

NTPU Theses and Dissertations



User's Manual for Graduate Students

Contents

A.	Submission System login.....	1
i.	Login in with the account sent by the system....	1
B.	System Interface.....	2
i.	System screenshot	
ii.	User's instruction	
C.	Functions.....	3
i.	Edit personal data.....	3
ii.	Theses/Dissertations Filing.....	4

How to submit and file a thesis/dissertation?

A. Submission System login

To log in the system, you need to have a username and password. You can get an account in the following three ways. If you are not sure which way to go, please consult the department office of your major or the library staff in charge of thesis submission affairs.

- i. The system itself sent you a default username and password by E-mail.

Step1: Visit the management site of National Digital Library of Theses and Dissertations in Taiwan
(<http://cloud.ncl.edu.tw>)

Step2: Enter the username and password shown in the E-mail, and click GO!



B. System Interface

i. System Screenshot



ii. User's Instruction

1. Menu

You can find all the functions here. Unfold the green part to see the submenu.

2. Status Bar

This tells you status of your thesis validation.

3. Data Field

This section allows you to edit the data for filing your theses and dissertations.

C. Functions

i. Edit Personal Data

At the first time you login the system, you must check your personal information. In case of any mistakes, you should correct them for future use.

臺北大學 博碩士論文系統

國立臺北大學圖書館
National Taipei University Library

Input Metadata Full text Validate Pass 中文版 / English User's Manual ZhouHuang Logout

Thesis

- step1 Key in
- step2 Upload
- step3 Print
- step4 Submit

Other Function

- Change log
- Personal Data
- Contact Us
- Logout

修改資料 All mandatory fields indicated with red asterisks (帳號建立日期: 2015-04-23)

Field	Content
User ID	103NTPU0572003
* Password	buYYWCeyf
* Name	ZhouHuang
School	國立臺北大學
Department	城市治理英語
Degree Date	103
Semester	二
Student ID	
* E-mail	testzhouhuang@gmail.com

Make sure you fill out all the fields.

Notifications will be sent to the E-mail. Please provide valid address for fear of delaying the validation of your submission.

Submit

ii. Theses/Dissertations Filing

Step 1 Key in

- a. Choose “Step 1 Key in” in the Menu and click “Add Dissertation/Thesis,” which is right above the data field.

The screenshot shows the 'step1 Key in' interface of the National Taipei University Library's Theses/Dissertations Filing System. The page header includes the university name in Chinese and English, and the library logo. A navigation bar contains buttons for 'Input Metadata', 'Full text', 'Validate', and 'Pass'. A sidebar menu on the left lists 'Thesis' steps (step1 Key in, step2 Upload, step3 Print, step4 Submit) and 'Other Function' options (Change log, Personal Data, Contact Us, Logout). The main content area is titled 'step1 Key in' and features a red box around the 'Add Dissertation/Thesis' button. Below this button are tabs for 'Basic', 'Abstract', 'Table of Content', and 'Reference'. A red callout box points to the 'Add Dissertation/Thesis' button with the text: 'Click here to create new filing and input the required data.' The form fields include: 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, Name of Personal Website, URL of Personal Website, and E-mail.

- b. In the new window, please enter the accurate metadata of your thesis. If there is a blue asterisk (*), you need to fill in either blank for that one question; if it's a red asterisk (*), it means that is a mandatory question.
- c. "Temporary Save" is only for saving data temporarily; you can log in and continue the process. When all the data is completed, please click "Save" button; then you can start the next step.

Edit Dissertation/Thesis

Basic Abstract Table of Content Reference

All mandatory fields indicate with red asterisks

* Chinese Name : ZhouHuang

* Foreign Name : 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

* 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

* Advisor : Add The first letter of English name must be uppercase. Ex: Wang, Dahua

Chinese

Foreign

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

* Advisory Committee : Add The first letter of English name must be uppercase. Ex: Wang, Dahua

Chinese

Foreign

* Date of Define :

* Degree :

School Name : 國立臺北大學

Department Name : 城市治理與英語碩士學位學程

Academic Year : 103

* Publish Year : Please select

* Student ID :

* Language :

* Page Count : 0

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

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

Name of Personal Website : Ex : Facebook · Blog · MSN

URL of Personal Website :

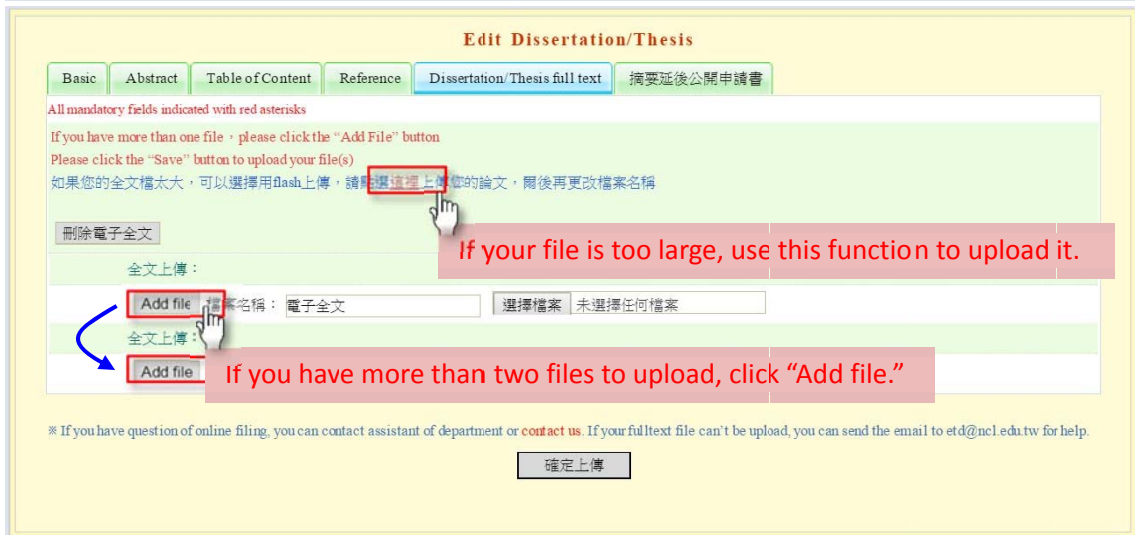
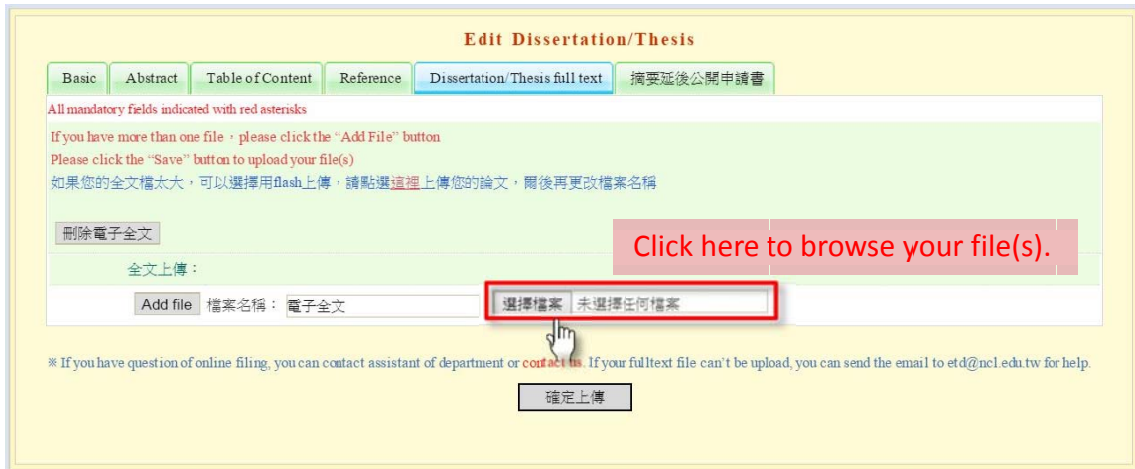
* E-mail : f50991118@gmail.com

* 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.
 * If you have question of online filing, you can contact assistant of department or contact us. If your fulltext file can't be upload, you can send the email to etd@xcl.edu.tw for help.

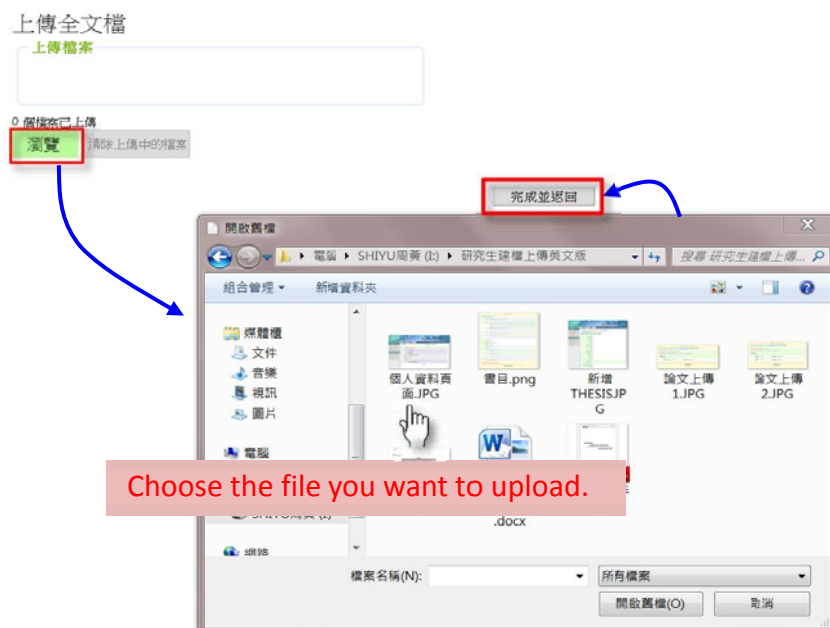
Temporary Save Save

Step 2 Upload

a. Upload the full text of your Theses/Dissertations



Notice: The following picture shows you how to upload files when they are too large.



b. Set the time and way to open the access to your theses/dissertations.

The screenshot shows the 'step2 Upload' form. At the top, there is a link 'Contact Us' and a note: 'If you want to apply for the patent through TIPO, please click this button)'. Below this are two buttons: 'Upload or delete full text' and 'Upload or Delete Delaying public'. A red box highlights the 'Upload or Delete Delaying public' button, with a callout box stating: 'In case your need to postpone the access, please upload the Request Form of Delaying Open Access Application for verification.' Below the buttons is a text input field for 'Dissertation/Thesis full text' with a file upload icon and the text '電子全文'. A red box highlights the 'Copyright License Agreement' section, which includes radio buttons for 'Immediate public access', 'Immediate access at my school', 'Open access at my school after', and 'Other'. Each option has associated dropdown menus for year, month, and day. A callout box points to these dropdowns: 'Set up the copyright license agreement for your theses.' At the bottom right of the form is a 'Next' button, with a blue arrow pointing to it.

c. Upload the Request Form for Delaying Public Access Application. If you are not for delaying access, please skip this step.

The screenshot shows the 'Upload or Delete Delaying public access Application' form. It has a title bar at the top. Below the title are two input fields: 'Upload Abstract of Delaying open access Application' and 'Delaying date to the abstract'. The first field contains the text '選擇檔案 未選擇任何檔案'. The second field contains '0000-00-00' and a calendar icon, with a note '(for 5 years at most)'. A red box highlights these two fields, with a callout box stating: 'Choose the date for the open access after you upload the Request Form for Delaying Access Application.' Below the input fields is an 'Upload' button, with a blue arrow pointing to it. Below the button is a section titled 'Dissertation/thesis applies patent notes :', followed by two numbered instructions. Below that is a section titled 'Upload Abstract of Delaying open access Application Guide :', followed by five numbered instructions.

Dissertation/thesis applies patent notes :

1. You have to apply patent from oral date within six months.
2. Pay attention to postpone the available date of the electronic dissertation/thesis and printed copy (in the School and NCL).

Upload Abstract of Delaying open access Application Guide :

1. Download and fill out Abstract of Delaying open access Application
2. After signing the application and scanning to PDF or image file, click the "Browse" button and upload the application.
3. Choose the available date of the electronic dissertation/thesis for delaying open access.
4. Click "Upload" button to finish the uploading procedure.
5. Click "Delete" button to finish the removal procedure.

Step 3 Print Out the Authorization Form

- a. If you have uploaded your full-text theses/dissertations file, the next step will be printing out the authorization form.
- b. Click “Print” to preview the format. In the new window, click it again to print the document out.

step3 Print

Immediate public access

Immediate access at my school : open public access after [] year [] month [] day :

Open access at my school after [] year [] month [] day : open public access after [] year [] month [] day

Other :

Copyright authorization status

Print Next



Dissertation and Thesis Authorization Form to Post Digital Copy Online

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

ID:103NTPU0572003

This form is to authorize the use of the following dissertation/thesis (circle one) written to meet graduation requirements of National Taipei University in the department of 城市治理英語碩士學位學程 for the 二 semester of 103 academic year.

Title : The Test Translation on the ND LTD Manual

Advisor : 賴郁慧, Lai, YuHui

I do hereby authorize individuals to access the full text of the aforementioned dissertation/thesis (including abstract) online for non-commercial purposes of searching, reading, downloading, and/or printing. This is a non-exclusive authorization without compensation granted to National Central Library and the university from which I graduated to reproduce this work in the format of microfilm, compact disc or digital file without limits to location, time, or number of reproductions. I also agree to the public transmission of an electronic file.

- Immediate public access
- Immediate access at my school, with public access after //
- Open access at my school after // 日 : open public access after //
- Other _____

Name : 周煌

Signature :

Date : _____(yyyy)_____(mm)_____(dd)

Step 4 Submit

After you print out the authorization form, you can either click “Next” or you can just hit “Step 4 Submit” in the menu to enter the fourth step. To complete submission/validation, you simply click “Submit” and hit “Yes” in the pop-up warning window. Remember, once the submission is done, you cannot edit the original data. On the occasion that you must revise it, please refer to Step 5. You can jump to Step 6 to see how to check the result of the theses validation.

The screenshot displays the National Taipei University Library's thesis submission system. The interface includes a navigation menu on the left with options like 'step1 Key in', 'step2 Upload', 'step3 Print', and 'step4 Submit'. The main content area shows the 'step4 Submit' section with a 'Submitted' status. A pop-up window is overlaid on the form, asking for confirmation to submit and validate the dissertation/thesis. The pop-up window contains the text 'cloud.ncl.edu.tw 的網頁顯示 : Are you sure to submit and validate your Dissertation/Thesis?' and two buttons: '確定' (Confirm) and '取消' (Cancel). The background form shows fields for Chinese Name (周煌), Foreign Name (ZhouHuang), Chinese Title, Foreign Title, E-mail of Adviser, Date of Defense (2015-05-12), Degree (碩士), and School Name (國立臺北大學).

Step 5 Cancel Submission/Validation

- a. If you want to cancel the submission for review, go to “Step 4 Submit” in the menu. Hit the button “Cancel Validation” and click “Yes” in the warning box. You will get a notification E-mail when the cancelation is accepted; afterwards, you can start revising the portfolio for your theses/dissertation.



- b. Go back to “Step 1” to revise the data.



Step 6 Review/Validation Result

If you have submitted your theses/dissertations, you can check out the last icon in the “Status Bar” at any time to see whether the validation is passed or not.

The screenshot shows the 'Not Pass' status in the 'Status Bar'. A red box highlights the 'Not Pass' button, and a red callout box contains the text: 'If the validation fails, you need to further revise the metadata.' A blue arrow points from the 'Edit Dissertation/Thesis' button to the 'Basic' tab in the metadata form.

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國立臺北大學圖書館
National Taipei University Library

Input Metadata → Full text → Validate → **Not Pass** 中文版 / Eng

step1 Key in If you have any problem, please Contact Us

Edit Dissertation/Thesis

Basic Abstract Table of Contents

Chinese Name: 周煌
Foreign Name: ZhouHuang
Chinese Title:
Foreign Title: The Test Translation on the ND LTD Manual

Advisor
Chinese: 賴郁慧
Foreign: Lai, YuHui
E-mail of Advisor: shiyu@gmail.com

Advisory Committee
Chinese: 賴郁慧
Foreign: Lai, YuHui

Date of Defense: 2015-05-12
Degree: 碩士
School Name: 國立臺北大學
Department Name: 城市治理英語碩士學位學程
Academic Year: 103

The screenshot shows the 'Pass' status in the 'Status Bar'. A red box highlights the 'Pass' button, and a red callout box contains the text: 'The validation passes. Submission completed.' The 'step4 Submit (Pass)' button is also highlighted.

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國立臺北大學圖書館
National Taipei University Library

Input Metadata → Full text → Validate → **Pass** 中文版 / Eng

step4 Submit (Pass)

Basic Abstract Table of Contents

Chinese Name: 周煌
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Chinese Title:
Foreign Title: The Test Translation on the ND LTD Manual

Advisor
Chinese: 賴郁慧
Foreign: Lai, YuHui
E-mail of Advisor: shiyu@gmail.com

Advisory Committee
Chinese: 賴郁慧
Foreign: Lai, YuHui

Date of Defense: 2015-05-12
Degree: 碩士
School Name: 國立臺北大學
Department Name: 城市治理英語碩士學位學程
Academic Year: 103
Publish Year: 2015