	Guidelines	Common Mistakes
MCUT LOGO	Use bilingual version→ 	Use Chinese version→ 
Unit Name	Official unit names LINK	Use non-standard unit name
Thesis Type	Choose one: Option 1: Master Thesis Option 2: Doctoral Dissertation Option 3: Professional Practice Report	
English Title	Must match Oral Defense Certification	Title mismatch
Graduate Student		
Advisor	Please include your advisor's degree/title (e.g., Ph.D., Professor)	
Year and Month	<ul style="list-style-type: none"> Match oral defense date Example format: July 2025 	Date mismatch

Spine Guidelines & Common Mistakes

Field	Guidelines	Common Mistakes
School Name	Use official Chinese name Ming Chi University of Technology (明志科技大學)	Forgotten or incorrect school name
Unit Name	Use official Chinese name LINK	Use non-standard unit name
Thesis Type	Please select one of the following options and write in Chinese : Option 1: Master Thesis (碩士論文) Option 2: Doctoral Dissertation (博士論文) Option 3: Professional Practice Report (專業實務報告)	Not specifying thesis type
English Title	Must match Oral Defense Certification	Title mismatch
Graduate Student		
Year and Month	<ul style="list-style-type: none"> Must match the defense date Use ROC year (2025 = year 114 in ROC) No leading zeros for months e.g., 114.7. → 114.↵ 7.↵ 	<ul style="list-style-type: none"> Date mismatch adding leading zeros missing the dot in the year/month format

Inside Cover (Appendix B)

- Both Front Cover and Inside Cover should adhere to the guidelines provided in Attachment 2.
- Ensure that the format of both the Front Cover and Inside Cover is consistent.
- Pay attention to common errors in both the Front Cover and Inside Cover.

Note: It is important to maintain consistency in the information presented on the Front Cover and Inside Cover.

Recommendation Letter from the Thesis Advisor

(Appendix D) Guidelines & Common Mistakes

(Appendix D)

Ming Chi University of Technology
Recommendation Letter from the Thesis
(Professional Practice Report) Advisor

This thesis (professional practice report) is by _____ (Author)

of the _____ (name of the department/institute),

entitled: _____,

which is written under my supervision and I agree to propose it for

examination.

Advisor _____ (Signature)

_____/_____/_____. (mm/dd/yyyy)

表號：A071040406

學位論文(專業實務報告)格式規範 15

Field	Guidelines	Common Mistakes
Unit Name		
Graduate Student		
Title		
Advisor	<ul style="list-style-type: none"> Advisor's signature required Consistency with front cover and inside cover 	Missing advisor's signature
Date	Please indicate the date of the oral defense	On or after the defense date
Remarks	<ul style="list-style-type: none"> Recommendation Letter is not required. If needed, submit the advisor's recommendation letter and the "Academic Ethics Statement" for signature before applying for the oral defense. 	

Thesis Oral Defense Committee Certification

(Appendix E) Guidelines & Common Mistakes

(Appendix E)⁴¹

Ming Chi University of Technology⁴¹
Thesis/Dissertation (Professional Practice Report)
Oral Defense Committee Certification ⁴¹

This thesis (professional practice report) is by _____ (Author)
of the _____ (name of the department/institute) ,⁴¹
entitled: _____ (identical with thesis title) ,
who is qualified for master/doctorate degree through the verification of the
committee.⁴¹

Convener of the degree examination committee _____(Signature)⁴¹

Committee members _____⁴¹

_____⁴¹

_____⁴¹

_____⁴¹

Department Chair or Program Director _____⁴¹

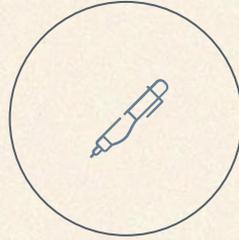
_____/_____/_____(mm/dd/yyyy)⁴¹

(Oral Defense Date)⁴¹

表號 : A071040506⁴¹

學位論文(專業實務報告)格式規範 17⁴¹

Field	Guidelines	Common Mistakes
Unit Name		
Graduate Student		
Title		Title does not match the one provided for Oral exam application
Convener and Committee members	Signature required	No signature
Department Chair	Signature required	No signature
Date	Match oral defense date	Date mismatch
Remarks	Library review requires Oral Defense Committee Certification; failure to attach it will result in rejection.	



If there are errors in signed documents, please reprint and re-sign.

- Please do not alter signed documents after signing (includes both physical and digital forms)
- Signed documents include Recommendation Letter, Thesis Oral Defense Committee Certification, Copyright License Agreement, Supporting documents and Application for Embargo of Thesis

Example of Chinese and English Abstracts

摘要

plasma LIA-ICP-CVD 系統製備 p-type、n-type nc-Si:H 薄膜，利用電漿探針光儀 (FTIR)、顯微拉曼光譜儀 (Raman)、霍爾效應量測系統 (Hall Effect Measurement) 等儀器對薄膜的電學、光學、結構等特性進行分析，並對薄膜品質進行改善。

從薄膜的顯微組織可以發現，由 ICP-CVD 所製備出的矽氫薄膜，都會有裂縫的產生，這些裂縫的數量與薄膜的厚度、反應氣體總流量的降低，都能有效降低這些裂縫的數量，讓薄膜的導電率提升。

此外，在 ICP-CVD 製備 nc-Si:H 薄膜時，反應氣體中 H₂ 的流量對薄膜的電阻率有顯著的影響。在 I-V 特性曲線中，可以看到 p-n 二極的整流效應，也代表了摻雜的有效性，而效率則與摻雜的濃度有關。

關鍵字：矽氫薄膜，奈米晶，低電感天線化學氣相沉積系統

Field

Abstract

keywords

*Please note that the "Chinese Abstract" is listed as optional since it is not required for English-written theses.

Abstract

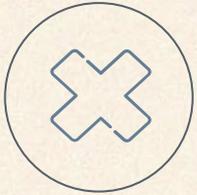
Hydrogenated silicon (nc-Si:H) films were deposited by the LIA-ICP-CVD (inductively coupled plasma CVD) system. The films properties Si-H bond, microstructure, crystallinity and Hall Effect Measurement (HEM) were investigated by Fourier Transform Infrared Spectroscopy, Raman spectrometry, Hall Effect Measurement (HEM) and Atomic Force Microscopy (AFM).

From the microstructure of the films, it has been found that a small cracks in the nc-Si:H films prepared by ICP-CVD. The number of cracks is low, but the cracks are decreases with increasing of the substrate temperature and decreasing of the total flow rate. In addition, the conductivity of the nc-Si:H films is significantly improved. By SIMS analysis, it has been known that ICP-CVD is very effective for the doping of hydrogenated silicon. The doping efficiency of the nc-Si:H films reached at the solution limit.

nc-Si:H films were successfully prepared by ICP-CVD although the efficiency is 1.5%, but I-V characteristics of the nc-Si:H films showed a rectification effect. The efficiency of the nc-Si:H films is very small.

Keywords : Hydrogenated Silicon, Nanocrystalline Films, Inductively Coupled Plasma

Additional Explanation for Chinese and English Abstracts



Field	Guidelines	Common Mistakes
Abstract		
keywords	<ul style="list-style-type: none"> • Consistent quantity of keywords in both Chinese and English. • Consistent order of keywords. • 3 to 7 keywords in total. 	<ul style="list-style-type: none"> • Mismatched keyword quantities. • Mismatched keyword order. • Insufficient keywords.



FAQ

Q	A
Can the abstract exceed one page?	Yes, it is possible. The library's guideline states that "within one page" is the principle

Table of Contents (Appendix F) Guidelines

(Appendix F)

Table of Contents

Recommendation Letter from the Thesis (Professional Practice Report) Advisor	i
Thesis Dissertation (Professional Practice Report) Oral Defense Committee Certification	ii
Preface or Acknowledgments	iii
Chinese Abstract	iv
English Abstract	v
Chapter 1 ○○○	1
Section 1 or 1.1 ○○○	1
Section 2 or 1.2 ○○○	#
Chapter 2 ○○○	#
Section 1 or 2.1 ○○○	#
(and so on)	
Bibliography or References	#
Appendix	#

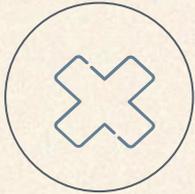
表號：A071040606

學位論文(專業實務報告)格式規範 19

Requirement	Description
Excluded	Front Cover, Spine, Inside Cover
Included	<ul style="list-style-type: none"> Recommendation Letter from the Thesis Advisor (Optional, listed if included) Thesis Oral Defense Committee Certification Preface (Optional, listed if included) Chinese abstract (Optional, listed if included) Abstract Table of Contents List of Figures List of Tables Main text of the thesis
Page Numbering	<ul style="list-style-type: none"> Pre-main text: Lowercase Roman numerals starting from "i" Main text: Arabic numerals starting from "1"

Additional Explanation for **Table of Contents**

Common Mistakes



1. "Recommendation Letter from the Thesis Advisor" mistakenly written as "Ming Chi University of Technology Recommendation Letter from the Thesis Advisor".
2. "Thesis Oral Defense Committee Certification" mistakenly written as "Ming Chi University of Technology Thesis Oral Defense Committee Certification".
3. Missing "Table of Contents".
4. Missing "List of Figures".
5. Missing "List of Tables".
6. Incorrect page numbering using uppercase Roman numerals before the main text.

Additional Explanation for **List of Figures and List of Tables**

Item	Guidelines	Common Mistakes
Page Layout	<ul style="list-style-type: none">• Separate pages for the list of figures.• Separate pages for the list of tables.	Lack of separate pages for the list of figures or tables.
Order	The order should be list of figures → list of tables.	Incorrect placement of the list of figures and tables.

Printing Guidelines and Common Questions



Printing Guidelines

- Paper used for the thesis printing: A4, white, 80GSM paper (front and back covers excluded)
- Color for the hard bound cover: **dark red, hot foil stamping.**
- Margins
 - Please left-bind the thesis.
 - Left: -3.5cm, Right: -2.5cm, Top: -2.5cm, Bottom: -2.75cm
- Printing: Double-sided printing is preferred, but if the page count is below 80 or if there are color charts/tables, single-sided printing is allowed.



Common Questions

Q: Can I print more than 80 pages single-sided?

A: Yes, although double-sided printing is preferred.

Q: Do I need a hardcover for a report with only a few pages?

A: Yes, it is required.

*Font type, font size, line spacing, margins, and other formatting settings are not within the library's review scope.

Font and Page Numbering Guidelines



Font Guidelines

- Use "Kaiti (DFKai-SB)" for Chinese characters and "Times New Roman" for English text.
- Unless otherwise specified, use black font color.
 - Title fonts should be 18pt in size.
 - Body text should be 13pt or 14pt in size.
 - Line spacing should be set to 1.5.

*Font type, font size, line spacing, margins, and other formatting settings are not within the library's review scope.



Page Numbering Guidelines

- From "Recommendation Letter" to "List of Tables" (including these sections): Use lowercase Roman numerals for page numbering, starting from a new page for each section.
- From "Main text" to "Appendix" (including these sections): Use Arabic numerals for page numbering.
- Page number should be centrally placed at the bottom of each page.



04

Library Graduation Steps 1 of 3:

Library Format Review

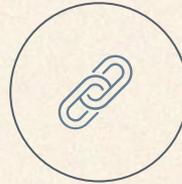
Self-Assessment Checklist **Pre-Submission Review**

Check Item	OK	Notice
Thesis Format	Items and order comply with formatting guidelines	
Final Version	Passed oral defense and approved by advisor	
Personal Data	Removed or concealed	
Graduating this Semester	Graduating this semester	Students who cannot graduate this semester may complete all thesis submission procedures, but please inform us that you will not graduate this semester.
Data Consistency	Thesis information consistent across all documents	Common Mistakes: Inconsistencies in thesis information (title, etc.) across various documents (Front cover, inside cover, Oral Defense Certification, departmental documents, etc.)
Thesis Open Access	Immediate or Embargo Application Ready [LINK]	Please confirm with the advisor. Papers may need to be embargoed from open access if: 1. A patent application is pending, or 2. There's an industry-academic collaboration with a signed confidentiality agreement.

Sending Thesis for **Format Review**

Recipient

- Original: 柯文琪 (Ke, Wen-Chi)
hawkeye@mail.mcut.edu.tw
- CC: Advisor

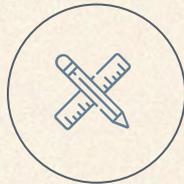


Attachment Format

Word, ODT, and PDF are all acceptable, with PDF being preferred.

Email content

- Personal information: name, department, student ID, e-mail
- Thesis information: Oral Defense Year
Month Date
- Text Description: Advisor has agreed on the final version of the thesis.



Attached File 1:

Front Cover and Spine

For printed thesis cover only.

Attached File 2:

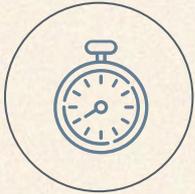
Full Thesis Document

Complete document from inside cover to last page.



Students who cannot graduate this semester may complete all thesis submission procedures, but please inform us that you will not graduate this semester.

Library **Format Review**



Turnaround Time

2 working days



Review Guidelines

Follow "Ming Chi University of Technology Thesis (Professional Practice Report) Formatting Guidelines"



Key Areas of Review

1. **Inclusion:** Check for required components.
2. **Formatting:** Verify adherence to guidelines.
3. **Consistency:** Ensure accurate and consistent information.

Document Verification

Library verifies the "unit name" on the front cover, spine, and inside cover letter by letter. Other parts are not verified letter by letter.

Beyond the Review Scope

Font type, font size, line spacing, margins, and other formatting settings are not within the library's review scope.

Author's Responsibility

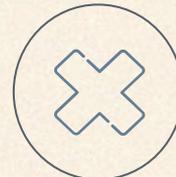
Library reviews the format, while authors are responsible for the content.

Format Review Results



Approval

- Received email notification of format approval from the library
- Received Account Activation Email ↓
- **Reminder to proceed with thesis binding and thesis uploading process**



Not Approved

- Received email notification of format disapproval from the library
- Please revise the document based on the provided feedback and resubmit

[Your Name] Hello ! Your Thesis Submission Account is Activated

圖書館測試帳號 您好！您的學位論文線上建檔帳號與密碼已正式啟用（請勿直接回覆）



臺灣博碩士論文知識加值系統 <ndltd@ncl.edu.tw>

收件者 柯文琪

Format Review FAQ

Q	A
Does the library check for spelling errors?	Library verifies the "unit name" on the front cover, spine, and inside cover letter by letter. Other parts are not verified letter by letter.
Must the thesis be bound only after completing the "thesis upload"?	Binding can be done upon receiving the "Format Review Approved" notification.
Thesis binding duration?	About 1 week.
Number of hardcover copies?	<u>5 copies</u> . 2 copies to library, 1 copy to department office, 1 copy to advisor (depending on the situation), and 1 copy for personal retention.
Copyshop on campus?	Yes, on 1st floor of Book and Information Building.



05

Library Graduation Steps 2 of 3:

Uploading the Thesis

Two Access Methods, One System

Login method 1: NDLTD in Taiwan [\[LINK\]](#)

NDLTD IN TAIWAN 臺灣博碩士論文知識加值系統
National Digital Library of Theses and Dissertations in Taiwan

Site Map | Home | About Us | Contact Us | NCL | 中文版 | Facebook Page | Mobile

Log In | Sign Up

General Public | Researchers | **Faculties & Students**

Basic Search | Top lists | Digital Video | My Lab | NDLTD Search

Font Size: [] [] Default font

Advanced Search/Command/Smart Topics/NTL Topics

博碩士論文線上建檔

Top lists

Full Text Authorization | Most Cited

NDLTD IN TAIWAN 臺灣博碩士論文知識加值系統
National Digital Library of Theses and Dissertations in Taiwan

帳號 (Account ID):

密碼 (Password):

驗證碼 (CAPTCHA): 請輸入驗證碼

Go

NDLTD IN TAIWAN 臺灣博碩士論文知識加值系統
National Digital Library of Theses and Dissertations in Taiwan

Switch to English interface by clicking "English". ↓

Input Metadata → Full text → Validate → Pass

中文版 **English** Question

Two Access Methods, One System

Login method 2: MCUT Thesis System [\[LINK\]](#)

明志科技大學 博碩士論文系統

臺灣博碩士論文知識加值系統 (NDLTD in Taiwan) | 明志科技大學-學位論文

- 論文建檔與管理 **Submission**
- 論文查詢
- Search
- 最新消息
- News
- 建檔流程

最新消息 News

- ◎畢業學年度與論文提交、上傳重要提醒 (2022-04-22)
請自行確認能於當學年度畢業者，再提交及上傳論文。
如因英文畢業門檻未過、課程學分、出國修業等因素須跨學年度畢業者產生論文出版及畢業學年度不吻合之情形。
- ◎配合教務處辦理110(二)碩士生離校手續通知-圖書館論文審核、上傳日·逾時無法受理) (2022-04-22)

明志科技大學 博碩士論文系統

臺灣博碩士論文知識加值系統 (NDLTD in Taiwan) | 明志科技大學

- 論文建檔與管理
- Submission**
- 論文查詢
- Search
- 列印論文摘要
- Print Abstract
- 最新消息
- News
- 建檔流程
- Upload Workflow
- 建檔說明
- User Guides

論文建檔與管理 Submission

National Digital Library of Theses and Dissertations in Taiwan

帳號(Account):

密碼>Password):

78pcdt

驗證碼(CAPTCHA) 請輸入驗證碼

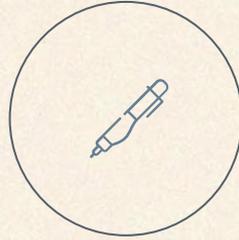
Go

NDLTD IN TAIWAN 臺灣博碩士論文知識加值系統 National Digital Library of Theses and Dissertations in Taiwan

Input Metadata → Full text → Validate → Pass

Switch to English interface by clicking "English". ↓

中文版 **English** Question



Please use the system's English interface

- Please be aware that Google Translate can generate inaccurate translations within the national library system, including misspelling the school name on the authorization letter. This may result in the rejection of your thesis during the review process.
- Please use the system's English interface instead of relying on Google Translate to ensure accurate and error-free operations.

Invitation to Try National Library's "Similarity Scanner"

NDLTD 臺灣博碩士論文知識加值系統
National Digital Library of Theses and Dissertations in Taiwan

Input Metadata Full text Validate Pass

▶ Similarity Scanner

Similarity Scanner

▶ Thesis Submission

step1 Key in

step1 Key in If you have any problem · please contact us.

Add Dissertation/T Click here to enter · your Dissertation/Thesis data.

Basic Abstract Table of Content Reference

- This will not be used in any graduation procedures at our university.
- Trial access is available from May 12 to August 31, 2025.
- Only upload the thesis that you have authored. ; please do not upload any published work.
- Please perform a similarity check with the Similarity Scanner before clicking “Step 4: Submit,” as “Approval” will be considered as publication.
- For more information, [\[LINK\]](#).

Step1 Key in

Click "Step 1: Key in" and select "Add Dissertation/T".

Complete all 4 tabs: Basic , Abstract, Table of Content, Reference.

The screenshot displays the NDLTD (National Digital Library of Theses and Dissertations in Taiwan) website interface. The header features the NDLTD logo and the text "臺灣博碩士論文知識加值系統" and "National Digital Library of Theses and Dissertations in Taiwan". Below the header is a navigation bar with buttons for "Input Metadata", "Full text", "Validate", and "Pass". The main content area is divided into two sections. On the left is a sidebar menu with the following items: "Thesis Comparison", "Thesis Submission", "step1 Key in", "step2 Upload", "step3 print out & upload authorization letter", "step4 Submit", and "Other Functions". The "step1 Key in" item is highlighted with a red box, and a red arrow points from it to the "Add Dissertation/T" button in the main content area. The main content area has a heading "step1 Key in" followed by the text "If you have any problem · please contact us." Below this is a button labeled "Add Dissertation/T" with the text "Click here to enter · your Dissertation/Thesis data." To the right of this button are four tabs: "Basic", "Abstract", "Table of Content", and "Reference". The "Basic" tab is selected and highlighted in blue. Below the tabs is a form with the following fields: "thesis type :", "Chinese Name :", "Foreign Name :", and "Chinese Title :".

Step1 Key in -Basic

Field	Guidelines	Common Mistakes
thesis type		
Chinese Name	Optional	
Foreign Name		
Chinese Title	Fill in if the Oral Defense Certification title includes both Chinese and English, otherwise leave blank	Title mismatch
Foreign Title	Must match Oral Defense Certification	Title mismatch
Advisor: Chinese	<ul style="list-style-type: none"> • One column per advisor, click "Add" for multiple advisors. • Enter Foreign names in the format of Last Name, First Name, in capital letters. • Refer to the department website for accurate names. 	<ul style="list-style-type: none"> • Not matching information on Inside Cover. • One column for multiple advisors. • Not following the required format for the Foreign name. • Creating a custom name for the advisor.
Advisor: Foreign		

Step1 Key in -Basic

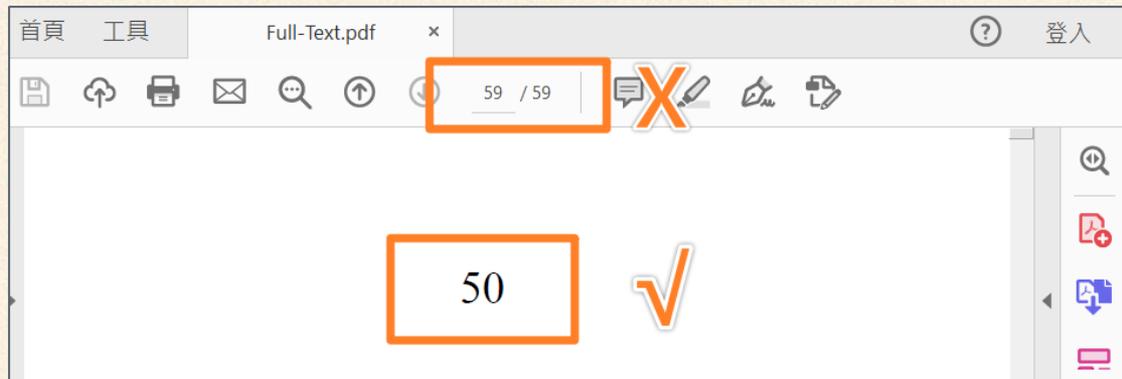
Field	Guidelines	Common Mistakes
E-mail of Advisor	If there are more than two E-mail, please use comma(,) to separate them	
Advisory Committee: Chinese	<ul style="list-style-type: none"> • One column per committee member, click "Add" for more than two members. • Enter Foreign names in the format of Last Name, First Name, in capital letters. • <u>Include your advisor's name as they are also a committee member.</u> • If unsure about committee members, please contact department office. • Refer to the department website for accurate names. 	<ul style="list-style-type: none"> • Not matching the information on Oral Defense Certification. • One column for multiple committee members. • Not following the required format for Foreign name. • Omit name of the advisor. • Creating a custom name for committee members.
Advisory Committee: Foreign		<p>Library checks full-text, specifically Oral Defense Certification page, to confirm number of committee members entered by student.</p>

Step1 Key in -Basic

Field	Guidelines	Common Mistakes
Date of Defense	Must match Oral Defense Certification	Date mismatch
Degree		
School Name	Automatically generated by the system	
Department Name	Automatically generated by the system	Contact MCUT library if the department is set incorrectly
Academic Year	<ul style="list-style-type: none"> • Same as graduation certificate, • set as "113 Academic Year" for you, please do not change 	Contact MCUT library if you do not want to receive the graduation certificate for the 113 Academic Year
Publish Year	Must match Oral Defense Certification	Date mismatch

Step1 Key in -Basic

Field	Guidelines	Common Mistakes
Student ID		
Language		
Page Count	Enter the page number of the last page of your thesis.	Enter total number of pages in the PDF



Step1 Key in -Basic

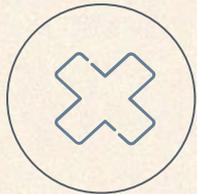
Field	Guidelines	Common Mistakes
Chinese Keyword	<ul style="list-style-type: none"> If there is no Chinese abstract in the full thesis, leave it blank One column per keyword, click "Add" for more than two keywords 	<ul style="list-style-type: none"> One column for multiple keywords.
Foreign Keyword	One column per keyword, click "Add" for more than two keywords	<ul style="list-style-type: none"> One column for multiple keywords. Library checks full-text, specifically Abstract page, to confirm number of keywords entered by student.
數位影音資料	<ul style="list-style-type: none"> Optional "數位影音資料" means "Digital Audiovisual Materials" in English. 	
E-mail		
last four fields	Optional	

Step1 Key in -Abstracts



Note

- If there is no Chinese abstract in the full thesis, leave it blank.
- The English abstract is required. Please fill it in.
- Please copy and paste the content from your Word/ODT file, avoiding copying directly from a PDF.



Common Mistakes

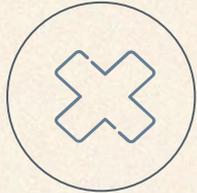
Copying from a PDF may cause line breaks and include footer page numbers.

Step1 Key in – Table of Content



Note

- Please copy and paste the content from your Word/ODT file, avoiding copying directly from a PDF.
- include body of the table of contents, list of figures and list of tables.



Common Mistakes

- Copying from a PDF may cause line breaks and include footer page numbers.
- Forgot to include list of figures, list of tables, page numbers



It's optional to include or exclude the ellipsis (...)

OK!

Oral Defense Committee Certification.....i

OK!

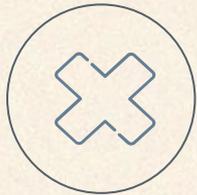
Oral Defense Committee Certification i

Step1 Key in – Reference



Note

Please copy and paste the content from your Word/ODT file, avoiding copying directly from a PDF.



Common Mistakes

Copying from a PDF may cause line breaks and include footer page numbers.

Step2 Upload

Click "Step 2: upload" and select "Upload or delete full text".

To proceed to Step 2, you must complete Step 1 by key in thesis file and clicking "Save"

The screenshot displays the NDLTD IN TAIWAN website interface. The header includes the logo and the text "臺灣博碩士論文知識加值系統" (National Digital Library of Theses and Dissertations in Taiwan). The navigation bar contains buttons for "Input Metadata", "Full text", "Validate", and "Pass". The main content area is divided into a left sidebar and a main panel. The sidebar lists navigation options: "Thesis Comparison", "Thesis Submission", and "Other Functions". Under "Thesis Submission", "step2 Upload" is highlighted with a red box and a red arrow pointing to the "Upload or delete full text" link in the main panel. The main panel shows the "step2 Upload" section with a red box around the "Upload or delete full text" link. Below this link is a "fulltext" input field and a "Status : No File Uploaded" message. The right sidebar contains the text "中文版 / English".

NDLTD IN TAIWAN 臺灣博碩士論文知識加值系統
National Digital Library of Theses and Dissertations in Taiwan

Input Metadata Full text Validate Pass 中文版 / English

Thesis Comparison

- Thesis Comparison

Thesis Submission

- step1 Key in
- step2 Upload**
- step3 print out & upload authorization letter
- step4 Submit

Other Functions

- Change log
- Personal Data

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,

fulltext

Status : No File Uploaded

Step2 Upload – upload Full Text

Upload the "Full Text of the Thesis" in PDF format.

- The file should include all pages from the inside cover to the last page of the thesis.
- No watermark is required.
- No document protection settings are needed.

Reminder

If re-uploading, remember to delete the old file.

Edit Dissertation/Thesis

Basic Abstract Table of Content Reference fulltext

All mandatory fields indicated with red asterisks

上傳全文注意事項：

1. 若有超過一個檔案須上傳，可利用下方「增加檔案」功能增加上傳檔案的數量，上傳時僅需選擇檔案並按下「確定上傳」，系統便會自動將檔案上傳。此外，您亦可將多個檔案自行打包為壓縮檔（如zip、7z等）後再上傳。
2. **本網頁僅供電子全文PDF檔案上傳**，倘若您的學位論文包括高解析度圖檔（如JPG、TIF、PSD、AI）、CAD圖檔（如DWG、DXF、FBX、DAE）、3D動畫或模型檔（如3DS、MAX）、音訊檔（如WAV、MP3）、視訊檔（如AVI、MOV、WMV、MP4）等**作品檔案、程式執行檔或是其他格式檔案，請另行燒錄成光碟**，併同紙本論文或書面報告繳交學校代收後統一寄送國家圖書館保存。
3. 若您有線上建檔的問題，可洽詢學校管理者或與我們聯絡。若您的全文無法自行上傳或全文檔案太大無法於本網頁上傳，也請與我們聯絡（https://ndltdec.ncl.edu.tw/get_contact.php），謝謝！

Delete Full Text

Upload Full Text :

Add file

File Name : Full-Text

Choose File
 選擇檔案 Ming_Chi_Un...Procedure.pdf

確定上傳

Upload Confirmation

Step2 Upload – Copyright License Agreement

Input Metadata
Full text
Validate
Pass
中文版 / EN

Thesis Comparison

- Thesis Comparison

Thesis Submission

- step1 Key in
- step2 Upload
- step3 print out & upload authorization letter
- step4 Submit

Other Functions

- Change log
- Personal Data
- Question
- Contact Us
- Logout

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 T

fulltext

Full-Text

Status : have Full Text

Copyright License Agreement :

Immediate public access
 Immediate on-campus access , Public access starting from year month day .
 On-campus access starting from year month day ; Public access starting from year month day

Other :

Next

Step2 Upload – Copyright License Agreement

Notice

- **Discuss the agreement with your advisor before selecting.**
- Different dates can be set for on-campus and public access.
- Choose one of the first three options for public availability within 5 years.
No reasons or documents required.

Q&A

Q

Proportion of "Public within 5 years" (including immediate public access)?

Proportion of "Other"

A

100% for 112 academic year

0% for 112 academic year

Step3 print out & upload authorization letter

Click "Step 3: print out & upload authorization letter"

1. Click on "Print" to print the authorization letter and sign it. Scan the signed letter (refer to the next slide).
2. Return to this page and click on "Upload authorization letter".

Input Metadata → Full text → Validate → Pass 中文版 /

► Thesis Comparison

Thesis Comparison

► Thesis Submission

step1 Key in

step2 Upload

step3 print out & upload authorization letter

step4 Submit

► Other Functions

Change log

Personal Data

Question

Contact Us

Logout

step3 print out & upload authorization letter

Copyright License Agreement :

Immediate public access

Immediate on-campus access ; Public access starting from year month day .

On-campus access starting from year month day ; Public access starting from year month day

Other :

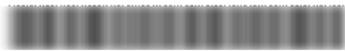
Step3 print out & upload authorization letter -Print

- After previewing the print, you will find two authorization forms:
 - First page for "National Central Library "
 - Second page for "my school library"
- Both forms contain the same content.
- Review and print the forms again if there are any changes in the provided information.

Print

Dissertation and Thesis Authorization Form to Post

Digital Copy Online



* * *

(Please mail this form to the **National Central Library** for documentati

ID: _____

This form is to authorize the use of the following dissertation/thesis (circle one) written to meet graduation requirements of MingChi University of Technology in the department of _____ for the semester of 111 academic

Dissertation and Thesis Authorization Form to Post

Digital Copy Online



* * *

(Please deliver this form to **my school library** for documentation purposes)

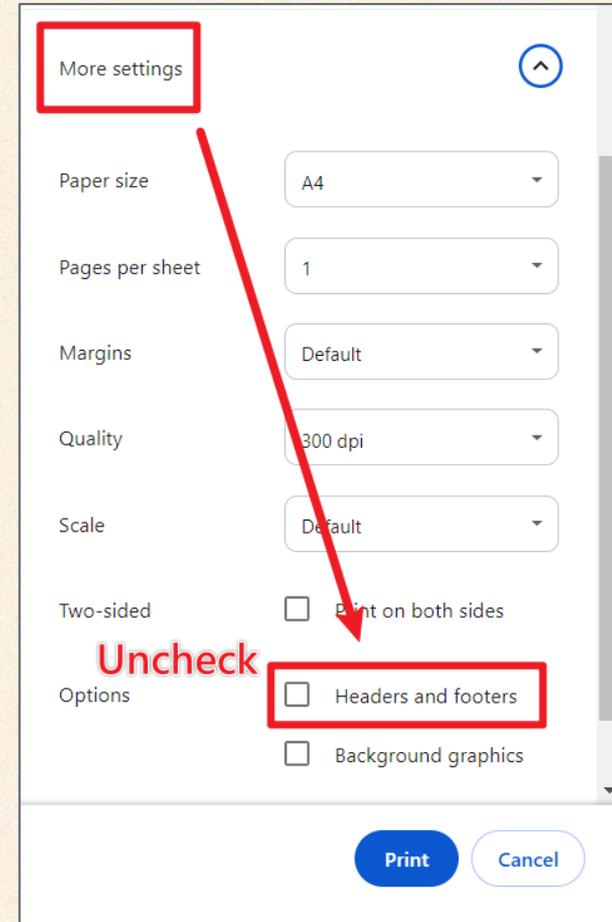
ID: _____

This form is to authorize the use of the following dissertation/thesis (circle one) written to meet graduation requirements of MingChi University of Technology in the department of _____ for the semester of 111 academic year.

Step3 print out & upload authorization letter -Print

Printing Settings: Do not print "Document Print Date"

- Chrome:
 - Click "More settings"
 - Uncheck "Headers and footers"



Step3 print out & upload authorization letter

-Print and Sign

- Print both forms.
- Sign both forms in block letters (legible handwriting) and include the date.
 - Who Signs: graduate student and the advisor
 - **Print Signature: Clearly write your name as this is an authorization document and needs identifiable letters**
 - Handwritten Signature: Sign your name by hand

Immediate public access

Immediate access at my school, with public access after //

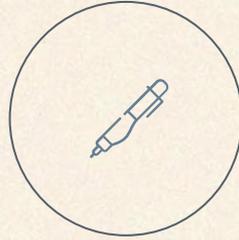
Open access at my school after // ; open public access after //

Other _____

Name : 

Signed : _____ **Date (yyyy/mm/dd) :** _____

Advisor signed : _____ **Date (yyyy/mm/dd) :** _____



If there are errors in signed documents, please reprint and re-sign.

- Please do not alter signed documents after signing (includes both physical and digital forms)
- Signed documents include Recommendation Letter, Thesis Oral Defense Committee Certification, Copyright License Agreement, Supporting documents and Application for Embargo of Thesis

Step3 print out & upload authorization letter

– Upload authorization

- Upload the signed Authorization form.
- Keep the two signed copies of the Authorization form for your departure procedures. Do not discard them.

Upload authroization letter

All mandatory fields indicated with red asterisks

Choose File

*File Name :

Notice :

1. Please print out and sign the authorization letter, then photo or scan the letter into JPG or PDF to upload the file in this page.
2. The authorization letter should be printed out from Step 3. Please do not upload authorization letter other than the NCL designated format, or the submission will be rejected.
3. If there were two pages of the authorization letter (for school and NCL respectively), please upload the one for school only.
4. Before uploading the authorization letter, please make sure the JPG or PDF image is clear and the date of embargo is correct.
5. After validation, if the authorization status needs to be changed, please contact with school department/ library to apply for “thesis return”. Once the thesis is returned, please print out the revised authorization letter and upload it again.

Save

Step3 print out & upload authorization letter

– Common Mistakes

- Thesis Information
 - Inaccurate thesis title compared to the Oral Defense Certification.
 - Advisor's name mismatch with the inside cover.
 - Authorization form's access date mismatch with System-displayed access date
- Signatures:
 - Missing signatures.
 - Signatures not in block letters by student or teacher.
 - Student lacks a handwritten signature
- Alterations or post-processing (**Please do not alter signed documents after signing**)

Step3 print out & upload authorization letter **FAQ**

Q**A**

File format for uploading

PDF or JPG

Photo capture

Allowed. Please ensure proper orientation.

Can I upload both authorization forms?

Yes.

Can I sign and scan the forms, then print them and submit to the library?

No. Please submit the physically signed forms.

Signature style

Use block letters and provide a genuine signature.

Two advisors

Both advisors must sign the forms.

Should student and advisor sign on the same day?

Same day preferred, but not required.

The printed authorization form has the date and URL at the top.

Reprint and uncheck "Headers and footers."

Step3 print out & upload authorization letter **FAQ**

Q

What if my advisor is abroad?

A

Students must provide a handwritten signature, while advisors can use an "electronic signature" instead.

Here's the process:

1. Download the form and send it as a PDF to your advisor.
2. Your advisor can use an electronic signature in Adobe Acrobat Reader and send the signed form back to you.
3. Print the form and add your handwritten signature.

Please follow this sequence to ensure a genuine handwritten signature.

Step4 Submit

- Click "Step 4: Submit" and select "Submitted".
- Be sure to click "Submitted" for library to proceed with the review.

The screenshot displays a web interface for thesis submission. At the top, there are navigation buttons: "Input Metadata", "Full text", "Validate", and "Pass". The main content area is divided into sections. On the left, a sidebar lists the steps: "Thesis Comparison", "Thesis Submission", and "Other Functions". Under "Thesis Submission", the steps are: "step1 Key in", "step2 Upload", "step3 print out & upload authorization letter", and "step4 Submit". The "step4 Submit" step is highlighted with an orange box. An orange arrow points from this box to the "Submitted" button in the main content area. The main content area shows "step4 Submit" with a "Submitted" button highlighted by an orange box. Below this, there are tabs for "Basic", "Abstract", "Table of Content", "Reference", and "fulltext". The "Abstract" tab is selected, and an orange arrow points to it. The "Abstract" tab displays a form with the following fields: "thesis type :", "Chinese Name :", "Foreign Name :", "Chinese Title :", and "Foreign Title :".

Reviewed by **MCUT Library**



Administrator

Reviewed by Ming Chi library



Turnaround Time

2 working days



Key Areas of Review

1. **Inclusion:** Check for required components.
2. **Consistency:** Ensure accurate and consistent information.

Document Verification

Library verifies the "unit name" on the inside cover letter by letter. Other parts are not verified letter by letter.

Beyond the Review Scope

Spell check is not within the library's review scope

Author's Responsibility

Library reviews the field verification, while authors are responsible for the content.

Review Results



Approval

- After receiving the approval email, proceed with Departure Procedures at the library.
- No need to print.

From: 臺灣博碩士論文知識加值系統 <ndltd@ncl.edu.tw>

Sent: Friday, September 1, 2023 5:00:17 PM

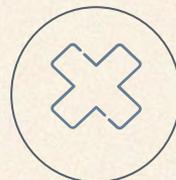
To: [REDACTED]

Subject: [外部郵件]論文審核結果通知信（請勿直接回覆）

Dear [REDACTED]

您的論文審核結果為 通過 (Pass)

We are happy to inform you that your thesis/dissertation is approved .



Not Approved

- Receive an email notification of returned submission.
- Revise as instructed and click "Submitted" for review.

Step4 Submit **FAQ**

Q

When can I see my thesis online?

A

It appears one day after Ming Chi Library approval. The full text becomes available 1–2 weeks later, after review by the National Central Library—downloadable if set to immediate access, or with a release date if delayed.

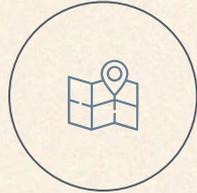


05

Library Graduation Steps 3 of 3:

Leaving School Procedure

Departure Procedures **at the Library**



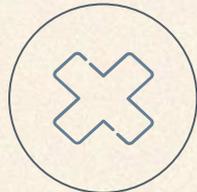
Location

- **MCUT Library's 4th-floor counter** Show 'approval' notification from thesis system on your phone
-



Required Documents

- **2 Hardcover Theses** 1 Copy for MCUT Library, 1 Copy for National Library.
 - **2 Thesis Authorization Forms** 1 Copy for MCUT Library, 1 Copy for National Library.
 - **Borrow books** Return borrowed books and settle fines.
-



Simplified Process

- No Need for CDs, Upload Full Text to National Library system Instead.

Still available after graduation!

Alumni borrowing service — **always free!**

- ✓ Service Continues
 - Borrow books and use research rooms after applying for an alumni card.
- ✓ Borrowing Rules
 - **Up to 5 books and 5 attachments. Loan period: 30 days, renewable once.**
- ⊘ Important Reminders
 - **Access to the 3rd-floor study room is not allowed.**
 - **Cannot borrow bound journals, magazines, or audiovisual materials. VPN access is not available.**
- 📄 Application Method
 - Bring your diploma to the library to apply for an alumni card for free.

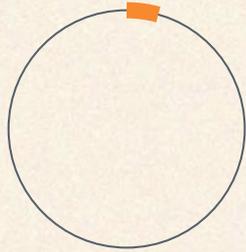


07

Supplement

Applying for Embargo of Thesis

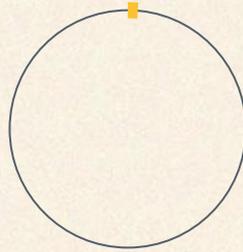
School statistics



5%

**110 academic
year**

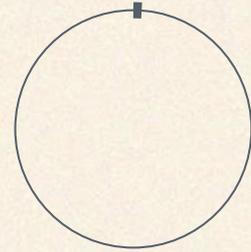
94% Immediate release
6% embargo (11 individuals)



0.5%

**111 academic
year**

99.5% Immediate release
0.5% embargo (1 individuals)



0.4%

**112 academic
year**

99.6% Immediate release
0.4% embargo (1 individuals)

Related laws

Article 15 of the Copyright Act

In the following circumstances the author shall be presumed to have consented to the public release of the work: 3. Where the work is a Masters thesis or doctoral dissertation written under the "Degree Conferral Act" and the author has obtained a degree.

Article 16 of the Degree Conferral Act

If, however, the content involves **confidential information, patent matters, or is not permitted to be provided on statutory grounds** and this has been confirmed by the university, the person is permitted to not provide a copy or public access to the material in question will be placed under embargo for a certain period.

Principles

- Thesis immediate release is the norm, with embargo as an exception.
- Theses governed by laws are in physical copy, not electronic format.

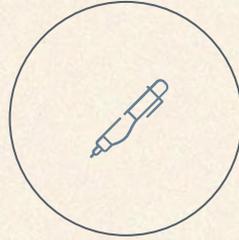
How to Apply for Thesis Embargo

Prepare Required Documents

1. Ensure eligibility criteria are met (confidentiality, patent-related matters, or legal restrictions)
2. Complete Both MCUT and National Central Library application form and gather supporting documents. [\[LINK\]](#) Make sure to ask the library how to fill it out first.
3. Submit to the departmental meeting for review. Show the prepared documents to the library first.

Submitting Application and Documents

1. Electronic Copy: Upload scanned files during "Thesis Upload."
2. Physical Copy: Submit printed copies during "Departure Procedures".



If there are errors in signed documents, please reprint and re-sign.

- Please do not alter signed documents after signing (includes both physical and digital forms)
- Signed documents include Recommendation Letter, Thesis Oral Defense Committee Certification, Copyright License Agreement, Supporting documents and Application for Embargo of Thesis

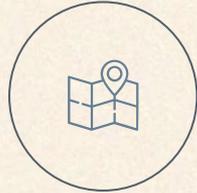
Step2 Upload Applying for Embargo of Thesis ver.

Additional Step Required for Upload: Uploading “Application for Embargo of Thesis/Dissertation” (certified documents required)

The screenshot displays a web application interface for thesis submission. The top navigation bar includes buttons for 'Input Metadata', 'Full text', 'Validate', and 'Pass'. The left sidebar shows a menu with 'Thesis Comparison', 'Thesis Submission', and 'Other Functions'. Under 'Thesis Submission', 'step2 Upload' is highlighted with an orange box. An orange arrow points from this menu item to a 'Full-Text' section on the main page, which contains a 'fulltext' button and a link: 'Click here if applying for embargo of thesis/dissertation' (highlighted with an orange box). Another orange arrow points from this link to a modal window titled 'Uploading “Application for Embargo of Thesis/Dissertation” (certified documents required)'. This modal window features a 'Choose File' button (highlighted with an orange box), a text input field for the file name (containing '選擇檔案 沒有選擇檔案'), a 'Designated Date for Public Access' field (set to '2023-06-09'), and 'Upload' and 'Close the window' buttons (both highlighted with orange boxes). The browser address bar shows the URL: 'https://cloud.ncl.edu.tw/manager_thesis_upload_fulltext_acts.php?PHPSESSID=0d2e0c9edd4e045d18a025c2590ff995&Pact=uplo...'

Departure Procedures at the Library

Applying for Embargo of Thesis ver.



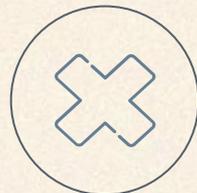
Location

- **MCUT Library's 4th-floor counter** Show 'approval' notification from thesis system on your phone



Required Documents

- **2 Hardcover Theses** 1 Copy for MCUT Library, 1 Copy for National Library.
- **2 Thesis Authorization Forms** 1 Copy for MCUT Library, 1 Copy for National Library.
- **Borrow books** Return borrowed books and settle fines.
- **Supporting documents and MCUT Application for Embargo of Thesis**
- **Supporting documents and National Central Library Application for Embargo of Thesis**



Simplified Process

- No Need for CDs, Upload Full Text to National Library system Instead.

Applying for Embargo of Thesis **FAQ**

Q

Should I fill out the "Application for Embargo of Thesis" if my advisor has instructed me to delay the publication of my thesis?

How many students requested an embargo on thesis?

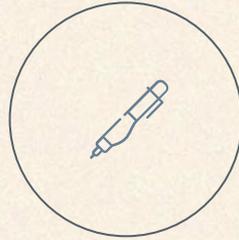
More details on the thesis embargo application?

A

Please confirm with your advisor. If the instruction is only for delaying the publication of the thesis PDF, and not the printed copy, no application is required.

Non international student requested an embargo in the 111 and 112 academic year.

Refer to Explanation for Thesis Embargo Application [\[LINK\]](#)



Your PhD thesis is not only your ticket into academia but also a key piece of evidence that could be uncovered in the internet age. If you don't want to struggle to hide your thesis after becoming successful, **the best approach is to make it as perfect as possible before it's completed.**

吳鄭重(2016)。《研究研究論論文》。台北：遠流。頁213。

Thanks!

Do you have any questions?
柯文琪 (Ke, Wen-Chi)
hawkeye@mail.mcut.edu.tw
02-2908-9899#2282

Download Lecture Slides
<https://pse.is/5zfpsx>



CREDITS: This presentation template was created by **Slidesgo**, including icons by **Flaticon**, infographics & images by **Freepik**

Please keep this slide for attribution