



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

- Online Information [\[LINK\]](#)
- Contact
 - Wen-Chi Ke
 - Tel : 02-2908-9899 ext. 4282
 - Mail : 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)

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

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

Foreign WANG, XIAO-MING or WANG, SIAO-MING All English name need capitalization.And last name is in front of the first name.

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

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Step1 : Key in-Basic

* Advisory Committee :	<div>Add</div>	The all letter of English name must be uppercase ,Ex: WANG, XIAO-MING or WANG, SIAO-MING
Chinese	<div>王小明</div>	Every column just can fill out one information.(please use add function.)
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School Name :	MingChi University of Technology	
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Academic Year :	<div>2023 Spring = 111</div>	
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Figure 2

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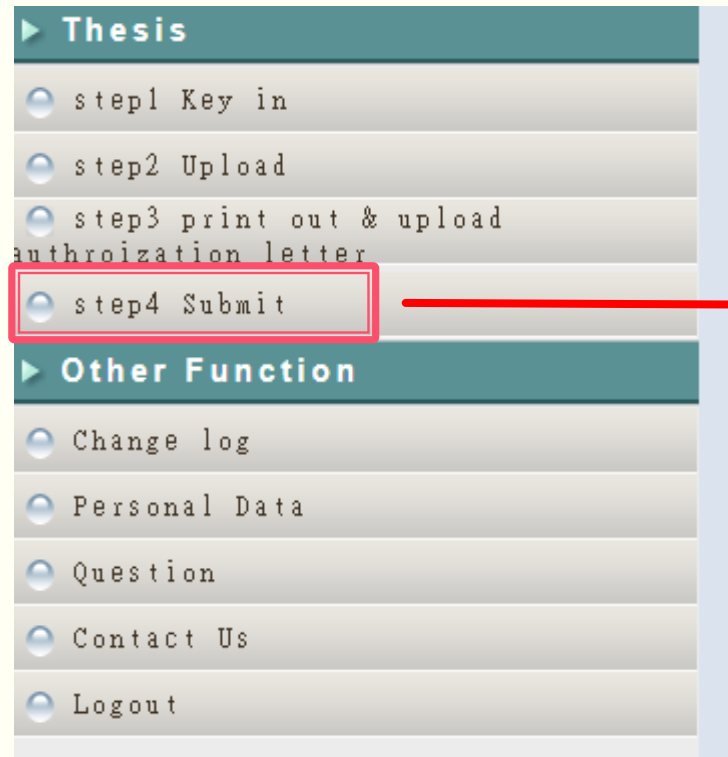
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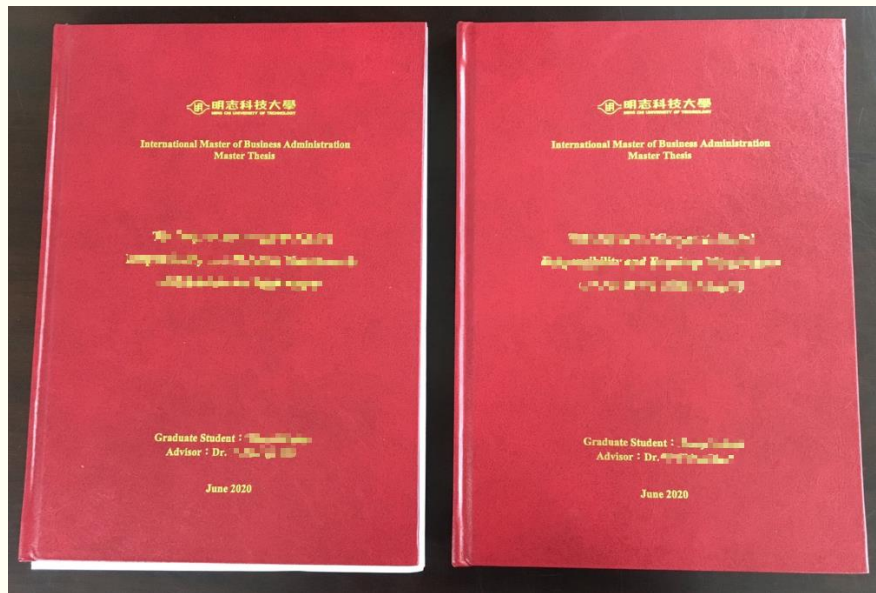
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