

Thesis/Dissertation Metadata Creation Procedures User Guide

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

First stage: Check your school email account to see if you have received the account activation verification email.

After applying for the degree examination, the library will assist in granting access to Thesis/Dissertation system. You will subsequently receive a system verification email from the Thesis/Dissertation system, notifying you that you must use your THU-NID credentials (i.e., the login credentials for the student information system) to access the system for archiving.

1. Received the verification email for enabling file creation permissions.

[External] 張東海 您好！博碩士論文建檔事宜通知 (請勿直接回覆)



臺灣博碩士論文知識加值系統 <ndltd@ncl.edu.tw>

週四 10/16, 上午 09:54

jinglin ▾

Click the link provided in the email to access the Thesis/Dissertation system and complete the relevant procedures.

2. Click on “Submission”



Use your THU-NID credentials to access the system for archiving.



3. After logging into the system, you will be able to begin setting up the basic information for your thesis.

4. Enter the System's Startup Screen

修改資料 紅色*號為必填欄位 (帳號建立日期 Account creation date : 2025-05-19)


職位	內容
* 論文種類： <input checked="" type="radio"/> 學術論文 <input type="radio"/> 代替論文：技術報告 (應用科技類) <input type="radio"/> 代替論文：作品運用書面報告 (藝術類) <input type="radio"/> 代替論文：成就證明通商書面報告 (體育運動類) <input type="radio"/> 代替論文：專業實務報告 (專業實務類)	
帳號：113THU	
* 密碼： 保持空白則密碼不變；重設密碼時，請避免使用以下特殊字元符號：單引號 (')、雙引號 (")、空格、斜線 (/)、大於 (>)、小於 (<)、 保持空白則密碼不變；重設密碼時，請避免使用以下特殊字元符號：單引號 (')、雙引號 (")、空格、斜線 (/)、大於 (>)、小於 (<)	
* 姓名：	
學校：東海大學	
系所：農藝學系	
畢業學年度：113	
學期：二	
學號：G11	
* E-mail：	
主要指導教授：	
主要指導教授E-Mail：	


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、系所、連絡電話、電子信箱(C001辨識個人者)等資訊，在電子論文作業管理期間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，你得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。

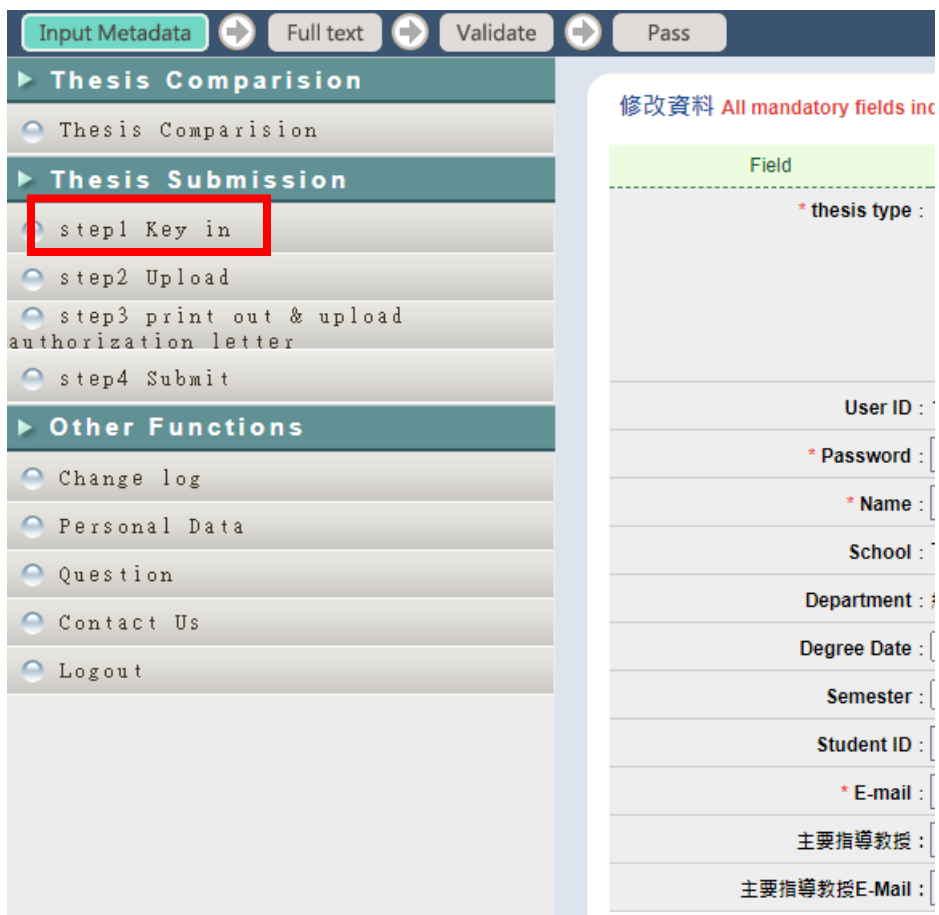
註：個人資料保護法之特定目的及個人資料之類別代號

修改儲存

- (1) Verify whether the basic information established by the library contains any errors. If the **department name is incorrect**, please immediately notify the library.
- (2) Any changes during the thesis archiving process will trigger system notifications to prevent important emails from being missed. The system defaults to using your university Tmail account. If you do not regularly check your Tmail, please ensure you provide a frequently used email address.
- (3) Verify the accuracy of the startup page image content and supplement any missing data. If the information is confirmed to be correct, please press the button  at the bottom of the screen.

(4) Clicking “  ” will proceed to Step 1: Key in .

As shown below:



The screenshot displays a web interface for thesis submission. At the top, there are four buttons: "Input Metadata", "Full text", "Validate", and "Pass". Below these is a navigation menu with three main sections: "Thesis Comparision", "Thesis Submission", and "Other Functions". Under "Thesis Submission", the "step1 Key in" option is highlighted with a red box. The main content area on the right 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 :

Second stage: The Process for Preparing a thesis/dissertation

The contents of the thesis archive include the following items:

Basic Information → Abstract in Chinese and English →
Table of Contents → References

1. 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.”
2. 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.)

The screenshot shows the 'step2 Upload' interface. The left sidebar has 'step2 Upload' highlighted with a red box and a yellow arrow pointing to the main content. The main content area has 'step2 Upload' with a red box around 'Upload or delete full text' and a red circle around 'Click here if applying for embargo of thesis/dissertation'. Below this is the 'Full-Text' section with a status of 'have Full Text' and a yellow box containing the text 'If you have uploaded your thesis, It will be shown "have Full Text" here'. The 'Copyright License Agreement' section has three radio buttons: 'Immediate public access', 'Immediate on-campus access', and 'On-campus access starting from' (selected). The 'On-campus access starting from' section has dropdown menus for year (2024), month (03), and day (28). Below this is the 'Application for Embargo' section with a red circle around it, containing the text 'Application for Embargo : View (Please check the Delaying public access Application meets rules of the university)' and 'Delayed disclosure date : 2024-03-28'. At the bottom right, there is a 'Next' button with a red box around it and a blue arrow pointing down. To the right of the 'Next' button, there is a blue box with the text '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.

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

3. 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

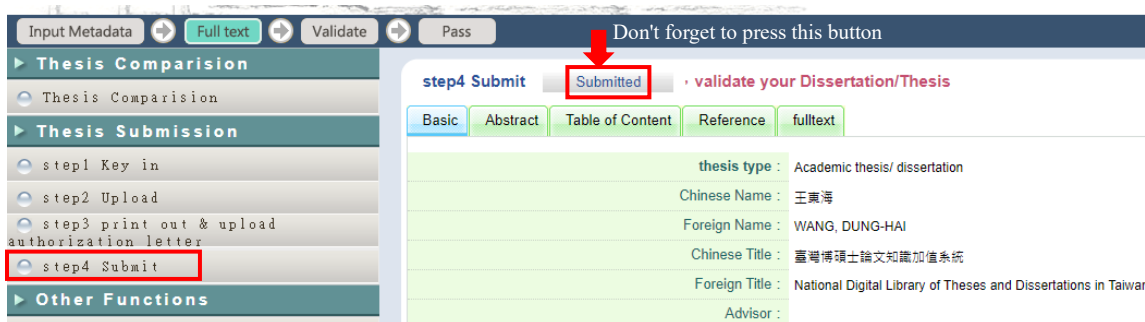
button. Please print two copies of "Dissertation and Thesis Authorization Form to Post Digital Copy Online."

4. Sign on your authorization letter. Please don't use electronic signature.
5. Please scan 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.

6. 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.



Don't forget to press this button

step4 Submit Submitted validate your Dissertation/Thesis

Basic Abstract Table of Content Reference fulltext

thesis type : Academic thesis/ dissertation
Chinese Name : 王真博
Foreign Name : WANG, DUNG-HAI
Chinese Title : 臺灣博碩士論文知識加值系統
Foreign Title : National Digital Library of Theses and Dissertations in Taiwan
Advisor :

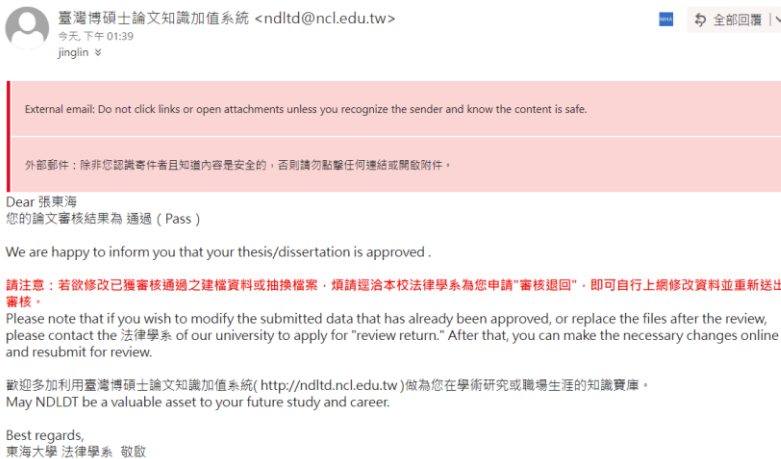
7. After submitting your thesis/dissertation for validation, you can't modify any information in the system again. Thus, if you would like to change any information, you can use "cancel submit" function in "step 4 Submit" to cancel submission and modify the information.

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

8. If you get the validation, you will receive an e-mail notification.

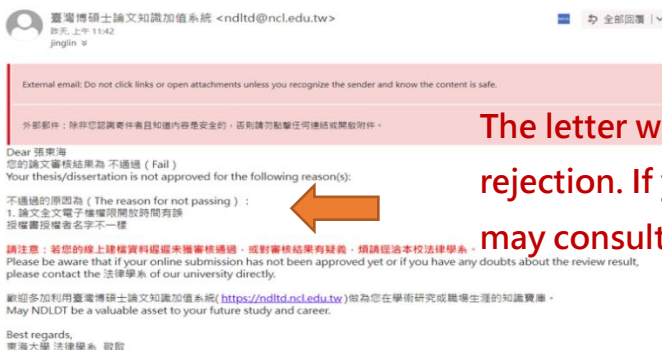
Congratulations!

論文審核結果通知信 (請勿直接回覆)



- 9.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.

論文審核不通過結果通知信 (請勿直接回覆)



The letter will list the reasons for rejection. If you have questions, you may consult the teaching assistant.

10. 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’** (One is called **Tunghai University Authorized Agreement for Thesis/Dissertation**, the other is **National Central Library Authorized Agreement for Thesis/Dissertation**) 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.
- (3) Upon completing the above steps, you have finished the library checkout process. To verify completion of other checkout procedures, please check the Student Information System.

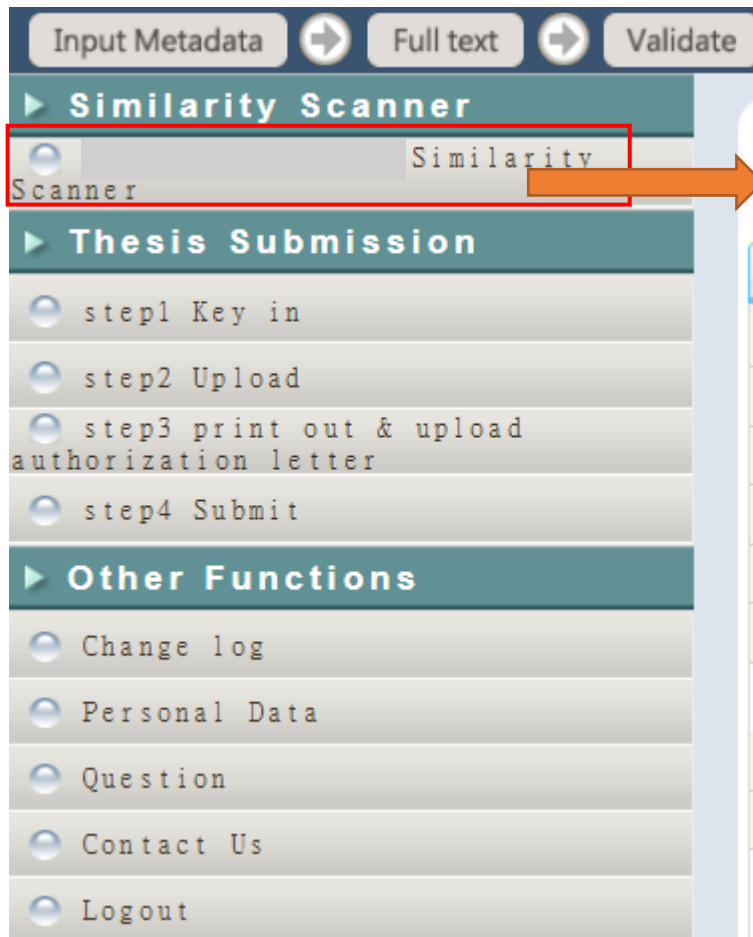
Reminder

- Please pay close attention to the homepage of a Thesis/Dissertation system , as well as the latest updates.
- The left-hand function bar contains documentation and a download section with watermarks. For any issues with thesis archiving, please refer to these resources. °



Reminder

In addition to the TURNITIN, thesis/dissertation system also provides writeaid similarity scanner service. The comparison sources across different systems can complement each other.



Click this link to access to writeaid similarity scanner service (comparison source: domestic doctoral and master's theses).

The system is **available for use during its operational period.**

For any inquiries, please contact Ms. Lin

at Public Services Division of Office Library and Information Services.

Extension 28761

EMAIL: jinglin@thu.edu.tw