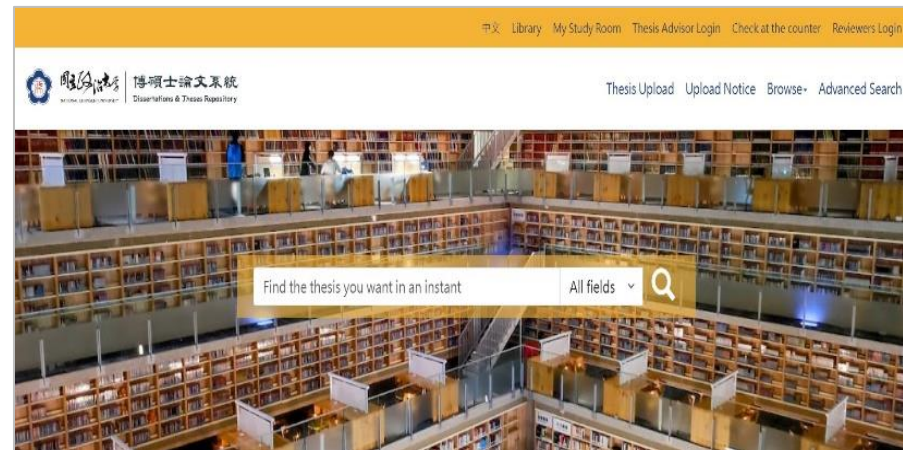


Thesis Upload & Hard Copy Submission



National Chengchi University Library

April 2026



Outline

Part 1

Thesis Upload Procedures

Part 2

Printing the Thesis

Part 3

Hard Copy Thesis Submission

Part 1 Thesis Upload Procedures

Step1:Thesis Record Creation

- Complete the graduate student information, basic thesis information, and advisor information.



Step2:Authorize

- Decide whether to make the full electronic thesis publicly available and whether to delay the public release of the printed thesis.



Step3:Upload file

- Electronic Thesis/Dissertation Full Text (PDF), Committee Signature Page, Signed Authorization Form.



Step4:Submit for review

- Confirm the information and uploaded files, then submit for review.



Step5:Download hardcopy documents

- After receiving the approval email, log in to the system and go to Step 5 to download the hardcopy thesis printing files.



Preparation Before Upload

1. Make sure your thesis is the final version approved by your advisor.

2. Prepare the following electronic files:

- ✓ Thesis Word file → For Step 1: Thesis Information Entry (for entering thesis data).
- ✓ Full-text thesis PDF → For Step 3: File Upload.
- ✓ Committee Signature Page → For Step 3: File Upload.
- ◆ If you applied for **delayed public access to the printed thesis during the oral defense**, please also prepare the application form and supporting documents.

3. Discuss the authorization of the electronic files with your advisor in advance.

Review Focus



1. The **thesis title** on the first page of the PDF must match the Committee Signature Page.
2. The **department name** on the first page of the PDF must match the Committee Signature Page.
3. The year and month at the bottom of the first page of the PDF must not be earlier than those of the oral defense.
4. The **chapter titles and page numbers** in the PDF table of contents must match those in the thesis.
5. The chapter titles and page numbers in the “**Table of Contents**” field of the upload system must match those in the PDF table of contents.
6. Remove the ellipses between the chapter titles and page numbers in the “Table of Contents” field of the the upload system.
7. The “References” field in the upload system must match the references in the PDF exactly, with no extra line breaks.

Contents of the electronic thesis

❌ **Do not include the committee signature page or the spine in the uploaded PDF file.**

First Page (Title Page) (Department name, Degree, Thesis Title, Advisor, Student Name, Publication Date)	Required ❌ For non-Chinese theses, the first page must still display the Chinese title. (In accordance with Article 4 of the National Chengchi University Guidelines for Graduate Degree Examinations.)
Acknowledgements	Optional
Abstract (List the keywords below.)	Required ❌ For non-Chinese theses, Chinese abstract is still required. (In accordance with Article 4 of the National Chengchi University Guidelines for Graduate Degree Examinations.)
Table of Contents 、 List of Figures 、 List of Tables	Required (Optional: List of Figures and Tables)
Main Text	Required
References	Required
Appendix	Optional

❌ **For thesis formatting requirements, please refer to the “Thesis/Dissertation Format Regulations”.**

Sample Title Page

國立政治大學○○○學系
(Department) (College)(School)

School→(College)→Department

Master 's Thesis

Degree Type: Master's Thesis, Doctoral
Dissertation, or Professional Practice Report

論文中文題名 exa

論文英文題名

指導教授(Advisor) : ○ ○ ○ 博士

研究生(Student) : ○ ○ ○ 撰

中華民國 ○○○ 年 ○○月

The year and month must not be earlier
than those of the oral defense.

Month Year

Login: NCCU Dissertations & Theses Repository

- ◆ Log in to the System : <http://thesis.lib.nccu.edu.tw> , Click 「Thesis Upload」 .
- ◆ Use your library account and password to log in.
- ◆ If you forget your password or have trouble logging in, please call 29393091 ext. 63222.

中文 Library My Study Room Thesis Advisor Login Check at the counter Reviewers Login

博碩士論文系統
Dissertations & Theses Repository


Thesis Upload Upload Notice Browse Advanced Search

Find the thesis you want in an instant All fields

Step1: Thesis Record Creation

➤ **Step 1: Thesis record creation consists of three main parts.**

Field	Description
Author	Author Name, Email, Tel, Student number, Degree, College, Department
Thesis/Dissertation	Thesis Type, Title of Thesis, Language, Date of Defense Approval, Graduation Date, Pages, Keywords, Abstract, Table of Contents, References
Advisor & Committee	Advisor Name, Advisor Email, Advisor's College

 Fields with an asterisk (*) are required. Please fill them in following the instructions for each field.

Step1: Thesis Record Creation

I. Author

Submission Process : Thesis Record Creation > Authorize > Upload file > Submit for review > Download hardcopy documents

Upload Thesis -

Step1:Thesis Record Creation

Step1:Thesis Record Creation

Step2:Authorize

Step3:Upload file

Step4:Submit for review

Step5:Download hardcopy documents

Thesis Upload Guide

Tips:

1. The graduate student's basic information is imported from the library's reader database. After reviewing your information, please modify any errors.
2. Once you've completed your information, click "Save, Proceed to Next Step." If you're unfinished, click "Save Temporarily" and log in later to complete your profile.

Author

*Author Name (in Chinese) 王小明

Author Name (in English) Shiau You Wang

*Email thesis@nccu.edu.tw

Secondary Email

Please provide a valid email address for sending the review notification letter.

*Tel 1234567890

*Student number 123456789

Tips:

1. Graduate student information is imported from the Library System. Please check and update it if needed.
2. Results will be sent by email, so please provide a valid email address.

Step1: Thesis Record Creation

II. Thesis/Dissertation (1)

Thesis/Dissertation

***Thesis Type** Academic thesis/ dissertation

***Title of Thesis (in Chinese)** 新版系統測試
The title must be the same as the one on the "Oral Defense Committee Signature Form" .

Title of Thesis (in English) New system test
The title must be the same as the one on the "Oral Defense Committee Signature Form" .(Please capitalize the first letter and proper nouns, and lowercase the rest.)

Other Title
Please fill in the title in other languages such as Japanese, Korean, German, French, Russian...etc.

***Language** English
Please indicate the language in which your paper was primarily completed.

Tips:

1. All system fields must match the PDF file.
2. The thesis title must match the PDF file and the title on the Committee Signature Page.

Step1: Thesis Record Creation

II. Thesis/Dissertation (2)

Tips:

1. Enter one Chinese or English keyword per field. Use “+” to add more.
2. A Chinese abstract is required, even for non-Chinese theses.

*Keywords (in Chinese)	Please enter one keyword for each field. If there is no Chinese keyword, please enter 'none' into the first field.						
	<input type="button" value="+ New Entry"/>						
	<table border="1"><tr><td>中文關鍵詞</td><td>Chinese Keyword</td></tr><tr><td>Chinese Keyword</td><td>Chinese Keyword</td></tr><tr><td>Chinese Keyword</td><td></td></tr></table>	中文關鍵詞	Chinese Keyword	Chinese Keyword	Chinese Keyword	Chinese Keyword	
中文關鍵詞	Chinese Keyword						
Chinese Keyword	Chinese Keyword						
Chinese Keyword							
Keywords (in English)	Please enter English keywords if your pdf file contains English keywords. Please capitalize the first letter and proper nouns, and lowercase the rest.						
	<input type="button" value="+ New Entry"/>						
	<table border="1"><tr><td>英文關鍵詞</td><td>English Keyword</td></tr><tr><td>English Keyword</td><td>English Keyword</td></tr><tr><td>English Keyword</td><td></td></tr></table>	英文關鍵詞	English Keyword	English Keyword	English Keyword	English Keyword	
英文關鍵詞	English Keyword						
English Keyword	English Keyword						
English Keyword							
*Abstract (in Chinese)	<div style="border: 1px solid black; padding: 5px;">為避免資料重複建檔，系統須具檢查機制。資料欄位可以設定預設值，方便資料之輸入。</div>						
Abstract (in English)	I hereby <input type="checkbox"/> Agree <input type="checkbox"/> Disagree non-exclusively and gratis authorize						

Step1: Thesis Record Creation

II. Thesis/Dissertation (3)

Tips:

- ◆ The chapter titles and page numbers in the Table of Contents field must exactly match those in the PDF. Include the References section.
- ◆ Please remove the dotted leader lines between chapter titles and page numbers to keep the layout clean.

Tips:

- ◆ For [References], please copy from Word to Notepad before pasting here. Avoid copying directly from PDF to prevent extra line breaks.

*Table of Contents

1. The chapter names and page numbers in the paper's table of contents must match those in the electronic document and in the paper itself.
2. The paper's table of contents must include references.
3. Please copy the table of contents information from the paper's Word document into this field.
4. Leave a few spaces between the chapter names and page numbers. Avoid omission marks to avoid cluttering the page.

論文目次

*References

Please copy the content from the Word file instead of the PDF file to avoid line break issues.

參考文獻

Step1: Thesis Record Creation

III. Advisor & Committee

Tips:

- ◆ Enter the advisor's correct email address for review notifications.
- ◆ Click “+” to add one advisor or committee member.

The screenshot shows a web form for creating a thesis record. The 'Advisor' section is highlighted with a red circle and contains the following fields: 'Advisor Name (in Chinese)' with the value '王大仁', 'Advisor Name (in English)' with the value 'Wang, Da-Jun', '*AdvisorEMAIL' with the value 'thesis@...', and '*Advisor's College' with the value 'College of...'. The 'Committee' section is also highlighted with a red circle and contains: 'Committee Name (in Chinese)' with the value '王小明', 'Committee Name (in English)' with the value 'Wang, Ta-Ming', and a '+Add Committee' button at the bottom right. Both sections include instructions about titles and name formats.

Step2: Authorize

➤ Step2: Authorize-1 → On/Off-campus Access

Upload Thesis -

Step1:Thesis Record Creation

Step2:Authorize

Step3:Upload file

Step4:Submit for review

Step5:Download hardcopy documents

Thesis Upload Guide

Step2:Authorize

Status: Please click on the two tabs below and click "Save" respectively. **The data has been created and saved. Please click "Save, Go to Next" to proceed to the next step.**

On/Off-campus Access Paper authorized

To enhance the visibility and impact of your dissertation, please agree to authorize full-text electronic access. Do you agree to authorize full-text electronic viewing/printing?

1、Gratis authorization to National Chengchi University

Agree Please select

Disagree Reasons to disagree :

2、Gratis authorization to National Central Library

Agree Please select

Disagree

3.Paid authorization to National Chengchi University may grant a non-exclusive, paid-for license to database vendors

Agree to paid authorization

A. Choose a release date
Date of Public: , 依選項自動產出開放日期

B. Choose royalty payment reward method

Please donate my royalty fee to NCCU

Please contact me for the royalty fee

Tips:

- ◆ The electronic full text may be authorized to NCCU, the National Central Library, and database providers, and their access date cannot be earlier than NCCU's.
- ◆ If you do not authorize NCCU, please select **"Disagree"** and provide the reason.

Step2: Authorize

➤ Step2: Authorize-2 → Paper Authorized

On/Off-campus Access **Paper authorized**

I do not need postponement.

Delay release

Please check the reasons for the delayed publication, the timeframe, and whether you wish to hide the abstract from the dissertation search system, and attach relevant documents.

A. Date of Public: 5 year later (依選項自動產出開放日期) release

B. Reason of delay release:

Involves confidential information

Involves patent matters; application number:

Not permitted to be made available by law (including pending journal submission)

Hide the abstract of NCCU Electronic Thesis & Dissertation (If you do not need to hide the abstract, please do not tick.)

Upload (PDF or JPG)

Document Name	Upload or Preview File
Application for Postponement of Public Disclosure of Print Thesis/Dissertation	<input type="button" value="Upload file"/>
Supporting Documents for Postponement of Public Disclosure of Print Thesis/Dissertation	<input type="button" value="Upload file"/>

Tips:

- ◆ If you do not apply for delayed public access for the printed thesis, select “**I do not need Postponement**” and click “**Save and Next Step**”.
- ◆ If you apply for delayed public access for the printed thesis, select “**Delay release**”, enter the public release date and the reason, and upload the application form and supporting documents.

Step3: Upload file

➤ Step3: Upload file

Upload Thesis -

Step1: Thesis Record Creation

Step2: Authorize

Step3: Upload file

Step4: Submit for review

Step5: Download hardcopy documents

[Thesis Upload Guide](#)

Step3: Upload file


Tips:

1. Confirm authorization details before printing.
2. Please print the authorization form, sign it clearly by hand in block letters, and then upload the signed file.




Download

Document Name

National Chengchi University Thesis and Dissertation Full-Text Online Authorization Form

Download File 

Upload

Document Name	Upload or Preview File
Electronic Thesis/Dissertation Full Text(PDF)	
Committee Signature Page(PDFForJPG)	
Authorization Form(PDFForJPG)(Signature Required)	

Tips:

1. First, download the authorization form, sign it, and save it as a new file.

2. Upload file:

- ① PDF File
- ② Committee Signature Page
- ③ Authorization Form (Signature Required)

Step4: Submit for review

➤ Step4: Submit for review

The screenshot shows a web interface for uploading a thesis. On the left, a sidebar lists five steps: Step1: Thesis Record Creation, Step2: Authorize, Step3: Upload file, Step4: Submit for review (highlighted with a green box), and Step5: Download hardcopy documents. Below the sidebar is a 'Thesis Upload Guide' button. The main content area is titled 'Step4: Submit for review' and displays the status: 'Status 1: Data upload complete, ready to be submitted for review.' Below this is a 'Tips:' section with the heading 'Before Submitting for Review, Please Note:' and three numbered instructions. At the bottom of the main content area, a blue button labeled 'Confirm and submit for review' is circled in red.

Upload Thesis -

Step1: Thesis Record Creation

Step2: Authorize

Step3: Upload file

Step4: Submit for review

Step5: Download hardcopy documents

Thesis Upload Guide

Step4: Submit for review

Status 1: Data upload complete, ready to be submitted for review.

Tips:

Before Submitting for Review, Please Note:

1. Do not include personal information in the PDF file, such as a "P"
2. Ensure the uploaded PDF file is the final version revised after once approved.
3. After completing all the steps, click "**Submit for Review**" so th

Confirm and submit for review

Tips:

1. After confirming that all information and uploaded files are correct, click "**Confirm and Submit for Review**".
2. The library will review your submission within **1–2 business days** and notify you by **email**.

Disapproval Notification

- 【National Chengchi University Electronic Thesis/Dissertation Disapproval Notification】

來源: 國立政治博碩士論文全文系統 <thesis@nccu.edu.tw>

標題: 國立政治大學電子論文審核未通過通知單(National Chengchi University Electronic Thesis/Dissertation Disapproval Notification)

日期: Tue, 17 Mar 2026 10:39:35

Dear ,

This message is sent by the National Central University Thesis . The details of your thesis submission are as follows:

Student Name:

Thesis Title: New system test

Department: Department of Education

Student ID Number :9

Your thesis submission has not passed the library's check.

Please revise your submission in accordance with the library's comments.

The library's review comments are as follows:

PDF file

The date on the cover of the electronic thesis must not be earlier than the oral defense date.

National Chengchi University Library
(02)29393091

Tips:

Your submission was not approved. Please correct the errors as indicated in the email, then return to **Step 4** and click **“Confirm and submit for review”**.

Approval Notification

- 【 National Chengchi University Electronic Thesis/Dissertation Approval Notification 】


來源: 國立政治博碩士論文全文系統 <thesis@nccu.edu.tw>

標題: 國立政治大學電子論文審核通過通知單(National Chengchi University Electronic Thesis/Dissertation Approval Notification)

日期: Tue, 17 Mar 2026 11:16:13

Greetings,

Congratulations! The information and files you submitted to the NCCU Electronic Thesis/Dissertation System have been approved. Your electronic thesis file has been watermarked and secured. Please refer to the following information for details.

 Binding Order :

Cover, Title Page, Authorization Form, Thesis Committee Signature Page, Acknowledgements, Abstract, Table of Contents, Main Text, References, Appendix

 Notes :

When completing the graduation clearance, please submit two hard copies of your thesis to the Library Circulation Desk (either hardcover or softcover; softcover copies are preferred).

Sincerely,

National Chengchi University Library

Tips:

After the thesis is approved, the system will automatically send the “National Chengchi University Electronic Thesis/Dissertation Approval Notification”. The uploaded full text will then be automatically watermarked and secured by the system.

Step5: Download hardcopy documents

➤ Step5: Download hardcopy documents

The screenshot displays a web interface for thesis submission. On the left, a sidebar titled 'Upload Thesis' contains a list of steps: Step1: Thesis Record Creation, Step2: Authorize, Step3: Upload file, Step4: Submit for review, and Step5: Download hardcopy documents. Step5 is highlighted with a green border. Below the sidebar is a 'Thesis Upload Guide' button. The main content area is titled 'Step5: Download hardcopy documents' and includes a 'Tips' section with two numbered instructions. Below the tips is a 'Download' section with a table listing documents and their corresponding download buttons. A callout box with a blue background and a speech bubble shape contains additional tips.

Upload Thesis -

Step1: Thesis Record Creation

Step2: Authorize

Step3: Upload file

Step4: Submit for review

Step5: Download hardcopy documents




Thesis Upload Guide

Step5: Download hardcopy documents

Tips:

1. Printed Thesis: The authorization form and the signed committee approval page must be bound into the printed thesis.
2. Printed Thesis: Single/double-sided printing, black & white or color, hardcover or softcover are all acceptable. For

Download

Document Name	Download File
Fulltext	
Committee Signature Page(PDF or JPG)	
National Chengchi University Thesis and Dissertation Full-Text Online Authorization Form	

Tips:
After receiving the thesis approval notification email, log in to the system and go to **Step 5** to download the watermarked and secured full-text file, and prepare the printed thesis for submission.

Part 2 Printing the Thesis

Tips for Printing Your Hard Copy Thesis

- **Use the electronic full-text file from Step 5 for hard-copy printing.**
- **The library does not specify the cover color or binding style. However, the spine must be printed, and paperback covers must be laminated (glossy finish).**
- **The thesis cover must include the following information:**
University & Department name, Degree type, Thesis title, Advisor's name, Student's name, and
Publication date (Month / Year).
- **The spine should include the following information:**
University & Department name, Degree type, Thesis title, Student's name, and Publication date (Month / Year).
- **Binding order:**
Cover, Title Page, Authorization Form, Committee Signature Page, Acknowledgements, Abstract,
Table of Contents, Main Text, References, Appendix.
(It is recommended that the Cover, Authorization Form, and Committee Signature Page remain without the watermark.)

Part 2 Printing the Thesis

Sample Format for the Hard Copy Thesis Cover and Spine

Cover



- ◆ Cover should include:
 - University and department name
 - Degree type
 - Thesis title
 - Advisor's name
 - Student's name
 - Publication year and month
- ◆ Cover: Without watermark

國立政治大學○○○學系
碩士論文
論文中文題名
論文英文題名
指導教授：○○○博士
研究生：○○○撰
中華民國○○○年○○月

Spine



- ◆ Spine should include:
 - University and department name
 - Degree type
 - Thesis title
 - Student's name
 - Publication year and month

國立政治大學
學系
碩士論文
論文題目
○○○撰
○○○年○○月

Part 3 Hardcopy Thesis Submission

• Library Procedures for Graduation Clearance

- ◆ Print the “**Application Form for Graduation**”. (Graduation Checklist System)
- ◆ Print or present the “Approval Notification” email.
- ◆ Two hardcover or softcover copies (the cover needs to be glued).
- ◆ Local:
 1.) Main Library Circulation Desk
 2.) Commerce Library
 3.) Social Sciences Library
 4.) Communication Library
 5.) DHL Library
- ◆ **Library Hours:** Submit during circulation desk service hours and check each library’s opening hours.



Key Points

- ✓ The year and month on the thesis cover must not be earlier than the oral defense approval date.
- ✓ The printed thesis must include a watermark. Download the file for printing only after receiving the “Approval Notification” email.
- ✓ Two printed copies of the thesis must be submitted before leaving school:
 1. With spine and glossy cover;
 2. Include the Authorization Form (Signature Required);
 3. Include the Committee Signature Page;
 4. Hardcover or softcover allowed, but softcover must be glossy.
- ✓ Please carefully check that all uploaded information is correct. Once approved, files cannot be re-uploaded.

**If any questions, please contact
NCCU Library Knowledge Organization Section**

E-MAIL : thesis@nccu.edu.tw

TEL : 29393091 # 62616

