

**NCKU ETDS****(Electronic Theses & Dissertations Service, ETDS)****FAQ****Table of Contents**

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## 一、Deadline

Q1 : When is the deadline for the electronic thesis submission?

A : There is no deadline for the electronic thesis submission. Only the Registrar Division of the Academic Affairs Office (ext.50132) sets the deadline for the students to graduate.

Q2 : When do I submit my electronic thesis?

A : You can submit your electronic thesis after passing the oral defense exam.

## 二、Electronic File Format

Q1 : What formats are accepted?

A : PDF is the accepted format for the text-based portions of the thesis/dissertation. This includes the body of the work, scanned and signed documents. Conversion to the PDF file is recommended. If there is a problem with the file conversion, please contact the Library Reference Desk.

Q2 : Do I need to combine all chapters into a single file to upload to ETDS system if the thesis is written in chapters?

A : Yes, please refer to 「[Guide to ETDS File Conversion and Service Workflow](#)」 to combine all MS Word files into one file and renumber the page numbers before PDF file conversion. It can save lots of time in the conversion process.

Q3 : Do I need to write “Extended Abstract” ?

A : No, If your thesis is written in Chinese, you will need to write “Extended Abstract” instead of the regular English Abstract. Please refer to 「[Guidelines on Writing Dissertations for Ph.D. and Master’s Students \(Curriculum Division ext. 50157\)](#)」 for the writing format.

## 三、File Conversion

Q1 : How do I convert my thesis into PDF file? Where can I obtain the file conversion software?

A : Regarding file conversion, please refer to 「[Guide to ETDS File Conversion and Service Workflow](#)」 You can log in NCKU Computer & Network Center (<http://cc.ncku.edu.tw/files/11-1255-6834.php>) to download Adobe Acrobat software (Campus Authorization) or you can use the computer with Acrobat Writer software in Library Reference Desk to convert your file. If there is any question about the

downloading from NCKU Computer & Network Center, please contact at ext.61000)

Q2 : How do I convert the word I create in my thesis?

A : Please copy the C: \ windows \ eudc.euf and eudc.tte file into the computer which you are ready to convert files.

Q3 : Can Word objects all be converted correctly such as equations written by the equation editor, cached graphs, Excel-patched figures, etc.,?

A : Yes, equations written by the equation editor, cached graphs, Excel-patched figures, etc., can all be converted correctly.

Q4 : Must I add the watermark?

A : Yes, the NCKU watermark is required. Please refer to 「 [Guide to ETDS File Conversion and Service Workflow](#) 」 for the process.

Q5 : Must I join the DOI?

A : Yes. DOI is required. Please refer to 「 [Guide to ETDS File Conversion and Service Workflow](#) 」 for the process.

Q6 : How to set the Description and Security Settings in PDF file?

A : Please refer to 「 [Guide to ETDS File Conversion and Service Workflow](#) 」 for these settings.

#### 四、 **Electronic Thesis/Dissertation Submission and Upload**

Q1 : How to log in ETDS system to submit my electronic thesis?

A : Please check your student ID and password (the same as [NCKU Portal](#) ) before login, if there is any question about the ID/password, please contact the Computer and Network Center: 06-2757575 #61010

Q2 : Do I upload the electronic thesis only the main text?

A : No, you need to upload the entire electronic thesis (the same as the print thesis) which includes a cover, oral defense certificate, Chinese and English abstract, acknowledgment, table of contents, main text, references and appendix.

#### 五、 **Verification Notice**

Q : How will I know the result of the verification after submission? How long does it take to verify my thesis?

A : It generally takes about 3 working days from the next day of your submission for the Digital Thesis Group to verify your thesis. During the busy submission periods, it could take more time. You will be notified via email once your electronic thesis has been verified, approved or disapproved. If you have not received any notice after 5 days from your submission. Please log in ETDS system to check the disapproved

message or the email that you fill out in the ETDS System. If it is approved, you can print those License Agreements or you can contact Digital Thesis Group. Tel: (06)2757575ext.65773;Email: etds@email.ncku.edu.tw

## 六、 License Agreement

Q1 : How to print License Agreement?

A : You can print out these two attachments from the approval email from the ETDS system. If you did not receive any notice from ETDS system, please log in ETDS system to check the status of your thesis. You can print these two License Agreements from ETDS system if approved, if not, please submit again after revisions.

Q2 : Does the co-advisor need to sign the License Agreement?

A : No, the advisor is the one who must sign these License Agreements personally. If the advisor is not available, please fax or scan these License Agreements to him and return after he signed.

Q3 : Do I need to bind the 「Digital Thesis License Agreement」 to the print thesis?

A : No, you don't need to bind the Digital Thesis License Agreement to the print thesis. Please hand in the License Agreement signed by you and your advisor to the Circulation Desk at first floor of the library when applying for the graduation procedure.

Q4 : Do I need to bind the 「Print Thesis License Agreement」 to the print thesis?

A : No, you don't need to bind the Print Thesis License Agreement to the print thesis. Please hand in the License Agreement signed by you and your advisor to the Circulation Desk at first floor of the library when applying for the graduation procedure.

Q5 : When will the thesis be accessed online after my authorization?

A : When you submit your thesis to the ETDS system, you will be asked to select a release option for your thesis in ETDS system. These options go into effect from the day you hand in the License Agreements to the library.

Q6 : What is “Exclusive License”? What is the different between “Exclusive License” and “Non-Exclusive License”?

A : An exclusive licensee may sub-license a third party to exploit the licensed patent unless otherwise agreed upon by contract.

A non-exclusive licensee shall not be allowed to sub-license a third party to exploit the licensed patent without the consent of the invention patentee or the exclusive licensee.

Q7 : What is the use of 「國家圖書館博碩士論文電子檔案上網授權書」?

A : If you are willing to authorize the National Central Library for archiving and open access to your electronic thesis, please log in <http://eserver.lib.ncku.edu.tw/fpdf/index.php> to fill in the form. Hand in the 「國家圖書館博碩士論文電子檔案上網授權書」 signed

by you and your advisor to the Circulation Desk at first floor of the library when applying for the graduation procedure.

Q8 : What is the use of 「 [Application for delayed public release of thesis/dissertation](#) 」 (refer to Office of Academic Affairs)?

A : If you need to delay the release date of the print thesis which delivered to National Central Library for the reason of applying for the patent or submitting to journals. Please fill in 「 [Application for delayed public release of thesis/dissertation](#) 」 (Refer to **Office of Academic Affairs**). According to **Article 15.2. (3) Of the Copyright Act, Where the work is a master's thesis or doctoral dissertation written under the "Degree Conferral Act" and the author has obtained a degree.** The author shall be presumed to have consented to the public release of the work. Therefore, **if you don't fill in this Application form for delaying the release date, it will be open to the public.**

Q9 : I have completed the procedure for departure from school. What should I do if I want to authorize the National Central Library my electronic thesis?

A : Please log in [http://ndltdcc.ncl.edu.tw/get\\_thesis\\_authorize.php](http://ndltdcc.ncl.edu.tw/get_thesis_authorize.php) for online authorization. If there is any question, please contact National Central Library at (02) 23619132

## 七、 Revision of the Electronic Thesis

Q1 : How to revise my electronic thesis if I find errors after my submission?

A :

1. If the thesis has not been verified, please log in ETDS system to revise the basic information or re-upload the electronic thesis after revision.
2. If the thesis has been approved, please download the 「 [NCKU Library Request Form for Dissertation/Theses Authorization Revise](#) 」 (advisor and author signature are required) to fill in the information you want to revise then hand in System Management Division of the Library. If the revision is regarding the webpage basic information or the PDF file, please email these revised files as attachments to [etds@email.ncku.edu.tw](mailto:etds@email.ncku.edu.tw) and remember to indicate “Application for Revision” and name in the Subject. During the busy submission periods, it will verify the submission thesis prior to the revising application and wait until there is time.

\* Those who have graduated can use the fax or scanning method to have advisor sign personally on the Request Form. After signing by the advisor, the applicant should sign personally on the Request Form. Then the applicant can scan the Request Form into an electronic file and send via email or deliver personally, fax or mail to System Management Division-Digital Theses Group [Remember to indicate on the envelope]. If you fax the

Request Form, please indicate the receiver and call at ext.65773 to notify the Digital Theses Group.

Q2 : How to revise the authorization of the electronic thesis to National Central Library?

A :

1. If you have not completed the procedure of departure from school, please log in <http://eserver.lib.ncku.edu.tw/fpdf/index.php> to revise the authorization and print out. Hand in the 「[國家圖書館博碩士論文電子檔案上網授權書](#)」 signed by you and your advisor to the Circulation Desk at first floor of the library when applying for the graduation procedure.
2. If you have completed the procedure of departure from school, please download the 「[NCKU Library Request Form for Dissertation/Theses Authorization Revise](#)」 (advisor and author signature are required). Fill in the information you want to revise, then the applicant can scan the Request Form into an electronic file and send by email or deliver personally, fax or mail to Digital Theses Group [Remember to indicate on the envelope]. If you fax the Request Form, please indicate the receiver and call at ext.65773 to notify the Digital Theses Group.

Q3 : How to replace the print thesis for National Central Library?

A :

1. If you haven't completed the procedure of departure from school, please replace an incorrect thesis with a correct one to Office of Academic Affairs when applying for the departure procedure.
2. If you have completed the procedure of departure from school, please fill in 「[Application for Replacement of existing thesis/dissertation](#)」 in duplicate and choose one of the following methods for replacement.
  - (1) Please send a REGISTERED mail with the new print thesis and a copy of the signed application form attached. The letter should be addressed to “Collection Development Division”, National Central Library with a note in the envelope indicating “Application for Replacement of thesis” to the following address. No.20, Zhongshan S. Rd., Zhongzheng District, Taipei City 10001, Taiwan (R.O.C.)
  - (2) Deliver personally to Administrative Entrance of National Central Library at Guiyang St. during Monday to Friday 8:30 to 12:00 and 13:30 to 17:30.

## 八、 Priority to Verify the thesis

Q : How do I have the priority to verify the electronic thesis?

A : If you can provide the document to prove that you have the need of getting a job, schooling and military service. We will verify the thesis at high priority. Please send these documents to Digital Theses Group via email, fax (06-2378232), or deliver personally.

## 九、 Printing of the Print Thesis/Dissertation

Q1 : Can I print out the thesis/dissertation before the approval of verification?

A : Yes, please confirm the format of the thesis match the latest version of 「[Guidelines on Writing Dissertations for Ph.D. and Master's Students \(Curriculum Division ext. 50157\)](#)」

Q2 : What should I notice before printing?

A : Please notice the following:

1. Advisor on the cover page:  
Please separate the title of advisor and co-advisor clearly on the cover page, e.g.  
Advisor: OOO Co-Advisor: OOO
2. Date on the cover page :  
The Date at the bottom of the cover page should be the same as the date of the Oral Defense Certificate.
3. Academic Year on Spine :  
The academic year on the spine should be based on the date of the Oral Defense Certificate, e.g. 2018.08.01~2019.07.31(academic year 2018); 2017.08.01-2016.07.31(academic year 2017)
4. Chinese/English Keywords:  
Please place keywords at the bottom of the Chinese/ English Abstract page.
5. Personal Information:  
Please removed the personal profile.
6. Pagination:  
Please confirm the page number is the same as that in the table of contents.
7. Blank page:  
You can keep blank page without any page number for the print thesis/dissertation; Remove the blank page without any page number in the electronic thesis.
8. Watermark:  
Watermark in the print thesis/dissertation is not required.

## 9. DOI

Please add DOI to every page. Please refer to [「Guide to ETDS File Conversion and Service Workflow」](#) for the process.

\*The Digital Theses Group verify mainly the format of the electronic thesis, not the content. Please keep the content correct as possible.

## +、Departure from School

Q1 : What do I need to bring to the library when in the procedure of departure from school?

A : Please bring the [「Digital Thesis & Dissertation Copyright License Agreement」](#) and [「NCKU Print Thesis & Dissertation Copyright License Agreement」](#) signed by you and your advisor with a print copy of thesis/dissertation to the Circulation Desk at first floor of the library when applying for the graduation procedure.

## +一、Patent Application

Q1 : What form do I need to fill in if I need to delay the release date of the thesis/dissertation for the reason of applying for the patent or submit to a journal?

A :

### 1. During the procedure of departure from school

(1) Before Electronic Thesis/Dissertation been approved Please login ETDS system Submitting Website >> Authorization >> Check the Patent application option.

\*For Print thesis/dissertation, please fill out the [「Application for delayed public release of thesis/dissertation」](#) and hand over to the Office of Academic Affairs Registrar Division with a print copy of the thesis/dissertation when applying for the graduation procedure.

(2) Approved thesis/dissertation Please fill out the form [「NCKU Library Request Form for Dissertation/Theses Authorization Revise」](#) with the patent application option checked and the release date noted. Hand over to the Circulation Desk at first floor of the library when applying for the graduation procedure.

(3) For Print thesis/dissertation, please fill out the [「Application for delayed public release of thesis/dissertation」](#) and hand over to the Office of Academic Affairs Registrar Division with a print copy of the thesis/dissertation when applying for the graduation procedure.



2. Those who have completed the procedure of departure from school
- (1) For Electronic thesis/dissertation, please fill out the form 「[NCKU Library Request Form for Dissertation/Theses Authorization Revise](#)」 with the patent application option checked and the release date noted and hand over to the Circulation Desk at first floor of the library.
  - (2) For Print thesis/dissertation related issues, please contact National Central Library directly. (Tel: 0223619132)

Q2 : Can the thesis/dissertation reveal if there is no need for the patent application?

A : Please fill out the form 「[NCKU Library Request Form for Dissertation/Theses Authorization Revise](#)」 and check the option  Cancelling Patent Application, then hand over this form after signed by you and your advisor to the System Management Division of the Library. We will help to revise the release date.

## 十二、 License Agreements to National Central Library

Q1 : What kind of authorization papers related to National Central Library do I need to hand over when applying for the procedure of departure from school?

A :

1. 「Application for delayed public release of thesis/dissertation」 (Refer to Office of Academic Affairs Registrar Division) (Optional)  
If you need to delay the release date of the print copy of the thesis/dissertation which is sent to National Central Library. Please fill out the 「[Application for delayed public release of thesis/dissertation](#)」 and hand over to the Office of Academic Affairs Registrar Division with a print copy of the thesis/dissertation when applying for the graduation procedure.
2. 「國家圖書館學位論文網路公開授權書」 ( Refer to Library)(Optional)  
Please log in <http://eserver.lib.ncku.edu.tw/fpdf/index.php> to fill in the form then hand in the 「[國家圖書館學位論文網路公開授權書](#) Authorization for Public Access of Thesis/ Dissertation」 signed by you and your advisor to the Circulation Desk at first floor of the library when applying for the leaving school procedure.