

圖書資訊處 公告

敬送 管理學院(博士班)

112 年 6 月 12 日

主旨：111-2 研究生畢業論文比對、上傳及繳交流程及注意事項，惠請本學期畢業之研究生配合辦理。

說明：

一、111-2 研究生論文比對及繳交時程：

※圖書館審核皆為人工作業，不接受急件辦理，如有自身需求請提早作業！

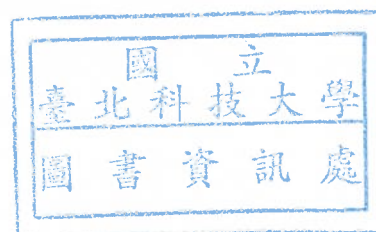
順序	項目	工作天數	截止日	連結
1	申請 Turnitin 帳號	1-2	隨時都可申請，但請自行預估時程提早作業	點此申請
2	申請論文比對複核	2-3	學位考試 1 週前 ，超過時程仍可申請，但圖書館將依序辦理， 勿以超過時程為由來電催促！	點此申請
3	申請論文上傳帳號	-	無須人工作業天數，申請即可完成	參照說明
4	電子論文上傳	1-2	112 年 8 月 16 日(三)	點此登入
5	辦理離校手續	-	112 年 8 月 24 日(四) (如有異動依教務處/進修部規定為準)	校園入口網 離校系統

二、研究生至圖書館繳交紙本論文前，需先**完成電子論文上傳**且**審核通過**，並備妥：

No.	項目	數量	注意事項
1	平裝紙本論文	1 冊	請至 圖書館網頁 查詢裝訂說明
2	學位論文授權書	2 張	論文系統 Step.3 印出表單後簽署
3	審核結果<通過>通知信	1 份	電子論文審核通過 Email 直接印出
【紙本論文需申請延後公開者】 請另備以下項目（僅電子論文延後公開不用）			
4	延後公開申請書	本校、國圖 各 1 張	申請說明詳如 附件 1 及 2 ，如不符合規定國家圖書館可能不予受理申請並公開論文，請自行留意！
5	延後公開 證明文件	2 份	

三、相關資訊皆已置於圖書館網頁，請參考：圖書館首頁 > 右下角「[研究生畢業專區](#)」；如有問題請洽承辦人：

- Turnitin 帳號申請、原創性比對、複核申請：李獻生 先生(校內分機 3113)
- 論文格式、電子論文上傳、論文授權及延後公開、紙本論文繳交：林韋伶 小姐(校內分機 3136)
- 圖書館離校簽核：圖書館櫃台(校內分機 3119、3110)



【附件 1】紙本論文延後公開申請說明

- 一、如需申請「紙本論文」延後公開者，請填寫延後公開申請書(本校、國圖各 1 張)並檢附相關證明文件以為佐證；如僅電子論文延後公開者，請於電子論文上傳時於系統填寫公開日期，並簽署授權書即可，毋需填寫延後公開申請書。
- 二、論文應以公開為原則，依臺教高通字第 1090112935 號函，系所論文延後公開比例過高將影響系所增設或招生名額，因此申請前請審慎評估。
- 三、申請紙本論文延後公開之注意事項：
 - (一) 須填妥本校、國家圖書館的「延後公開申請書」各 1 張，確實勾選、說明符合學位授予法規範之申請理由(機密、專利事項或依法不得公開)，並檢附相關證明文件；表單填寫注意事項詳如附件 2。
 - (二) 研究生於「電子論文建檔」時，須上傳上述 2 張延後公開申請書及證明文件之掃描檔至電子論文繳交系統，並於繳交紙本論文時一併繳交文件正本
 - (三) 圖書館並未規定證明文件形式，該文件與申請理由相符即可，惟依學位授予法及國家圖書館規定，申請理由不予受理「投稿期刊」、「研究尚未發表」等非學位授予法規範之延後公開申請理由。
 - (四) 填寫國家圖書館申請書時請留意：若無特殊理由，請勿勾選「書目資料延後公開」，以免論文系統前台資料被隱藏，影響未來自身權益。
 - (五) 依本校規定，紙本論文延後公開年限最多 5 年，申請以 1 次為限。
- 四、如有任何問題請洽圖書館承辦人：林韋伶 小姐（校內分機 3136）。

Library Notices for thesis submission

1. Procedures and deadlines for Spring-Summer 2023 thesis submission:

✘ **Any urgent request will NOT be allowed.** Please finish the procedures as soon as possible.

No.	Procedures	Working days	Deadline	Link
1	Apply for Turnitin account	1-2	None.	Link
2	Apply for Turnitin review	2-3	1 week before the oral defense. You can still apply for it if you don't meet the deadline, but the library will review the applications in order and will not allow any urgent request.	Link
3	Register an account for thesis submission system	-	None. You will get the account once you register for it.	Guide
4	Upload thesis full-text	1-2	August 16th (Wed), 2023	Log in
5	Finish all graduation procedures	-	August 24th (Thu), 2023	Student Portal

2. To finish the library's graduation procedure, please upload the full-text and pass the validation first, and prepare the following document:

No.	Required Items	Copy	Notes
1	Paperback thesis	1	Refer to the binding information on the library's website.
2	Authorization Agreement	2	Print out the forms at Step.3 in the thesis submission system.
3	Thesis Validation *Approval* Email	1	When you get the approval email, print it out directly.
If you need to delay the open access date of your paper copies , please prepare the following document as well:			
4	Application Form of Embargo on Release of Thesis/Dissertation	2 (1 for NTUT & 1 for NCL)	Please follow what it mentioned in the appendix 1 & 2 . If there is any omission, your application will not be allowed.
5	Evidence Material (to prove the reason for embargo)	2	

3. Visit the library's website for more detailed information:

- Anything about plagiarism checker or uploading thesis:
Library's Home / "[Graduation Reminders for Graduate Students](#)" in the bottom right corner
- Download the [Step-by-step Guide](#), [thesis template](#), [application forms](#):
Library's ETD System / [Download](#)
- How to avoid any returns from the library review:
Library's ETD System / [User Guides](#) / [Library Review Checklist](#)

Appendix 1. Reminders for applying for thesis embargo

1. The application forms for thesis embargo are for delaying the open access date for "paper copy" of your thesis. If you want to delay the open access date for your online full-text, you just have to select the open access date in the thesis submission system and sign the agreement. Do not fill in the application forms.
2. Descriptions for applying for thesis embargo:
 - (1) Fill in 2 forms of "Application Form of Embargo on Release of Thesis/Dissertation" (1 for NTUT and 1 for NCL) with any evidence material attached. Only the thesis content is involving confidential information, patent registration, or any legitimate reasons are allowed to apply for embargo, so please explain the actual and reasonable reason for applying.
 - (2) Please prepare all documents and evidence material in advance and upload these to the thesis submission system. The original copies should also submit to the library when you submit your paper copy of the thesis.
 - (3) As long as the evidence material shows the reason, any kind of document will be accepted. However, abiding by Degree Conferral Act and the regulation of National Central Library, "submitting for publication" is NOT the reason for applying the embargo so please do not write this reason or your application will be rejected.
 - (4) When filling the application form, it is recommended not to check "Delay public access to online bibliographic record" or your thesis information will not show in our system.
 - (5) According to our school's regulation, the embargo application can only be applied for once and the public access date can only be delayed for 5 years at most.
3. If there is any other question, please contact: weiling@mail.ntut.edu.tw

— — — — —

— — — — —