

# 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！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>

今天, 下午 02:12

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)


欄位	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: 專業資格報告 (專業資格類)
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

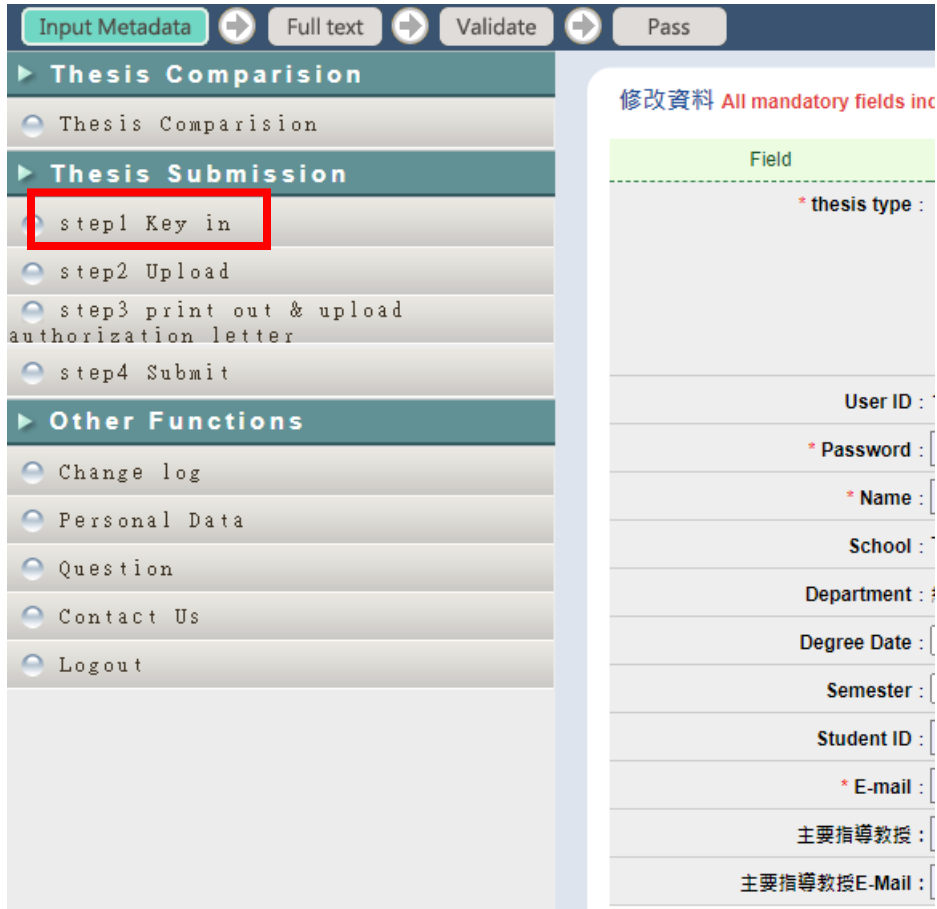
本校蒐集您個人資料之目的係為進行電子論文作業管理, 本表蒐集之個人資料: 姓名、學號、系所、連絡電話、電子信箱(C001辨識個人者 註)等資訊, 在電子論文作業管理期間用於校務地區進行各項聯繫及通知(電子郵件、電話、書面)之用。若未提供必備欄(\*)正確完整之資料, 有可能無法完成申請, 你得依個人資料保護法第3條請求置業、補充、更正、製給複製本及請求停止蒐集、處理、利用及請求刪除等權利, 行使方式請洽本校業務承辦人。  
註: 個人資料保護法之特定目的及個人資料之類別代號

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 navigation buttons: "Input Metadata", "Full text", "Validate", and "Pass". Below these are three main sections: "Thesis Comparison", "Thesis Submission", and "Other Functions". The "Thesis Submission" section is expanded, showing four steps: "step1 Key in" (highlighted with a red box), "step2 Upload", "step3 print out & upload authorization letter", and "step4 Submit". The "Other Functions" section includes "Change log", "Personal Data", "Question", "Contact Us", and "Logout".

The right-hand side of the interface shows a form titled "修改資料 All mandatory fields inc". The form has a header "Field" and a list of input fields:

- \* 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.)

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)

Full-Text

Status : have Full Text

If you have uploaded your thesis, It will be shown "have Full Text" here

Copyright License Agreement :

Immediate public access

Immediate on-campus access : Public access starting from [2024] year [03] month [28] day ; Public access starting from [2024] year [03] month [08] day

On-campus access starting from [2024] year [03] month [28] day ; Public access starting from [2024] year [03] month [08] day

Other :

Patent application / delaying public access to abstract of dissertation/thesis

Application for Embargo : View (Please check the Delaying public access Application meets rules of the university)

Delayed disclosure date : 2024-03-28

Next

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

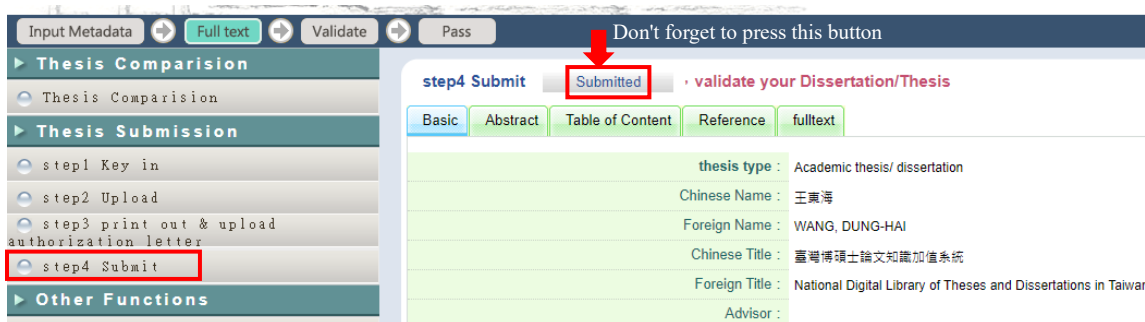
button. Please print two copies of "Dissertation and Thesis Authorization Form to Post Digital Copy Online."

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

thesis type :	Academic thesis/ dissertation
Chinese Name :	王真海
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)

臺灣博碩士論文知識加值系統 <ndltd@ncl.edu.tw>  
今天, 上午 09:52  
jinglin

External email: Do not click links or open attachments unless you recognize the sender and know the content is safe.

外部郵件：除非您認識寄件者且知道內容是安全的，否則請勿點擊任何連結或開啟附件。

親愛的指導教授您好：  
您的研究生張東海已完成學位論文線上建構  
經法律學系審核之結果為 通過 ( Pass )  
若您對審核結果有任何問題，歡迎逕洽法律學系辦公室  
感謝老師對張東海的辛勤指導

東海大學 法律學系 敬啟

- 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)

臺灣博碩士論文知識加值系統 <ndltd@ncl.edu.tw>  
昨天, 上午 11:42  
jinglin

External email: Do not click links or open attachments unless you recognize the sender and know the content is safe.

外部郵件：除非您認識寄件者且知道內容是安全的，否則請勿點擊任何連結或開啟附件。

Dear 張東海  
您的論文審核結果為 不通過 ( Fail )  
Your thesis/dissertation is not approved for the following reason(s):  
不通過的原因為 ( The reason for not passing ) :  
1. 論文全文電子檔權限開放時間有誤  
授權書授權者名字不一樣

請注意：若您的線上建構資料還從未審核通過，或對審核結果有疑義，煩請逕洽本校法律學系。  
Please be aware that if your online submission has not been approved yet or if you have any doubts about the review result, please contact the 法律學系 of our university directly.

歡迎多加利用臺灣博碩士論文知識加值系統( <https://ndltd.ncl.edu.tw> )做為您在學術研究或職場生涯的知識寶庫。  
May NDLTD be a valuable asset to your future study and career.

Best regards,  
東海大學 法律學系 敬啟

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.

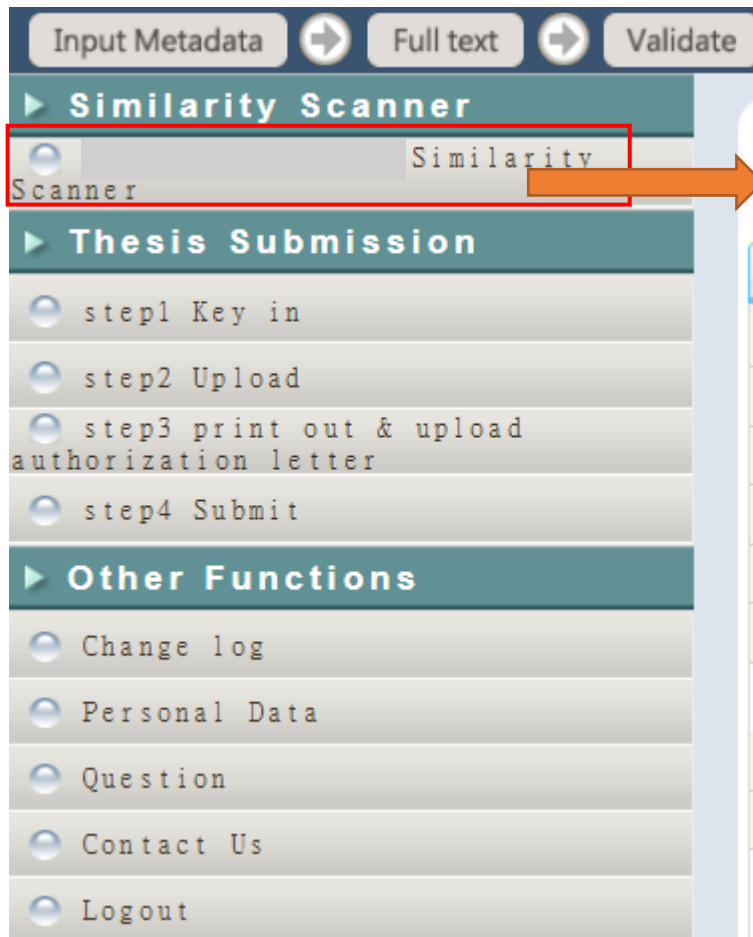
Reminder

- 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. °

The screenshot shows the homepage of the Tunghai University Digital Theses and Dissertations System. The browser address bar indicates the URL is cloud.ncl.edu.tw/thu/. The page header includes the Tunghai University logo and the system name '博碩士論文系統' (TUNGHAI UNIVERSITY DIGITAL THESES AND DISSERTATIONS SYSTEM). A navigation menu on the left lists various functions: 論文建檔與管理 (Thesis Archiving and Management), Submission, 論文查詢 (Thesis Search), Search, 最新消息 (News), 建檔流程 (Upload Workflow), Upload Workflow, 建檔說明 (User Guides), 下載區 (Download), Download, 相關連結 (Related Links), and Related Links. The main content area features a news item titled '學位論文相似檢測服務' (Thesis Similarity Detection Service) with a '歡迎使用' (Welcome to Use) banner. The banner also includes the text '113學年度第二學期' (Second Semester of 113 Academic Year) and '學位論文相似檢測服務' (Thesis Similarity Detection Service). Logos for Tunghai University and the National Central Library are visible.

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