



Thesis & Dissertation Submission Instructions

Thesis & Dissertation Components

One complete Thesis/Dissertation file **must be submitted** as follows:

- Convert the Word files to a single PDF file.
- Add [Watermark of the NTUE's logo](#).
- Set up document security for the PDF file.

<ol style="list-style-type: none"> Cover and spine ★only for printed copies Title page Copy of your signed authorization letter(for school only) ★only for printed copies Copy of thesis approval form ★only for printed copies Declaration of Thesis/Dissertation Originality & Usage of Generative AI Tool ★only for printed copies Acknowledgement 	<ul style="list-style-type: none"> • NOT numbered • single-sided printing
<ol style="list-style-type: none"> Abstract & Keywords (Chinese) Abstract & Keywords (English) table of contents List of Tables List of Figures 	<ul style="list-style-type: none"> • numbered “i, ii, iii.....” • single-sided printing
<ol style="list-style-type: none"> Main text References Appendices 	<ul style="list-style-type: none"> • numbered “1,2,3.....” • exceeds 80 pages: double-sided printing • less than 80 pages: single-sided printing and each starting page is not limited to a single page
<ol style="list-style-type: none"> Back cover 	<ul style="list-style-type: none"> • NOT numbered

Link to the E-Thesis & Dissertation System

<https://cloud.ncl.edu.tw/ntue/>

國立臺北教育大學 博碩士論文系統

臺灣博碩士論文知識加值系統(NDLTD in Taiwan) | 圖書館首頁

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論文繳交及離校手續注意事項	Dissertation/Graduation Notices
<p>1.論文上傳系統</p> <p>(1)畢業學年度/學期請選擇：114(一)</p> <p>(2)如論文已通過口試，但欲於其他學期畢業，請勿先至論文系統上傳論文。</p> <p>2.論文建檔說明</p> <p>(1)學位論文上傳與提交教學PDF / 線上課程</p> <p>(2)學位論文檔案製作教學 PDF / 線上課程</p> <p>(3)下載：本校學位論文格式規範/浮水印</p> <p>3.論文檔案製作、論文中傳與提交、論文審核、紙本論文繳交須知及編印次序、圖書館離校程序等資訊，請參考論文繳交及離校注意事項網頁。</p> <p>4.中英文論文題目(封面、書背、書名頁及授權書)請與【口試委員會審定書】中所載相符。</p> <p>5.圖書館離校程序：</p> <p>※至圖書館辦理離校手續前，請先至所屬系所/學位學程核章，完成畢業資格審查。</p> <p>(1)確認已還清所借圖書資料，並繳清滯還金。</p> <p>(2)繳交親筆簽名之本校及國家圖書館學位論文授權書正本各1份(共2張)。</p>	<p>1.E-Thesis & Dissertation System</p> <p>(1)Please select the semester : 114(一)</p> <p>(2)If you plan to graduate in another semester, please do not upload your thesis to the E-Thesis & Dissertation System.</p> <p>2.User Guides</p> <p>(1)Thesis & Dissertation Submission Instructions.pdf</p> <p>(2)Online Video Introduction</p> <p>(3)Download :Watermark of the NTUE's logo</p> <p>3.For information regarding thesis upload and submission ,the order of printing and binding, and library procedures, please refer to Library Website- Dissertation/Graduation.</p> <p>4.The thesis title in both Chinese and English (on the cover, spine, title page, and authorization form) must match the title listed in the "Oral Examination Committee Approval Form" (Letter of Approval for Master's Thesis Review).</p> <p>5.Library Procedures :</p> <p>※Processing will begin upon department's approval.</p> <p>(1)All borrowed books should be returned, and overdue fees paid in full.</p>

Login

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論文建檔與管理 **Submission**



Account/PW

You might have an account and password set up through your department office.

帳號:

密碼:

Go

First Login: Check & Update Your Personal Data

Select Language

Input Metadata Full text Validate Pass

中文版 / English Question User's Manual 戴OO Logout

Similarity Scanner
(模擬身份無法此功能) Similarity Scanner

Thesis Submission

- step1 Key in
- step2 Upload
- step3 print out & upload authorization letter
- step4 Submit

Other Functions

修改資料 All mandatory fields indicated with red asterisks (帳號建立日期 Account creation date : 2026-03-26)

Field	Content
* thesis type :	<input checked="" type="radio"/> Academic thesis/ dissertation <input type="radio"/> Thesis substitute: technical report (applied science/ technology) <input type="radio"/> Thesis substitute: work with written report (fine arts) <input type="radio"/> Thesis substitute: proof of achievement with written report (sports) <input type="radio"/> Thesis substitute: professional practice report (professional practice areas)
User ID :	114NTP [REDACTED]
* Password :	<input type="text"/> If left blank, your password will remain unchanged. Please avoid special characters like quotes (" "), spaces, slashes (/ \), or angle brackets (< >) when resetting your password. <small>If left blank, your password will remain unchanged. Please avoid special characters like quotes (" "), spaces, slashes (/ \), or angle brackets (< >) when resetting your password.</small>
* Name :	戴OO
School :	National Taipei University of Education
Department :	特殊教育學系碩士班
Degree Date :	114 ▾
Semester :	二 ▾
Student ID :	114 [REDACTED]
* E-mail :	456@mail.ntue.edu.tw
主要指導教授 :	<input type="text"/>
主要指導教授E-Mail :	<input type="text"/>

個人資料蒐集、處理及利用告知事項

本校蒐集您個人資料的目的係為進行電子論文作業管理，本表蒐集之個人資料：姓名、學號、系級、連絡電話、電子信箱(C001辨識個人者 註)等資訊。在電子論文作業管理期間於校務地區進行各項聯繫及通知(電子郵件、電話、書面)之用。若未提供必備欄(*)正確完整之資料，有可能無法完成申請。你得依個人資料保護法第3條請求查閱、補充、更正、製給複製本及請求停止蒐集、處理、利用等請求刪除等權利，行使方式請洽本校業務承辦人。

註：個人資料保護法之特定目的及個人資料之類別代號

Submit

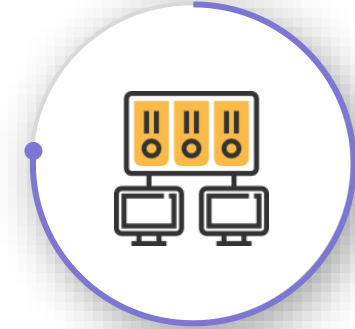
Submission Process

 **Step1 Key in**

 **Step2 Upload**

 **Step3 Print out & upload authorization letter**

 **Step4 Submit**



Step1: Key in

Input Metadata → Full text → Validate → Pass

中文版 / English Question User's Manual Logout

論文管理

- step1 Key in
- step2 Upload
- step3 print out & upload authorization letter
- step4 Submit

其他功能

- Change log
- Personal Data
- Questions
- Contact Us
- Logout

step1 Key in If you have any problem , please contact us.

Add Dissertation/Thesis Click here to enter your Dissertation/Thesis data.

Basic Abstract Table of Content Reference

thesis type :

Chinese Name :

Foreign Name :

Chinese Title :

Foreign Title :

Advisor :

E-mail of Advisor :

Advisory Committee :

Date of Defense :

Degree :

School Name :

Department Name :

Academic Year :

Publish Year :

Student ID :

Language :

Page Count :


Chinese Keyword :

Foreign Keyword :

數位影響 :

E-mail :

Click the " Add Dissertation/Thesis " button to enter your data.



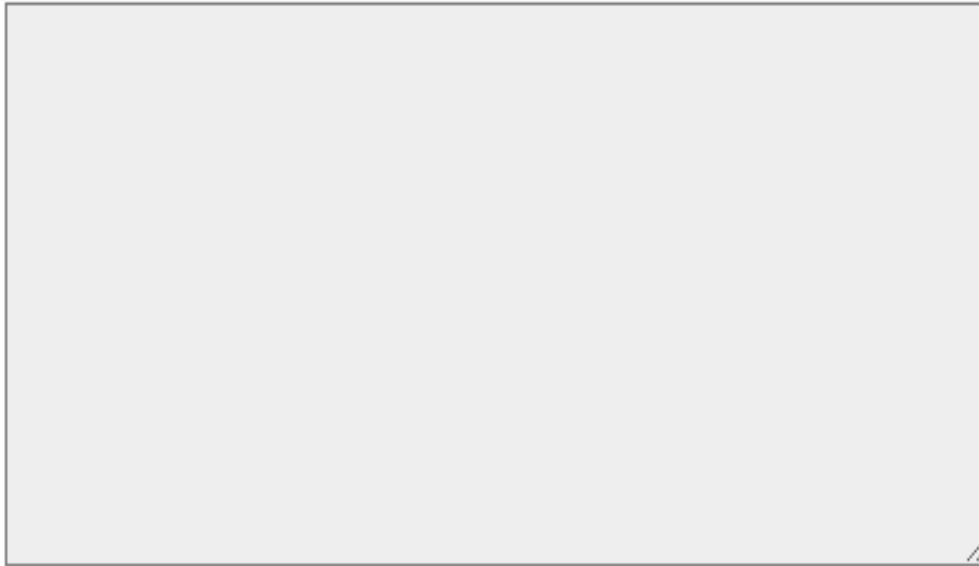
Step1: Key in

Edit Dissertation/Thesis

Basic Abstract Table of Content Reference

All mandatory fields indicated with red asterisks

* Reference :



- ※ 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.

When all the data is completed, please click the "Temporary Save" or " Save" button.

Temporary Save

Save

Step2: Upload

Input Metadata → Full text → Validate → Pass

中文版 / English Question User's Manual 戴OO Logout

論文建檔

- step1 Key in
- step2 Upload
- step3 print out & upload authorization letter
- step4 Submit

其他功能

- Change log
- Personal Data
- Question
- Contact Us
- Logout

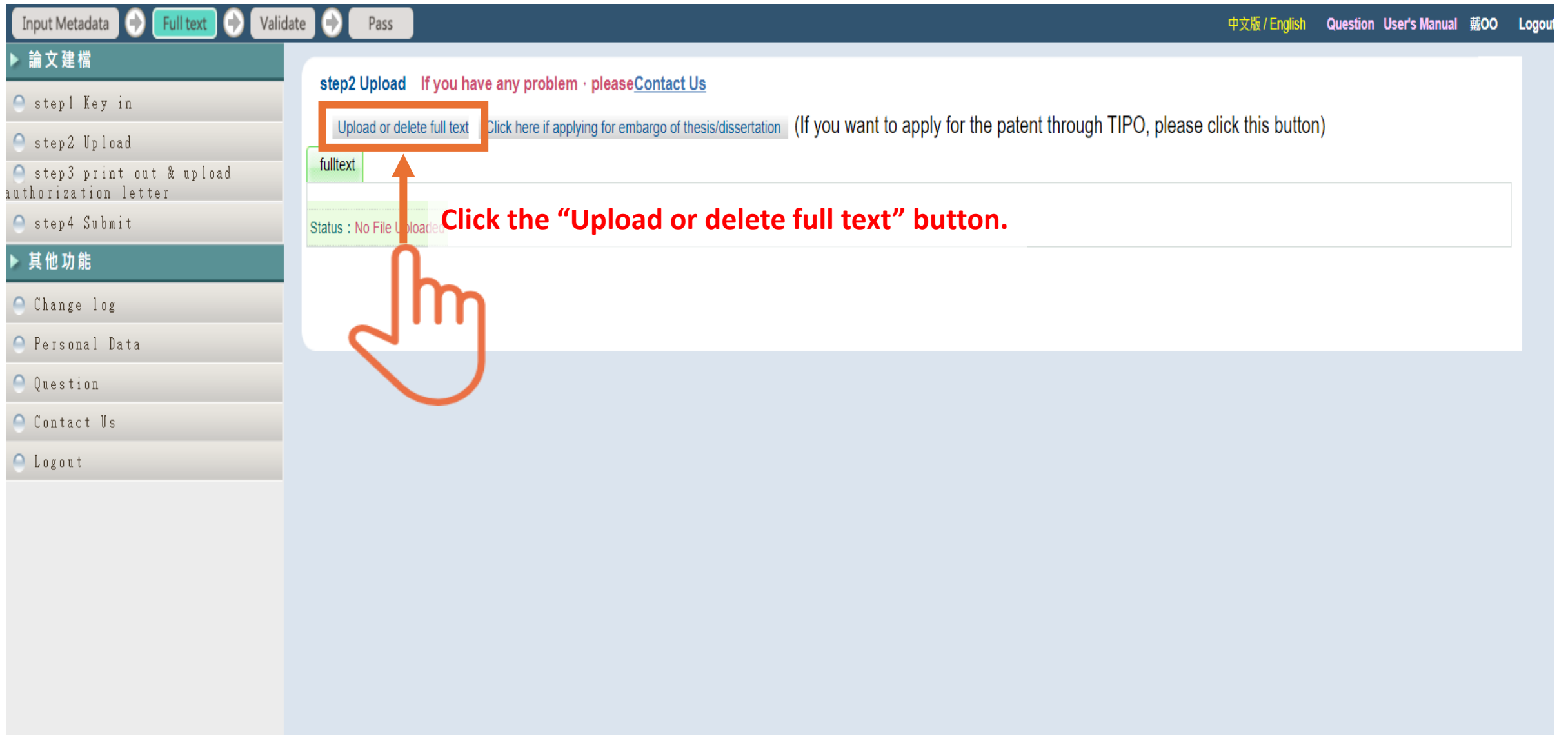
step2 Upload If you have any problem · please [Contact Us](#)

Upload or delete full text [Click here if applying for embargo of thesis/dissertation](#) (If you want to apply for the patent through TIPO, please click this button)

fulltext

Status : No File Uploaded

Click the "Upload or delete full text" button.

The image shows a web application interface for uploading a full text document. On the left is a sidebar with a progress indicator for 'step2 Upload' and a list of other functions. The main content area shows the 'step2 Upload' section with a button labeled 'Upload or delete full text' highlighted by an orange box. A hand cursor icon points to this button. Below the button, there is a status message 'Status : No File Uploaded' and a red text instruction 'Click the "Upload or delete full text" button.' The top navigation bar includes 'Input Metadata', 'Full text', 'Validate', and 'Pass' buttons, along with language and user options.

Step2: Upload

Edit Dissertation/Thesis

BasicAbstractTable of ContentReferencefulltext

All mandatory fields indicated with red asterisks

上傳全文注意事項：

1. 若有超過一個檔案須上傳，可利用下方「增加檔案」功能增加上傳檔案的數量，上傳時僅需選擇檔案並按下「確定上傳」，系統便會自動將檔案上傳。此外，您亦可將多個檔案自行打包為壓縮檔（如zip、7z等）後再上傳。
2. **本網頁僅供電子全文PDF檔案上傳**，倘若您的學位論文包括高解析度圖檔（如JPG、TIF、PSD、AI）、CAD圖檔（如DWG、DXF、FBX、DAE）、3D動畫或模型檔（如3DS、MAX）、音訊檔（如WAV、MP3）、視訊檔（如AVI、MOV、WMV、MP4）等**作品檔案、程式執行檔或是其他格式檔案，請另行燒錄成光碟**，併同紙本論文或書面報告繳交學校代收後統一寄送國家圖書館保存。
3. 若您有線上建檔的問題，可洽詢學校管理者或與我們聯絡。若您的全文無法自行上傳或全文檔案太大無法於本網頁上傳，也請與我們聯絡（https://ndltdcc.ncl.edu.tw/get_contact.php），謝謝！

Delete Full Text

Please upload your PDF file

Upload Full Text :

Add file File Name :

選擇檔案 未選擇任何檔案

確定上傳

UPLOAD

One complete Thesis/Dissertation file must be submitted as follows:

- Convert the Word files to a single PDF file.
- Add Watermark of the NTUE's logo.
- Set up document security for the PDF file.

Step2: Upload

Input Metadata [Full text](#) Validate Pass

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論文建檔

- step1 Key in
- step2 Upload
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- step4 Submit

其他功能

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- Personal Data
- Question
- Contact Us
- Logout

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

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fulltext

Full-Text

Status : have Full Text

Choose Copyright License Agreement

Copyright License Agreement :

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- Immediate on-campus access · Public access starting from year month day ·
- On-campus access starting from year month day ; Public access starting from year month day
- Other :

Step3: Print out & upload authorization letter

Input Metadata → Full text → Validate → Pass

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論文建構

- step1 Key in
- step2 Upload
- step3 print out & upload authorization letter
- step4 Submit

其他功能

- Change log
- Personal Data
- Question
- Contact Us
- Logout

step3 print out & upload authorization letter

Copyright License Agreement :

Immediate public access

Immediate on-campus access · Public access starting from year month day ·

On-campus access starting from year month day ; Public access starting from year month day

Other :

① ②

Please print out and sign the authorization letter.

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Advisor : 謝○○

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 Other _____

Name : TAI,WHO-UHO

Signed : _____

your handwritten signature Date (yyyy/mm/dd) : _____ **YYYY/MM/DD**

Step3: Print out & upload authorization letter

Upload authroization letter

All mandatory fields
indicated with red asterisks

Please upload the school's authorization letter

*File Name :



Notice: The file should be uploaded as PDF or JPG formats on this page.

Notice :

1. Please print out and sign the authorization letter, then photo or scan the letter into JPG or PDF to upload the file in this page.
2. The authorization letter should be printed out from Step 3. Please do not upload authorization letter other than the NCL designated format, or the submission will be rejected.
3. If there were two pages of the authorization letter (for school and NCL respectively), please upload the one for school only.
4. Before uploading the authorization letter, please make sure the JPG or PDF image is clear and the date of embargo is correct.
5. After validation, if the authorization status needs to be changed, please contact with school department/ library to apply for "thesis return". Once the thesis is returned, please print out the revised authorization letter and upload it again.

Save

Step3: Print out & upload authorization letter

Input Metadata → Full text → Validate → Pass

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論文建構

- step1 Key in
- step2 Upload
- step3 print out & upload authorization letter
- step4 Submit

其他功能

- Change log
- Personal Data
- Question
- Contact Us
- Logout

step3 print out & upload authorization letter

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- On-campus access starting from year month day ; Public access starting from year month day
- Other :

③

Print Upload authorization letter **Next**

Step4: Submit

Input Metadata → Full text → Validate → Pass

► Similarity Scanner
○ (模擬身份無法此功能) Similarity Scanner

► Thesis Submission

- step1 Key in
- step2 Upload
- step3 print out & upload authorization letter
- step4 Submit

► Other Functions

- Change log
- Personal Data
- Question
- Contact Us
- Logout

step4 Submit **Submitted** , validate your Dissertation/Thesis

Basic Abstract Table of Content Reference fulltext

thesis type : Academic thesis/ dissertation

Chinese Name : 戴OO

Foreign Name : TAI,WHO-UHO

Chinese Thesis Title : 香港oooooooooooooooooooo之研究

Foreign Thesis Title : A Research of OOOOOOOOOOOOOOOOOOO in Hong Kong

Advisor :

Chinese : 柯OO
Foreign :

E-mail of Advisor : 123@mail.ntue.edu.tw

Advisory Committee :

Chinese : 陳OO
Foreign :

Date of Defense : 2026-07-01

Degree : Master

School Name : National Taipei University of Education

Department Name : 特殊教育學系碩士班

Academic Year : 114

Publish Year : 2026

Student ID : 111 [REDACTED]

Language : English

Page Count : 100

Department Office

will notify you of the results
of your submission by E-Mail



Reject!!

論文審核結果通知信 (請勿直接回覆)



您的論文審核結果為 **不通過**

Your thesis/dissertation is not approved for the following reason(s):

不通過的原因為：

1. 論文全文電子檔內未加入浮水印
2. 論文全文電子檔未設定保全, 煩請重新上傳

Please refer to the email for the reasons for disapproval and resubmit after making corrections.

Pass!!



- All related documents must use the same thesis title as stated in the **Letter of Approval for Master's Curatorial Report Review**.
- After the title page, include the signed copies in the following order:
 - ❑ **University Thesis/Dissertation Authorization Letter**
 - ❑ **Letter of Approval for Master's Curatorial Report Review**
 - ❑ **Declaration of Thesis/Dissertation Originality & Usage of Generative AI Tool**

Input Metadata → Full text → Validate → Pass

step4 Submit (Pass)

Basic Abstract Table of Contents

Chinese : 柯○○
Foreign :
E-mail of Advisor : 123@mail.ntue.edu.tw
Advisory Committee :
Chinese : 陳○○
Foreign :
Date of Defense : 2026-07-01
Degree : Master
School Name : National Taipei University of Education
Department Name : 特殊教育學系碩士班
Academic Year : 114
Publish Year : 2026
Student ID : 11-
Language : English
Page Count : 100

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Graduation Procedures



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YYYY/MM/DD

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 Open access at my school after // ; open public access after //
 Other _____

Name : TALWHO-UHO
Signed : _____ Date (yyyy/mm/dd) : _____

your handwritten signature

YYYY/MM/DD






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Dissertation
Application
review**

Your department
or

International Master's Program's
teaching assistant



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Workflow
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services**

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or

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