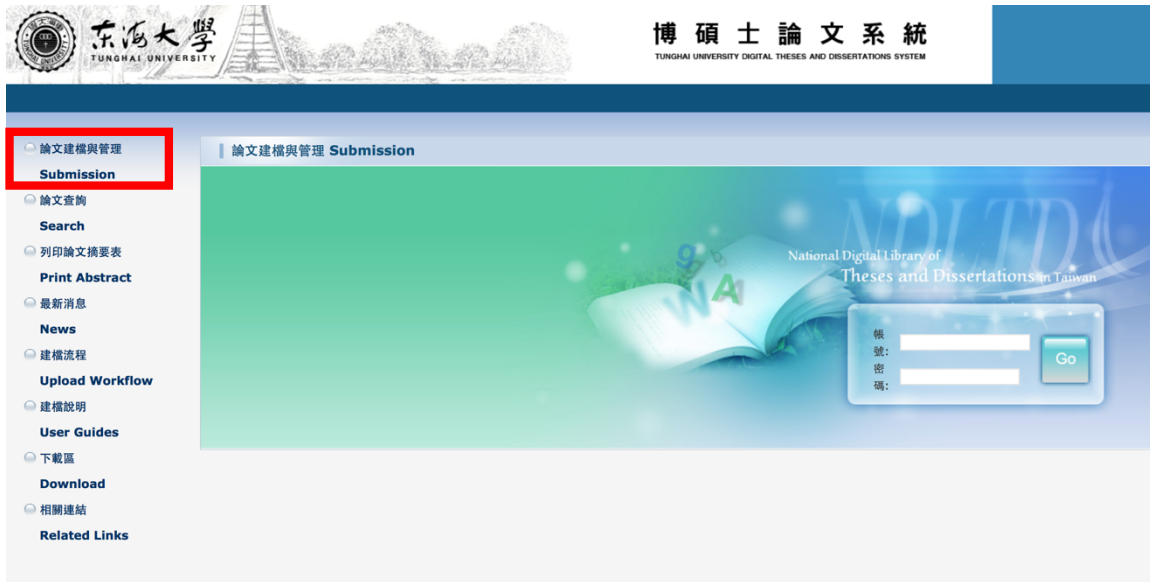


Thesis/Dissertation Metadata Creation Procedures User Guide

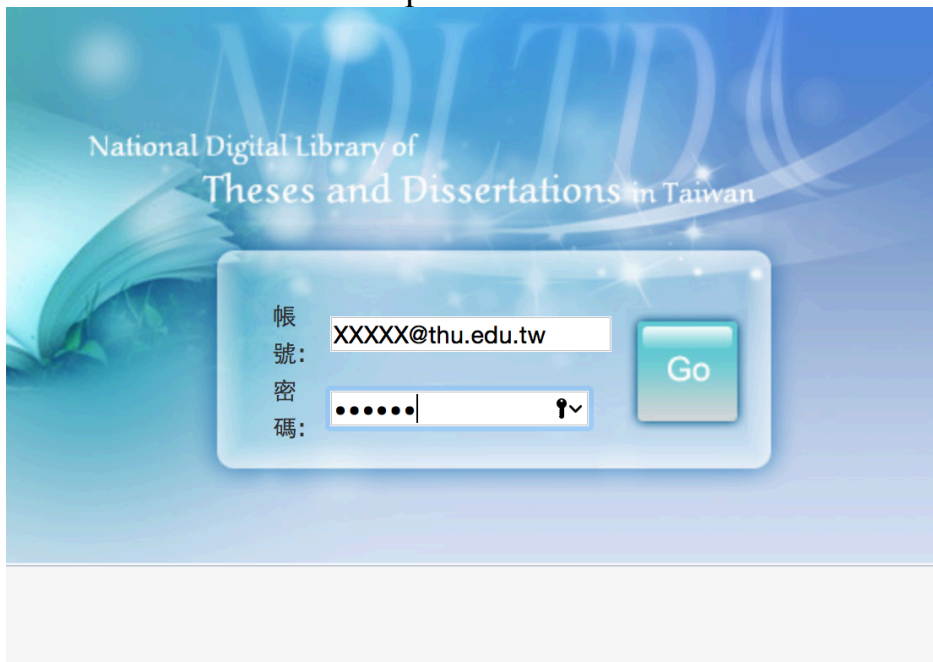
<http://cloud.ncl.edu.tw/thu/>

First stage: Register a system account

1. Click on “Submission”



2. Enter “THU-NID” and password.



3. In the following page, select your department and enter your name, email and other personal information.

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National Digital Library of Theses and Dissertations in Taiwan

系統功能
基本資料
其他功能
聯絡我們
登出系統

請輸入個人基本資料 紅色*號為必填欄位

如果有任何問題，請立刻聯絡我們

欄位 內容

*學年度：100
學校名稱：國家大學
系所名稱：中國文學系研究所
姓名：吳信賢
學號：
電子郵件：gorden@flysheet.com.tw (請確實填寫)
學期：二
連絡電話：
地址：

請務必選擇正確之系所，以利後續之論文審核。

請務必填寫正確之E-mail，以利後續接收相關系統訊息。

Apply

4. Your account number and password for logging

<http://cloud.ncl.edu.tw/thu/> will be generated.

Then you can click the start button to create basic information of thesis/dissertation.

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如果有任何問題，請立刻聯絡我們

欄位 內容

申請已通過，建檔帳號如下
帳號：100NCL00045001
密碼：dMCBEfy (系統預設密碼，如您已自行修改，請以修改後密碼為準)
您可選擇使用校方核發之E-mail帳號，或以本系統核發之帳號，二者都可以登入建檔或修改資料

日後亦可以此帳號密碼登入系統。

開始建檔

Start create thesis archives

Second stage: create basic information of thesis/dissertation

5. Click “step 1 key in”. 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.”



6. 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.)



7.If you have uploaded full text archive, you can go to “step 3 print” 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.”**

The screenshot shows the 'step3 Print' section of the system. The sidebar on the left lists navigation options: 'Thesis' (with sub-items 'step1 Key in', 'step2 Upload', 'step3 Print', 'step4 Submit') and 'Other Function' (with sub-items 'Change log', 'Personal Data', 'Contact Us', 'Logout'). The main content area is titled 'step3 Print' and contains radio button options for public access: 'Immediate public access', 'Immediate access at my school' (with fields for year, month, and day), and 'Open access at my school after' (with fields for year, month, and day). There is also an 'Other :' section with a text input area. At the bottom right, there are 'Print' and 'Next' buttons, with the 'Print' button highlighted by a red rectangular box.

8.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.

The screenshot shows the 'step4 Submit (Pass)' section of the system. The sidebar on the left is identical to the previous screenshot, but 'step4 Submit' is now highlighted with a red rectangular box. The main content area is titled 'step4 Submit (Pass)' and features four tabs: 'Basic', 'Abstract', 'Table of Content', and 'Reference'. The 'Basic' tab is selected and active, displaying a form with the following fields: 'Chinese Name :', 'Foreign Name :', 'Chinese Title :', 'Foreign Title :', 'Advisor :', 'Chinese :', 'Foreign :', and 'E-mail of Advisor :'. The 'Abstract', 'Table of Content', and 'Reference' tabs are currently inactive.

9. **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.

10. If you get the validation, you will receive an e-mail notification.
Congratulations!
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.
11. 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”** 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.