

## Library Notices for thesis submission

1. Procedures and deadlines for Fall-Winter 2023-24 thesis submission:

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

No.	Procedures	Working days	Deadline
1	Apply for Turnitin account	1-2	None.
2	Apply for Turnitin review	2-3	<b>1 week before the oral defense.</b> You can still apply for it if you don't meet the deadline, but the library will review the applications in order and <b>will not allow any urgent request.</b>
3	Register an account for thesis submission system	-	None. You will get the account once you register for it.
4	Upload thesis full-text	1-2	<b>February 1<sup>st</sup> (Thu), 2024</b>
5	Finish all graduation procedures	-	<b>February 7<sup>th</sup> (Wed), 2024</b>

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 <a href="#">library's website</a> .
2	Authorization Agreement	2	Print out the forms at Step.3 in the <a href="#">thesis submission system</a> .
3	Thesis Validation *Approval* Email	1	When you get the approval email, print it out directly.
If you need to <b>delay the open access date of your paper copies</b> , 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 <a href="#">appendix 1 &amp; 2</a> . If there is any omission, your application will be rejected.
5	<b>Evidence Material</b> (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

## Appendix 2. Notices for the application forms for embargo

Title

Form

Notices

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國家圖書館學位論文延後公開申請書  
Application for Embargo of Thesis/Dissertation

2023.02  
北科大版

申請日期 / Application Date: 西元 (Y) / (M) / (D)

申請人姓名  
Applicant Name

學位類別  
Degree  
☐ 碩士 Master  
☐ 博士 Doctor

畢業年月  
Graduation Year/Month

學院名稱  
College

學號  
Student ID

系所名稱  
Department/Institute

論文名稱  
Thesis/Dissertation Title

☐ 涉及機密  
Contains information pertaining to the secret.  
☐ 專利事項、申請案號  
Patent for patent registration, application number  
☐ 依法不得提供、請說明  
Withheld according to the law, Please specify

☐ 依本館規定延期  
Delay public access to the printed copies of my thesis, but leave the online bibliographic record open to the public.  
☐ 依法律或學術倫理規定延期  
Delay public access to online bibliographic record of my thesis due to legal or academic ethics provisions.

公開日期  
Delayed Until  
西元 (Y) / (M) / (D)  
☐ 至少半年，不得少於三個月  
At least half a year, no less than three months (prohibited from public access).

申請人簽名:  
Applicant Signature

指導教授簽名:  
Advisor Signature

(學校指定/指導老師)  
系所主管簽名:  
Director Signature

系所單位章戳:  
Department/Institute Seal

**【說明】**  
1. 本校自 107 年 12 月 5 日起實施「國立中央圖書館學位論文延後公開申請書」，凡本校學生及研究所研究生，均可向本校圖書館申請延後公開。  
2. 凡本校學生及研究所研究生，應於繳交論文時，同時繳交「國立中央圖書館學位論文延後公開申請書」一份，由本校圖書館收存。  
3. 凡本校學生及研究所研究生，應於繳交論文時，同時繳交「國立中央圖書館學位論文延後公開申請書」一份，由本校圖書館收存。  
4. 凡本校學生及研究所研究生，應於繳交論文時，同時繳交「國立中央圖書館學位論文延後公開申請書」一份，由本校圖書館收存。  
**【注意事項】**  
1. Please fill in all blanks and attach the certification documents approved by the university and apply through the university. The application form will not be accepted for processing until all information, signatures, and stamps are included.  
2. If the thesis or dissertation has been submitted to the NCL, please attach the signed application form to the thesis or dissertation.  
3. If the thesis or dissertation has been submitted to the NCL, please send a registered letter with 2 copies 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 delay of public release" to the following address: No. 201 Zhongshan S. Rd., Chungzheng District, Taipei City 10003, Taiwan (R.O.C.).  
4. The delayed date of printed copies and the independent viewing equipment will synchronize.

**(以下由 圖書館填寫 For Internal Use)**  
承辦人員/登錄員: 日期/處理時間:  
內送: 外寄:  
查詢電話: 傳真:  
備註:

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- Version:** The version of the form must be “2023.02 北科大版”.
- Reasons for Embargo:** check and explain the actual reason which is complied with the Degree Conferral Act.
- Options:** check “Delay public access to the printed copies of my thesis” and it is recommended not to check “Delay public access to online bibliographic record.”
- Delayed Until:** 5 years at most. DO NOT check “Prohibited from public access.”
- Signatures:** any omission or seals are not allowed.

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國立臺北科技大學學位論文延後公開申請書  
Application for Embargo of Thesis/Dissertation

2023.02版

申請日期 / Application Date: 西元 (Y) / (M) / (D)

申請人姓名  
Name

學位類別  
Degree  
☐ 碩士 Master  
☐ 博士 Doctor

畢業年月  
Graduation Year/Month

學院名稱  
College

學號  
Student ID

系所名稱  
Department/Institute

論文名稱  
Thesis/Dissertation Title

☐ 涉及機密、請說明  
Involving confidential information, Please specify  
☐ 專利事項、申請案號  
Involving patent registration, Application case number  
☐ 依法不得提供、請說明不屬依據  
Involving any legislative reasons, Please specify

延後公開原因  
Reasons for embargos  
= 請檢附與申請理由相關之證明文件。Please attach any evidence material to support the reason.

公開日期  
Delayed Until  
西元 (Y) / (M) / (D)  
= 至少半年，不得少於三個月。5 years at most, beginning from the application date.  
(以下由圖書館填寫 For Internal Use)

申請人簽名  
Applicant Signature

指導教授簽名  
Advisor Signature

(學校指定/指導老師)  
系所主管簽名  
Director Signature

系所單位章戳  
Department/Institute Seal

**《請詳閱 Read》**  
1. 申請次數以1次為限。  
The application will be accepted only for the first time.  
2. 除本申請書外，須加填：國家圖書館學位論文延後公開申請書，1份。如無填妥申請書者，恕不退件。  
The other form "Application for Embargo of Thesis/Dissertation" for National Central Library is required as well. Please fill in all the blanks properly and attach any evidence material. If there is any omission or lack of document, the application will not be accepted.  
3. 應將申請書用鋼珠筆或黑色墨水填寫清楚，並附上電子檔上傳至圖書館系統，逾期因紙本輸入不便，恕不退件。  
The application forms and the related documents should be uploaded to the Electronic Thesis/Dissertation System for the library review and be submitted to the library along with the paper copy of the thesis.

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- Version:** The version of the form must be “2023.02 版”.
- Reasons for Embargo:** check and explain the actual reason which is complied with the Degree Conferral Act.
- Delayed Until:** 5 years at most.
- Signatures:** any omission or seals are not allowed.