



Procedure on how to upload thesis on NCYU website and process clearance and diploma:

1. Congratulations! Your hard work has paid off and it's time to process your diploma. :)
2. Upon approval of your advisor, upload your thesis on the NCYU library website.
 - After revising your thesis, you need to **put a watermark of the school's logo** in the center of your whole thesis document and **save it as a PDF file**. You can download the logo from this link:
http://140.130.171.113/files/site_content/lib/%E6%96%B0%E6%A0%A1%E5%BE%BDJPG%E6%B5%AE%E6%B0%B4%E5%8D%B0990629.jpg
 - Subsequently, go to this link:
http://140.130.171.113/lib/content.aspx?site_content_sn=303
 - The screen will show a page similar to this:

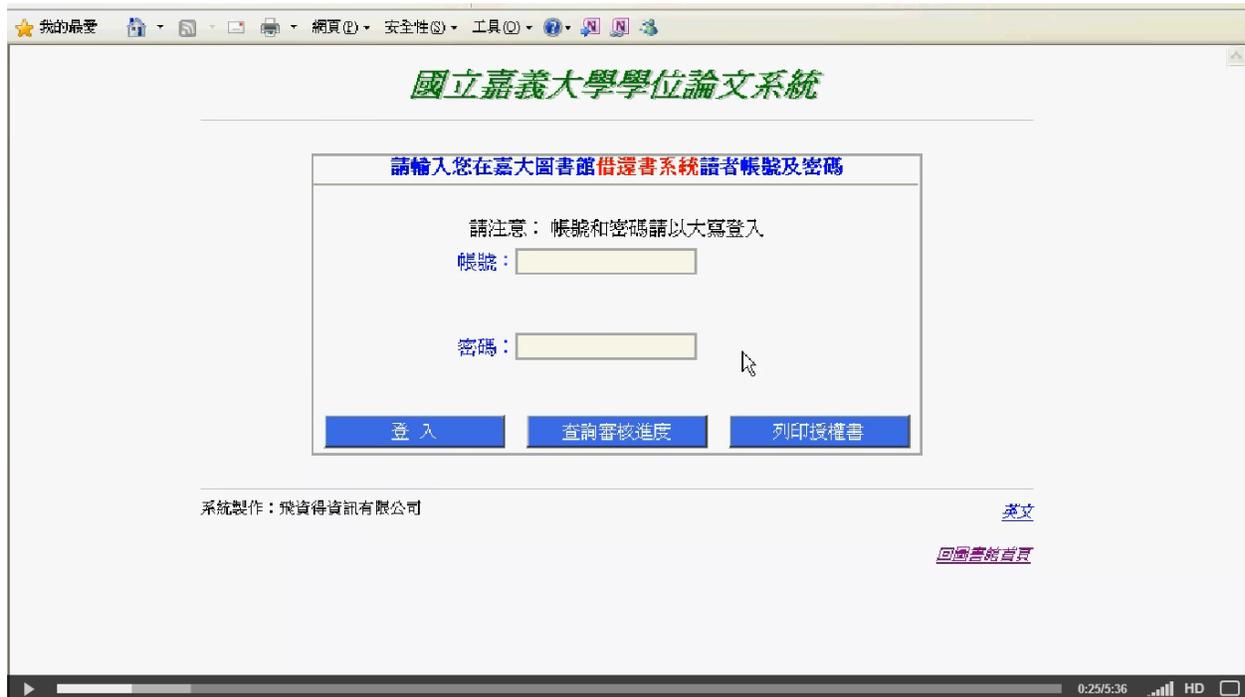
The screenshot shows the library website with a navigation bar at the top containing the university logo and name, and a search bar. Below the navigation bar, there are several menu categories: Library, Search, Resource, Activity, and Service. The 'Search' section is expanded, showing a list of search options including '查詢系統', '整合查詢', and '薦購系統'. A red arrow points to a highlighted link in the search results: 《國立嘉義大學博碩士論文全文上傳》. Below this link, there is a star icon and a note: ★系所名稱若已更名，請以新系所名為準。 To the right of the link, there is a '友善列印' button. Below the link, there is a list of instructions for uploading the thesis, including: '博碩士班畢業生於辦理離校前，應自行將論文電子檔轉成PDF格式並連線本系統，作線上登入，輸入論文摘要及相關資訊、決定授權範圍，並將論文全文電子PDF檔上傳，所上傳及建檔之資料本館僅就檢視格式是否符合要求，其內容是否正確完整由研究生自行負責。' and '本校博碩士論文系統所使用的帳號為學生證號，密碼以身分證字號為預設密碼，若曾經自行修改過密碼者，以修改後的密碼登入；若忘了密碼，請攜帶學生證或身分證（可證明您確為本人之證件）親至本館借還書櫃檯查詢或於網站上認證。' and '論文電子檔上傳至本系統後，無須另行上傳國家圖書館之全國博碩士論文系統，本館將定期整批轉檔予國家圖書館建檔。' and '若已自行上傳至國家圖書館之全國博碩士論文系統者，請自行與系所助教聯繫登入該系統進行"系所助教查核"，如此才可讓讀者於該系統中檢索得到。'



國立嘉義大學

National Chiayi University

- Click the characters where the arrow is pointing in the image shown above. The next page will be showing guidelines for the next procedure. On the bottom part of this page you will see these characters: [登入論文上傳系統](#). Kindly click this to go to the next page.
- If you are not using a computer from the department's office, a window will pop-up saying you need to change your IP address. Copy the given IP address to your network connection setting to enter the next page.



- You will be asked first to type in your library's username and password. Then on the next page your name, email, telephone number, ID number, college and department.



★ 我的最愛 | 網頁 | 安全性 | 工具

國立嘉義大學博碩士論文全文系統

[儲存](#) [離開系統](#)

編輯區塊

(粗體字 為必備欄位)

記錄編號: G00000E0040

狀態: 建檔完成 未建檔完成 [清除](#) (全部資料確認無誤後或每次修改後, 請勾選「建檔完成」)

論文聲明: 本人上傳之論文確為口試通過, 且經指導教授認可之最後修訂版, 若有不實, 願承擔所有責任。
(論文審核通過通知單, 將以副本知會指導教授。)

學校名稱: 國立嘉義大學

學院: 農學院(College of Agriculture)

系所名稱: 森林暨自然資源學系研究所(Graduate Institute of Forestry and Natural Resources)
(例:可輸入系所關鍵字查詢)

學號: 0911111

通訊地址: (請填寫永久地址, 勿填宿舍地址)

電話: 05-2717232

EMAIL: theses1@mail.ncyu.edu.tw (例: XXXX@XXXX.XXXX.XXXX)

研究生(中): 張三

論文名稱(中):

身份證字號: A1234567

研究生(英):

- On the following page, fill out the necessary information. Those in bold dark blue font are required fields.
- **Please take note to input your English thesis title in the 论文名称 (中) 'Chinese title box' or else upon receiving the confirmation from the library, the thesis title will be blank.**
- Talk with your advisor whether or not to grant public access to view your thesis online. The choices range from never, after one, two or three years and right away. You will need to tick one of the boxes before submitting your thesis to the library site.
- Upon submission of your thesis, the page will say that you have successfully submitted your thesis and will show two tabs. One of which is the permission to grant public access for the school's system while the other is for the national library.
- You have to print both of these documents and place it in front of each copy of thesis to be bind. **Individually sign the documents. Do not sign one printed copy and have it photocopied.** The library will check each of the copies upon submission.
- You will wait at least two days for the approval letter from the library. They will be sending a letter to the email address you have indicated on the form.
- Note that you have to wait for the approval of the library before having your thesis printed out and bind. The total number of thesis copies will depend whether your advisor and committee members would want a copy. *Four* thesis copies are to be



submitted to the library while allot two copies for the department. If you still have no idea where to get your thesis print and bind, you can have it done in:

- 精展影印 located at 嘉义市弥陀路 365 号 (体育馆旁). They give discounts to NCYU students and work really fast. The layout for the front cover of the thesis for the department is already available here.
- 3. While waiting for the confirmation from the library you can also process your clearance.
 - To see the list of departments that need clearance go to the administration system page of the school's website. Then click "Application for Graduation".
 - You do not have to print this form. You can just check this link from time to time to see if you already have completed the list.
 - This tab will show you a checklist of departments and whether you are already cleared or not.Here is a list of departments and where to go/what to do if it is still left unchecked or without mark:

- 學生事務處 學生職涯發展中心 – The Students Affairs Office – Career Development Center.
 - You have to complete the graduate survey (ask Ms. Vivian about this, last time, they exempted the department from answering this survey)
- 駐警隊 – University Police.
 - Check with the security guards both in XinMin campus or your respective dormitory. They will check whether or not you have paid for the parking fee of your motorcycle/scooter.
- 總務處保管組 –
 - Check if you have returned the graduation clothes (toga) already. The office is located in ground floor of building B, where you borrowed them.
- 語言中心 – The Language Center.
 - If you are a beginner student in Chinese class, you must have at least attended the beginner's class during the first year and the practical modern Chinese class for the consecutive year. You have to give a photocopy of your class cards together with a form to Ms. Emily at the language center. The language center is located at the third floor, right above the library.
- 图书馆 – The Library
 - Kindly return all books borrowed from the library. You must have uploaded your thesis and upon approval print & bind 4 copies and submit it to the library. (Last time, they asked to leave the copies in the department so they can collect all of the graduating students' theses at the same time.)
- 体育馆 – The Gymnasium.



國立嘉義大學

National Chiayi University

- You have to return any sports equipment borrowed from the gym.
- 系所辦公室 – Department Office.
 - Any thesis or office materials borrowed must be returned. Plus, 2 copies of your thesis must be submitted before you will be cleared in this department.
- 指導教授 – Your advisor
- 系主任/所長 – Dean
- 出納組 – The Cashier
 - Settle your unpaid accounts with the cashier in Lantan Campus or call the International Student Affairs office if you have scholarship.
- 學務處生輔組 – The Student Affairs Office – Student Assistance Department
 - 宿舍事宜 – Dormitory Matters
 - 兵役事宜 – Military Matters
 - You will have to fill out the International Student Alumni General Information form. The link is http://www.ncyu.edu.tw/oia_eng/itemize_list.aspx?site_content_sn=43371. Check with the International Student Affairs regarding the procedure on how to mail it back to them.
- The last department you have to go to is the administration department located at the first floor of building B (where you borrowed the graduation clothes). You have to return your ID and make sure that all the departments have already cleared you.
- Other documents such as English diploma, transcripts and English transcripts are upon request. There are corresponding fees and limitations to each document you request.
- Allot at least three days for the process of diploma. The release of other requested documents is approximately after three days or so.

Whew! That's it! (It's a loooooooooooooong process I know!) Now you have your diploma and ready to leave the university. It is time to open another chapter in your life! Good Luck! ☺