



# Common Errors on NDLTD

**Wen-Chi Ke**  
**Ming Chi University of Technology**  
**Office of Library and Information Services**  
**Senior Clerk of the Reference and Circulation Section**

# 2023 Spring Leaving School Procedure

## 2023 Spring Leaving School Procedure

※The library will be closed during the winter vacation, which is from January 14th to January 29th.

Step	Submit a soft copy of thesis/dissertation to the Library to check if you follow the required format	Upload your thesis/dissertation file(s) to the National Digital Library of Theses and Dissertations platform of Taiwan	Submit 2 hardbound copies of your thesis/dissertation and the signed Copyright License Agreement to the Library	Collect/mail your diploma (Office of Academic affairs)
Deadline	Before February 17th	Before February 24th	Before March 2nd	From March 3th

# More Information

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- Online Information [\[LINK\]](#)
- Contact
  - Wen-Chi Ke
  - Tel : 02-2908-9899 ext. 4282
  - Mail : [hawkeye@mail.mcut.edu.tw](mailto:hawkeye@mail.mcut.edu.tw)

# Step1 : Key in-Basic

Basic Abstract Table of Content Reference

All mandatory fields indicated with red asterisks

\* thesis type :  Academic thesis/ dissertation  
 Thesis substitute: technical report (applied science/ technology)  
 Thesis substitute: work with written report (fine arts)  
 Thesis substitute: proof of achievement with written report (sports)  
 Thesis substitute: professional practice report (professional practice areas)

\* Chinese Name : 王小明

\* Foreign Name : The all letter of English name must be uppercase ,Ex: WANG, XIAO-MING or WANG, SIAO-MING  
WANG, XIAO-MING or WANG, SIAO-MING

\* Chinese Title :  
\* Foreign Title : The first letter of English name must be uppercase , Ex : A Critique on Current Free Software Industry Progression: From a Comparative Perspective of Canadian Free Software Industry Strategy

1. The same with oral Defense committee Certification  
2. If "Chinese title" is not appeared in oral Defense committee Certification, Don't fill out "Chinese title"

\* Advisor : Add The all letter of English name must be uppercase ,Ex: WANG, XIAO-MING or WANG, SIAO-MING

Chinese 王小明  
Foreign WANG, XIAO-MING or WANG, SIAO-MING

\* E-mail of Advisor : If there are more than two E-mail, please use comma(,) to separate them

4

**All English name need capitalization. And last name is in front of the first name.**

**Every column just can fill out one information. (please use add function)**

**All English name need capitalization. And last name is in front of the first name.**

# Step1 : Key in-Basic

\* Advisory Committee :  The all letter of English name must be uppercase ,Ex: WANG, XIAO-MING or WANG, SIAO-MING

Chinese

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Foreign

The quantity of the Committee members need the same with the soft copy.

\* Date of Defense :

\* Degree :

School Name : MingChi University of Technology

Department Name : 經營管理系碩士班

Academic Year :

\* Publish Year :

\* Student ID :

\* Language :

\* Page Count :

\* Chinese Keyword :  Enter just one keyword in a textbox

\* Foreign Keyword :  Enter just one keyword in a textbox

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The quantity and sequence of the keywords need the same with the Soft copy.

# Step1 : Key in-Abstract

## Edit Dissertation/Thesis

Basic Abstract Table of Content Reference

All mandatory fields indicated with red asterisks

\* Chinese Abstract :

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\* Foreign Abstract :

Please copy and past your English Abstract here.

- ※ Please press tabs and fill out all the data of your dissertation /thesis.
- ※ When all the data is completed, please click "Data temporary" or " Save" button.
- ※ Data temporary is just for saving data temporarily, you can log in and continue the process.

Temporary Save

Save

# Step1 : Key in-Table of Content

Edit Dissertation/Thesis

Basic Abstract **Table of Content** Reference

All mandatory fields indicated with red asterisks

\* Table of Content :

Please copy and past 「 List of figures 」 and 「 List of tables 」 after the table of contents.

Ex.  
List of Figures  
Figure 1 ...  
Figure 2 ....

List of Tables  
Table 1....  
Table 2...

- ※ Please press tabs and fill out all the data of your dissertation /thesis.
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# Step1 : Key-Reference

## Edit Dissertation/Thesis

Basic

Abstract

Table of Content

Reference

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step2 Upload [If you have any problem , please Contact Us](#)

Upload or delete full text

apply to hide abstract

(If you want to apply for the patent through TIPO, please click this button)

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Status : have Full Text

Please Click the button.

Please upload The full text of thesis file (Inside Cover and Main text of the thesis)

PDF file does not need to add security (From December 2022)

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month  day

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Notice

After you receive approval email (Step4).

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# Step3 : print out & upload authroization letter

## step3 print out & upload authroization letter

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And signed 2 Copyright License Agreement . (please refer to next page)

1

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Upload authorization letter

Next

# Step3 : print out & upload authorization letter

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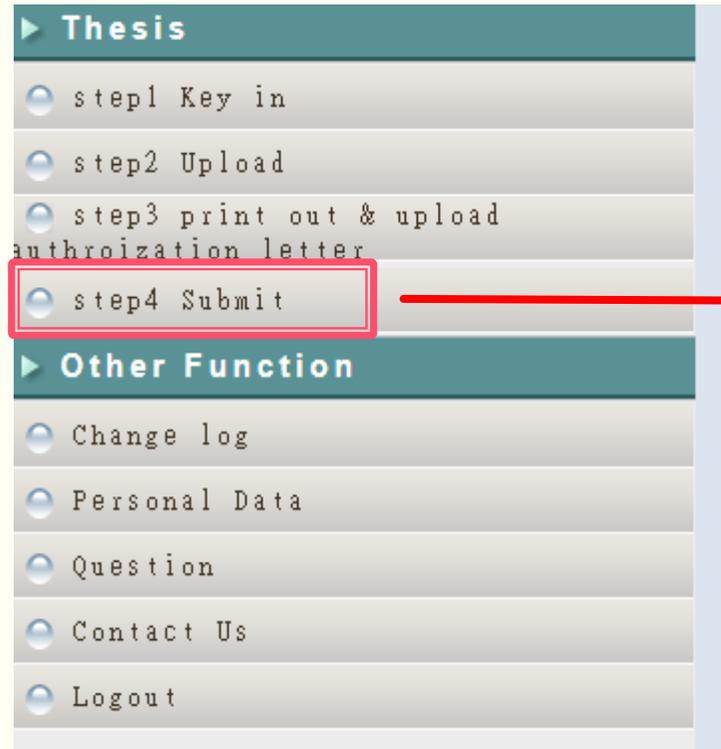
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# Step4 : Submit



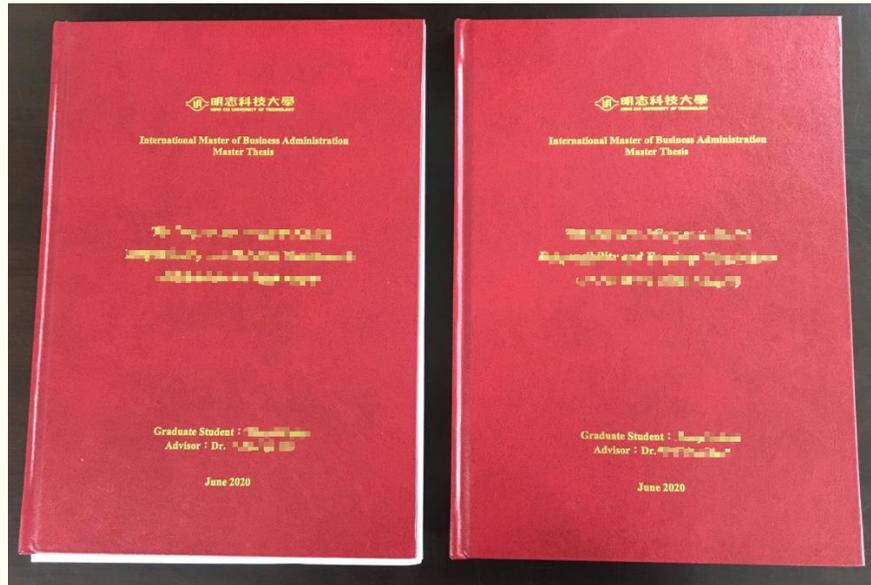
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**Thank You !**

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