



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

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

論文建檔與管理 **Submission**

論文查詢
Search

最新消息
News

建檔流程
Upload Workflow

建檔說明
User Guides

下載區

Log in

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.



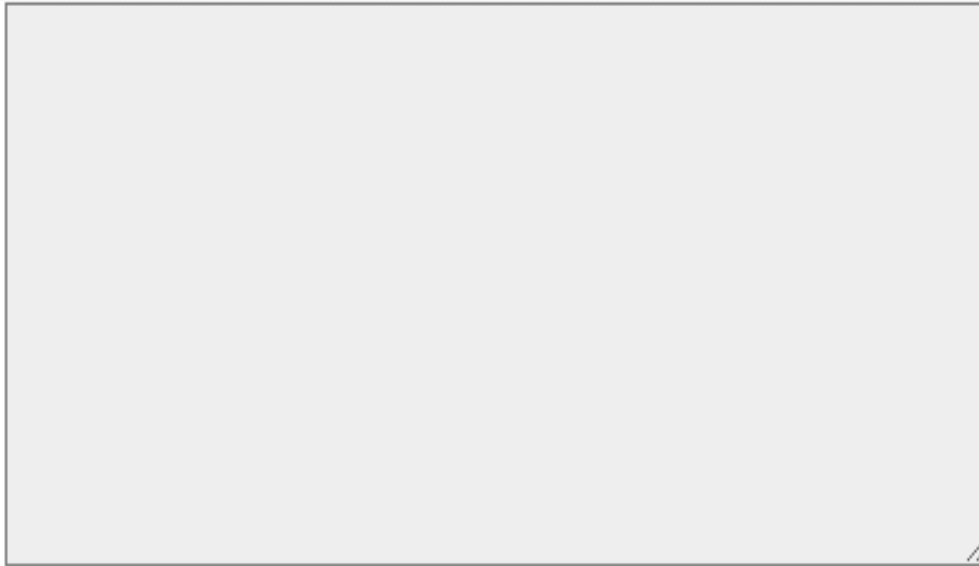
Step1: Key in

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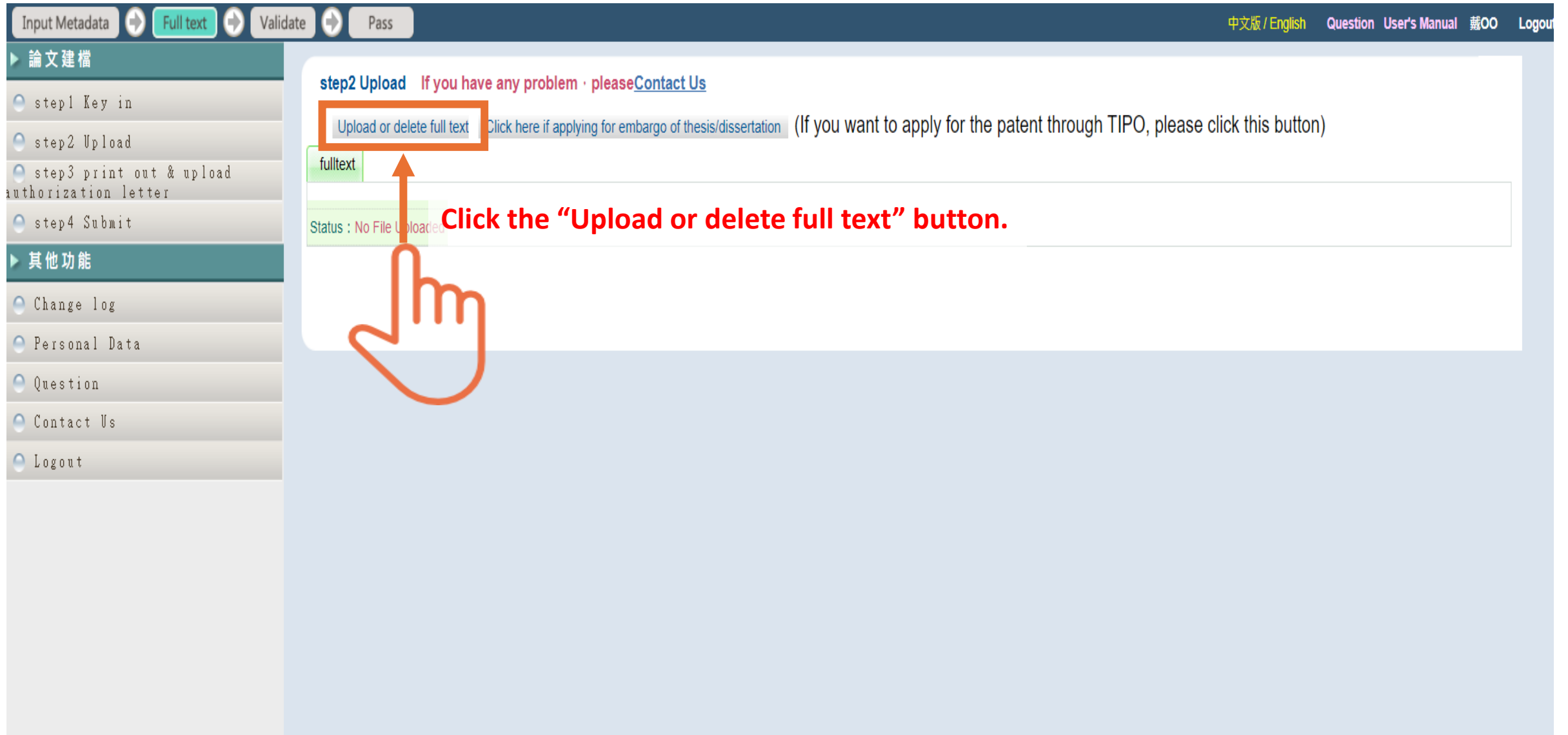
step2 Upload If you have any problem · please [Contact Us](#)

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 interface for a document upload process. At the top, there is a navigation bar with buttons for 'Input Metadata', 'Full text', 'Validate', and 'Pass'. The 'Full text' button is highlighted. On the right side of the top bar, there are links for '中文版 / English', 'Question', 'User's Manual', '戴OO', and 'Logout'. On the left side, there is a sidebar menu with a '論文建檔' (Thesis Building) section containing 'step1 Key in', 'step2 Upload', 'step3 print out & upload authorization letter', and 'step4 Submit'. Below this is another section '其他功能' (Other Functions) with links for 'Change log', 'Personal Data', 'Question', 'Contact Us', and 'Logout'. The main content area is titled 'step2 Upload' and includes a link to 'Contact Us'. A button labeled 'Upload or delete full text' is highlighted with an orange box. To its right is a link for 'Click here if applying for embargo of thesis/dissertation' and a note about TIPO. Below the button is a green box labeled 'fulltext' and a status message 'Status : No File Uploaded'. A large orange hand cursor points to the 'Upload or delete full text' button, and a red text overlay says 'Click the "Upload or delete full text" button.'

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

中文版 / English Question User's Manual 薙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

Full-Text

Status : have Full Text

Choose Copyright License Agreement

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 :

[Next](#)

Step3: Print out & upload authorization letter

Input Metadata → Full text → Validate → Pass

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

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.

Print

**Dissertation and Thesis Authorization Form to Post
Digital Copy Online**

•••••114NTPT0284200•••••

(Please mail this form to the National Central Library for documentation purposes)

ID:114NTPT0284200

This form is to authorize the use of the following dissertation/thesis (circle one) written to meet graduation requirements of National Taipei University of Education in the department of 特殊教育學系碩士班 for the 三 semester of 114 academic year.

Title : A Research of 00000000000000000000 in Hong Kong

Advisor : 謝○○

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

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

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
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- Contact Us
- Logout

step3 print out & upload authorization letter

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 :

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 OOOOOOOOOOOOOOOOOO 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!!



Print and bind the printed Thesis & Dissertation

- 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

The screenshot shows a web interface for thesis submission. At the top, there are buttons for 'Input Metadata', 'Full text', 'Validate', and 'Pass'. The 'Pass' button is highlighted in green. Below this, there is a sidebar with a 'Thesis Submission' section containing steps: 'step1 Key in', 'step2 Upload', 'step3 print out & upload authorization letter', and 'step4 Submit'. The 'step4 Submit' button is highlighted in orange and labeled 'step4 Submit (Pass)'. Below the sidebar, there are tabs for 'Basic', 'Abstract', and 'Table of Contents'. At the bottom, there is a list of submission details:

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 [REDACTED]
Language :	English
Page Count :	100

Department Office

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





Graduation Procedures



Processing will begin upon the department's approval.



Library Procedures :

1. All borrowed books must be returned, and overdue fees paid in full.
2. Submit **2 copies of authorization letters** of the Thesis / Dissertation (NTUE Library and National Central Library) with your handwritten signature (**NO e-signature**).
3. Submit **3 printed copies of the Thesis / Dissertation**. (Binding: paperback with glossy coating, A4 size)

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Title : A Research of 0000000000000000 in Hong Kong

Advisor : 吳○○

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Name : TAI,WHO-UHO
Signed : _____ Date (yyyy/mm/dd) : _____

your handwritten signature

YYYY/MM/DD

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

Name : TAI,WHO-UHO
Signed : _____ Date (yyyy/mm/dd) : _____

your handwritten signature

YYYY/MM/DD






**Thesis &
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

Call us #82121 、 82124