

## 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)	<b>Please follow what it mentioned in the appendix 1 &amp; 2. If there is any omission, your application will be rejected.</b>
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

