

Thesis & Dissertation Submission Instructions



2022/06 版

Thesis & Dissertation Components:

1. Cover and spine ★only for printed copies 2. Title page 3. Copy of your signed authorization letter(for school only) ★only for printed copies 4. Copy of thesis approval form ★only for printed copies 5. Acknowledgement	NOT numbered single-sided printing
6. Abstract & Keywords (Chinese) 7. Abstract & Keywords (English) 8. table of contents 9. List of Tables 10. List of Figures	numbered “i,ii,iii.....” single-sided printing
11. Main text 12. References 13. Appendices	numbered “1,2,3.....” <ul style="list-style-type: none">• exceeds 80 pages: double-sided printing• less than 80 pages: single-sided printing and each starting page is not limited to a single page
14. Back cover	NOT numbered



One complete Thesis/Dissertation file MUST be supplied as follows:

- Convert the Word files to a single PDF file.
- Add [watermark](#) of the NTUE’s logo.
- Set up document security for PDF file.

Link to the E-Thesis & Dissertation System

國立臺北教育大學 博碩士論文系統

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

臺灣博碩士論文知識加值系統(NDLTD in Taiwan) | 圖書館首頁

論文建檔與管理

Submission

論文查詢

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建檔流程

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相關連結

Related Links

最新消息 News

【公告】「國立臺北教育大學學位論文格式規範」修訂版（2021/12/22教務會議修正通過），置網頁【下載區】提供使用。（2021-12-30）

其中本校學位論文「授權書」及「口委審定書」上傳及裝訂規定：

1. 口委審定書不需上傳論文系統；
2. 親筆簽名之授權書需上傳論文系統（上傳論文PDF檔後始可列印授權書）；
3. 二者皆需裝訂於紙本論文中。

餘請詳閱修訂版格式規範。（可參考論文系統下載區）

【公告】「國立臺北教育大學學位論文抽換申請書」修訂版（2021/11/03教務會議修正通過），置網頁【下載區】提供使用。（2021-11-15）

【公告】有關 APA 7th 格式規範，請參見網頁「相關連結」。（2021-11-01）

【系統更新】「國立臺北教育大學博碩士論文系統」重大功能調整通知（2021-04-29）

**歡迎您將學位論文電子檔授權予國家圖書館，推動學位論文開放共享（2021-03-17）

【公告】修訂版「國立臺北教育大學紙本學位論文延後公開申請書」，置網頁【下載區】提供使用（2020-12-30）

【公告】請使用新版「國家圖書館學位論文延後公開申請書」（2020-10-05）

Login

國立臺北教育大學 博碩士論文系統

臺灣博碩士論文知識加值系統(NDLTD in Taiwan) | 圖書館首頁

論文建檔與管理 **Submission**

論文查詢 **Search**

最新消息 **News**

建檔流程 **Upload Workflow**

建檔說明 **User Guides**

下載區

Account/PW

You might have Account/PW that was set up through your department office

帳號:

密碼:

Go

First Login & Check Your Personal Data

Change the language

Input Metadata

Full text

Validate

Pass

論文建檔

step1 Key in

step2 Upload

step3 print out & upload authorization letter

step4 Submit

其他功能

Change log

Personal Data

Question

Contact Us

Logout

中文版 / English

Question

User's Manual

幫助

Logout

修改資料 All mandatory fields indicated with red asterisks (帳號建立日期 Account creation date : 2021-04-26)

回原身分

Field	Content
* thesis type :	<div><input checked="" type="radio"/> Academic thesis/ dissertation</div> <div><input type="radio"/> Thesis substitute: technical report (applied science/ technology)</div> <div><input type="radio"/> Thesis substitute: work with written report (fine arts)</div> <div><input type="radio"/> Thesis substitute: proof of achievement with written report (sports)</div> <div><input type="radio"/> Thesis substitute: professional practice report (professional practice areas)</div>
User ID :	109NTP0476187
* Password :	
* Name :	戴OO
School :	National Taipei University of Education
Department :	特殊教育學系
Degree Date :	109
Semester :	二
Student ID :	
* E-mail :	@mail.ntue.edu.tw

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
<http://mojlaw.moj.gov.tw/LawContentDetails.aspx?id=FL010631>

Submit

Submission Process

 **step1 Key in**



 **step2 Upload**

 **step3 Print out & upload authorization letter**



 **step4 Submit**



Submission Process : step1 key in

Input Metadata → Full text → Validate → Pass

中文 / English Question User's Manual Logout

論文管理

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

其他功能

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

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

Add Dissertation/Thesis Click here to enter , your Dissertation/Thesis data.

Basic Abstract Table of Content Reference

thesis type :

Chinese Name :

Foreign Name :

Chinese Title :

Foreign Title :

Advisor :

E-mail of Advisor :

Advisory Committee :

Date of Defense :

Degree :

School Name :

Department Name :

Academic Year :

Publish Year :

Student ID :

Language :

Page Count :

Chinese Keyword :

Foreign Keyword :

數位影響 :

E-mail :

Click " Add " button to enter your Thesis/Dissertation data

Submission Process : step1 key in

Edit Dissertation/Thesis

Basic

Abstract

Table of Content

Reference

Please fill out the basic information of your Thesis/Dissertation

All mandatory fields indicated with red asterisks

* thesis type :

☒ Academic thesis/ dissertation

☐ Thesis substitute: technical report (applied science/ technology)

☐ Thesis substitute: work with written report (fine arts)

☐ Thesis substitute: proof of achievement with written report (sports)

☐ Thesis substitute: professional practice report (professional practice areas)

* Chinese Name :

劉○○

* Foreign Name :

The all letter of English name must be uppercase ,Ex: WANG, XIAO-MING or WANG, SIAO-MING

TOO,WOOO-UO

* Chinese Title :

香港○○○○○○○○○○之研究

* Foreign Title :

The first letter of English name must be uppercase

A Research of ○○○○○○○○○○○○○○○○○○○○ in Hong Kong

* Advisor :

Add

The all letter of English name must be uppercase ,Ex: WANG, XIAO-MING or WANG, SIAO-MING

Chinese

劉○○

Foreign

* E-mail of Advisor :

If there are more than two E-mail, please use comma(,) to separate them

Submission Process : step1 key in

Edit Dissertation/Thesis

Basic

Abstract

Table of Content

Reference

All mandatory fields indicated with red asterisks

• Reference :

※ Please press tabs and fill out all the data of your dissertation /thesis.

※ When all the data is completed, please click "Data temporary" or " Save" button.

※ Data temporary is just for saving data temporarily, you can log in and continue the process.

When all the data is completed,
please click "Data temporary" or " Save" button

Temporary Save

Save

Submission Process : step2 Upload

The screenshot shows a web interface for the submission process. At the top, there is a navigation bar with buttons: "Input Metadata", "Full text" (highlighted in green), "Validate", and "Pass". To the right of these buttons are links for "中文版 / English", "Question", "User's Manual", "戴OO", and "Logout".

On the left side, there is a sidebar menu. The first section is "論文建檔" (Thesis Building), which contains four items: "step1 Key in", "step2 Upload" (the current step), "step3 print out & upload authorization letter", and "step4 Submit". The second section is "其他功能" (Other Functions), which contains five items: "Change log", "Personal Data", "Question", "Contact Us", and "Logout".

The main content area is titled "step2 Upload" and includes a link "If you have any problem · please [Contact Us](#)". Below the title, there is a button labeled "Upload or delete full text" which is highlighted with an orange box. To the right of this button is a link "Click here if applying for embargo of thesis/dissertation" followed by the text "(If you want to apply for the patent through TIPO, please click this button)".

Below the button, there is a green box labeled "fulltext" and a status message "Status : No File Uploaded". A large orange hand icon with an arrow points to the "Upload or delete full text" button.

Click “ Upload or delete full text ” button

Submission Process : step2 Upload

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://ndltdcc.ncl.edu.tw/get_contact.php），謝謝！

Delete Full Text

Upload Full Text :

Add file

File Name : Full-Text

選擇檔案

未選擇任何檔案

確定上傳

UPLOAD

One complete Thesis/Dissertation file MUST be supplied as follows:

• Convert the Word files to a single PDF file.

• Add [watermark](#) of the NTUE's logo.

• Set up document security for PDF file.

Submission Process : step2 Upload

Input Metadata

Full text

Validate

Pass

中文版 / EnglishQuestionUser's Manual戴OOLogout

論文建檔

step1 Key in

step2 Upload

step3 print out & upload authorization letter

step4 Submit

其他功能

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 TIPO, please click this button)

fulltext

Full-Text

Status : have Full Text

Choose Copyright License Agreement

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

Submission Process : step3 Print out & upload authorization letter

Input Metadata → Full text → Validate → Pass

論文建檔

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

其他功能

- 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 :

①

②

Please print out and sign the authorization letter

Dissertation and Thesis Authorization Form to Post Digital Copy Online



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Title : A Research of 00000000000000000000 in Hong Kong

Advisor : 黃00

I do hereby authorize individuals to access the full text of the aforementioned dissertation/thesis (including abstract) online for non-commercial purposes of searching, reading, downloading, and/or printing. This is a non-exclusive authorization without compensation granted to National Central Library and the university from which I graduated to reproduce this work in the format of microfilm, compact disc or digital file without limits to location, time, or number of reproductions. I also agree to the public transmission of an electronic file.

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- ☐ Immediate access at my school, with public access after //
- ☐ Open access at my school after // ; open public access after //
- ☐ Other _____

Name : TOO,W000-U0

Signed : your handwritten Date (yyyy/mm/dd) : 2022/06/06

signature

6/06

Submission Process : step3 Print out & upload authorization letter

Upload authroization letter

All mandatory fields
indicated with red asterisks

Please upload your file

*File Name :



Notice:

- File (the one for school only) should be uploaded as PDF/JPG in this page.

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

Submission Process : step3 Print out & upload authorization letter

Input Metadata

Full text

Validate

Pass

中文版 / EnglishQuestionUser's Manual藏OOLogout

論文建檔

step1 Key in

step2 Upload

step3 print out & upload authorization letter

step4 Submit

其他功能

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 :

Print

Upload authroization letter

Next

Submission Process : step4 Submit

Input Metadata

Full text

Validate

Pass

中文版 / English

Question

User's Manual

幫助

Logout

論文建檔

step1 Key in

step2 Upload

step3 print out & upload authorization letter

step4 Submit

其他功能

Change log

Personal Data

Question

Contact Us

Logout

step4 Submit

Submitted

validate your Dissertation/Thesis

Basic

Abstract

Table of Content

Reference

fulltext

thesis type : Academic thesis/ dissertation

Chinese Name : 蕭OO

Foreign Name : TOO,WOOO-UO

Chinese Title : 香港=====之研究

Foreign Title : A Research of OOOOOOOOOOOOOOOOO in Hong Kong

Advisor :
Chinese : 蕭OO
Foreign :
E-mail of Advisor : hvk0127@mail.ntue.edu.tw

Advisory Committee :
Chinese : 柯OO
Foreign :
Chinese : 陳OO
Foreign :
Date of Defense : 2021-04-27
Degree : Master
School Name : National Taipei University of Education
Department Name : 數位教育研究所
Academic Year : 109
Publish Year : 2021
Student ID : 82128
Language : Chinese
Page Count : 66

Department Office

will notify you the result of
submission by E-Mail



Reject!!

論文審核結果通知信 (請勿直接回覆)



您的論文審核結果為 **不通過**

Your thesis/dissertation is not approved for the following reason(s):

不通過的原因為：

1. 論文全文電子檔內未加入浮水印
2. 論文全文電子檔未設定保全, 煩請重新上傳

Please refer to the email for
disapproval reasons, and then
submit again after correction.

Pass!!

Make 2 copies of your signed authorization letter , insert one copy for school only (right before the thesis approval form) into each Theses/Dissertations respectively, and then get Theses/Dissertations bound.

Input Metadata Full text Validate Pass

論文建檔

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

其他功能

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

step4 Submit (Pass)

Basic Abstract Table of Content Reference fulltext

thesis type : Academic thesis/ dissertation

Chinese Name : 戴OO

Foreign Name : TOO,WOOO-UO

Chinese Title : 香港oooooooooooooooooooo之研究

Foreign Title : A Research of ooooooooooooooooooooo in Hong Kong

Advisor :

Chinese : 戴OO

Foreign :

E-mail of Advisor : [REDACTED]@mail.ntue.edu.tw

Advisory Committee :

Chinese : 柯OO

Foreign :

Chinese : 陳OO

Foreign :

Date of Defense : 2021-04-27

Department Office

will notify you the result of submission by E-Mail



Graduation Procedures

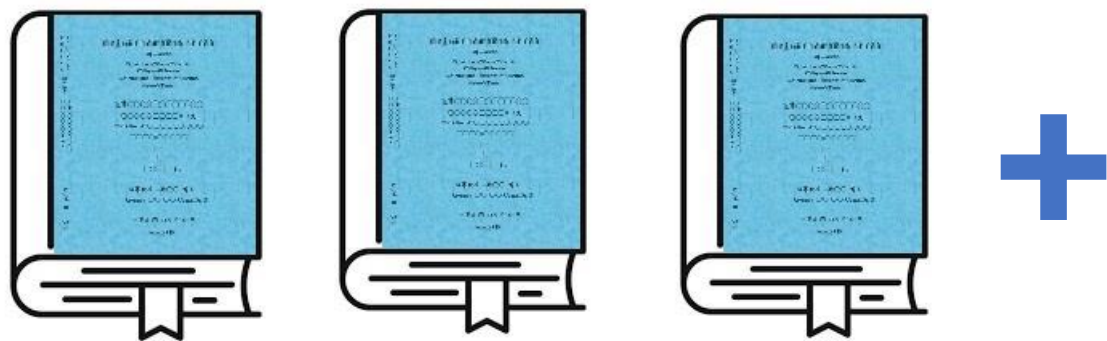


Processing will begin upon department's approval.



Library Procedures :

1. All borrowed books should be returned, and overdue fees paid in full.
2. Submit 2 copies of authorization letters of the Thesis / Dissertation (School Library and National Central Library) with your handwritten signature (**NOT** Using E-Signature).
3. Submit 3 copies of printed Thesis / Dissertation. (binding: paperback with glossy coating, A4 size)



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Advisor : 00

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☐ Immediate access at my school, with public access after //
☐ Open access at my school after // ; open public access after //
☐ Other

Name : TOO.WOOO-UO

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

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☒ Immediate public access
☐ Immediate access at my school, with public access after //
☐ Open access at my school after // ; open public access after //
☐ Other

Name : TOO.WOOO-UO

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