SUBMISSION OF THESIS AND GRADUATION PROCEDURES

Step 1. Submit your e-Thesis

1. Convert the thesis into PDF file.

2. Log into the Electronic Thesis/Dissertation Service system (ETDS), submit your e- Thesis and fill out the thesis information.

3. Abstract in **both English and Mandarin** are required when uploading to the library database
   http://thesis.lib.nccu.edu.tw/cgi-bin/gs32/gsweb.cgi/ccd=q_Ig0x/thesislogin?
   *Click the link, change the language to English, and select upload paper

Step 2. Bind the Copyright License Agreement with your Thesis

The library will take 3 working days to examine the uploaded files. If the content and format comply with all requirements, the system will send you an approval notification that proves you have completed the file creation in the Library system.

Once students receive the approval, they need to:

1. Print out and sign on the "Thesis and Dissertations Approved Notification"
   (**DO NOT** bind with the thesis)
   *submit to the main library or branch libraries for verification along with the hard-bound theses
2. Print out and sign on the "Authorization Form for Thesis and Dissertation Full Text Upload" *4 copies
   (bind with the hard-bound thesis)

Students are required to print out a total of 4 hard-bound theses; two copies for the library section, and two copies for the IMICS office.

Note:

- Once the thesis received approval from oral defense committees and hard–bound copies have been submitted to the Library, the thesis will be regarded as a NCCU's archive and consequently will be no longer possible to make a change or replacement.

- Once Students are granted with the copyright authorization, any alteration is no longer possible.

Step 3. Complete the Graduation Procedures

Log in iNCCU and print out the "Graduation Procedures Checklist" in 畢業生離校檢核.
Please follow the order listed on the checklist, and complete all the required stamps. Students are required to submit two hard-bound theses to the library section, and two copies to the IMICS office.

Note: The Library privileges and the right to use e-resources will be terminated upon the completion of graduation procedure. To keep your borrowing privileges, please apply for a NCCU Alumni Card at NCCU Alumni Service Center.