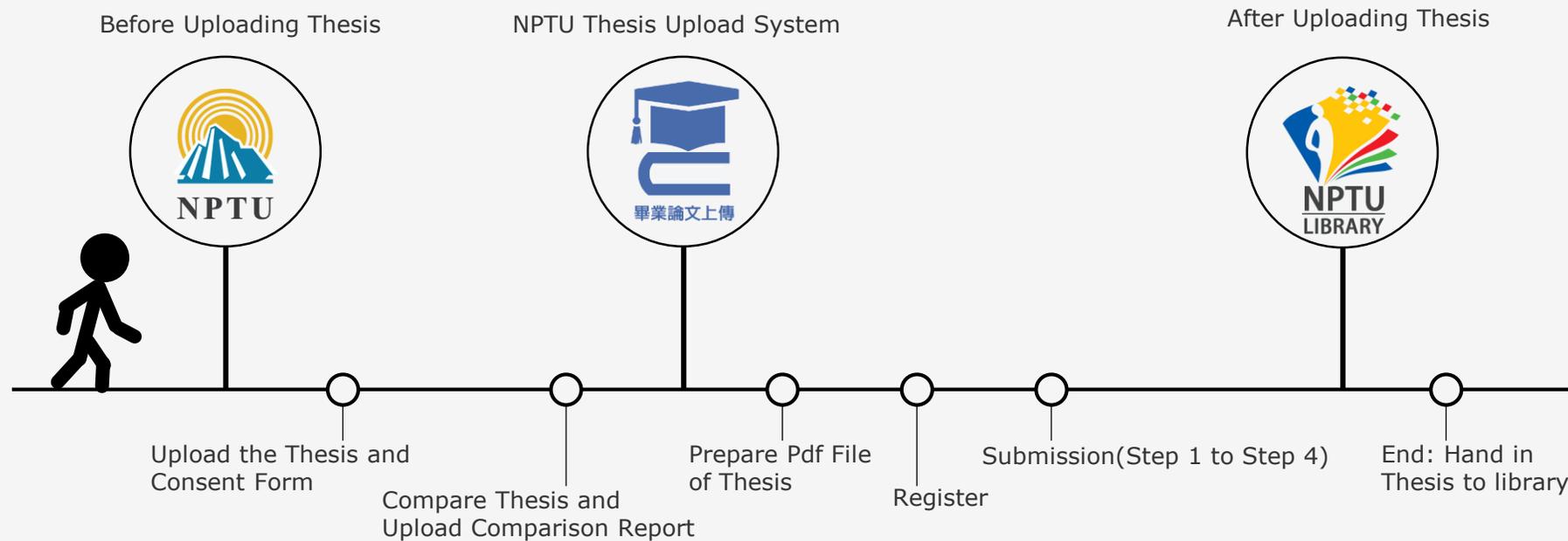# NPTU Thesis Upload System

Upload Workflow

User Guides

# Upload Workflow
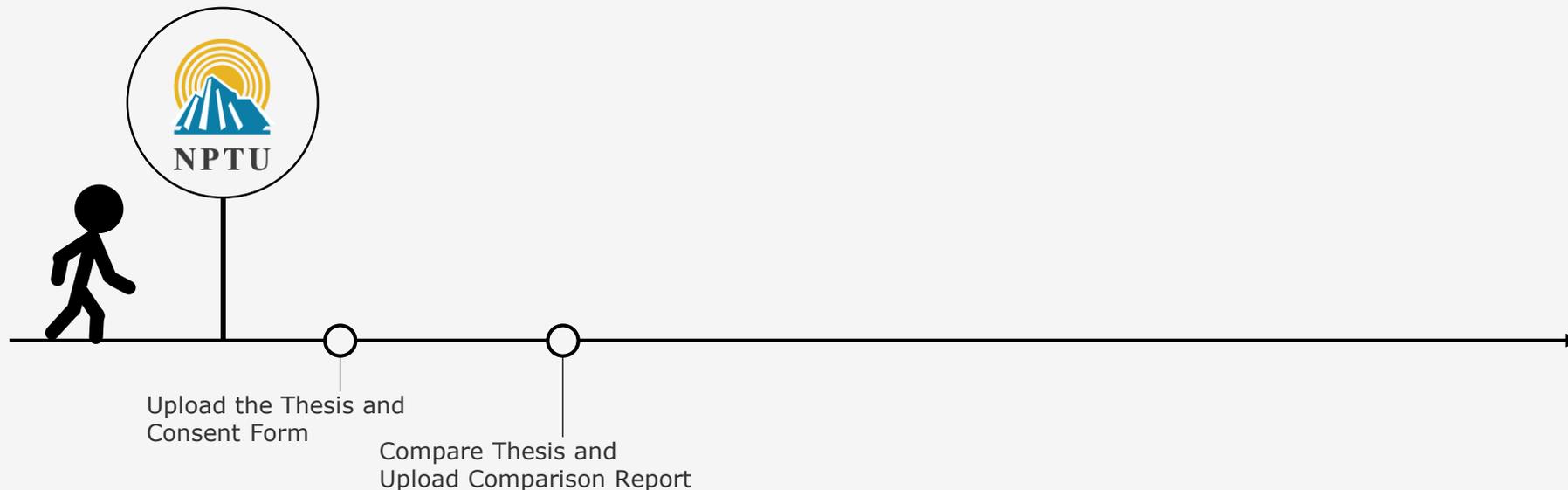
# 1. Before Uploading Thesis

1.1 Compare Thesis and Upload Comparison Report

1.2 Upload the Thesis and Consent Form

Upload the Thesis and Consent Form

Compare Thesis and Upload Comparison Report

# 1.1 Compare Thesis and Upload Comparison Report_1

- **Compare Thesis**

  - Written in English：Use Turnitin System
    Link: https://library.nptu.edu.tw/misc/turnitin.aspx

  - Written in Chinese：Use 快刀 System
    Link: https://library.nptu.edu.tw/misc/ppvs.aspx

- **Upload Comparison Report**

  - Turnitin：Upload 2 Pages (jpg pictures only )
    A. First Page of the Report ( Ex 1. )
    B. % Page of the Report ( Ex 2. )

  - 快刀：Upload 1 Page (jpg pictures only )
    % Page of Report ( Ex 3. )

Ex 1.

Ex 2.

Advisor Signature

Ex 3.

# 1.1 Compare Thesis and Upload Comparison Report_2

- Where to Upload ?



- Link: https://webap.nptu.edu.tw/web1/Secure/default.aspx
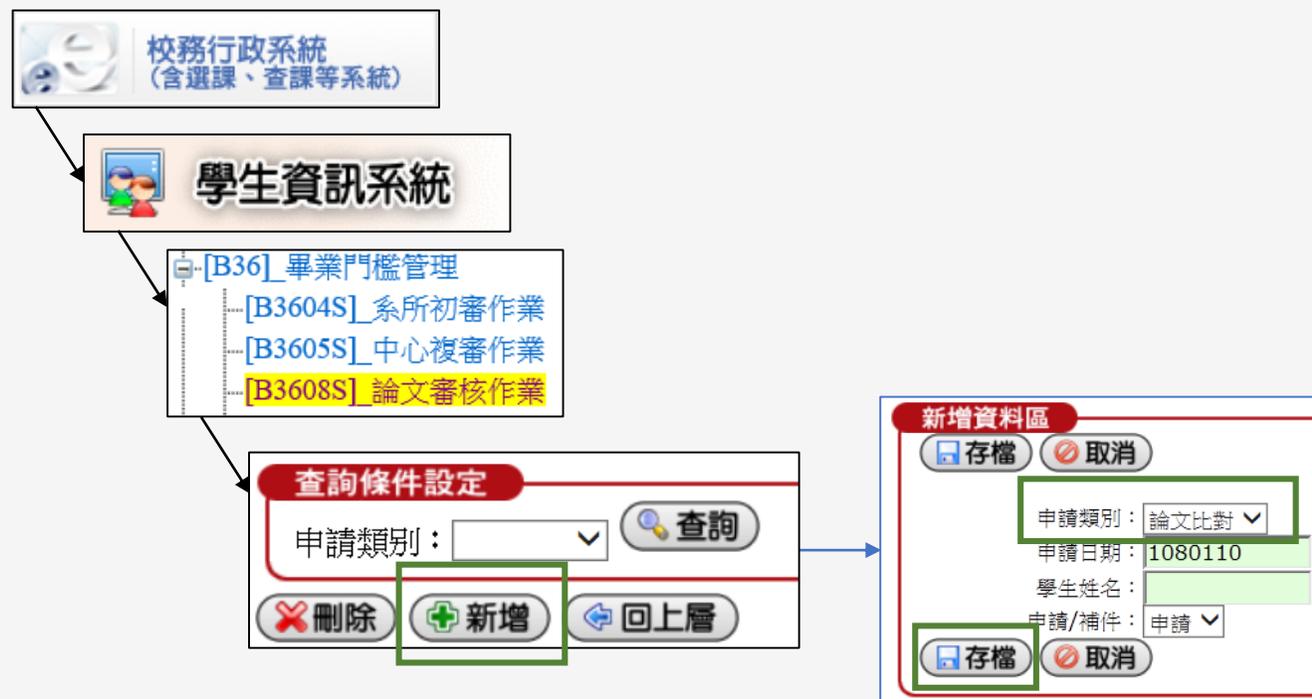
# 1.2 Upload the Thesis and Consent Form

- Download the Consent Form

  - NPTU Thesis Upload System / Download
    Link: https://cloud.ncl.edu.tw/nptu/download.php

  3. 【本校】畢業門檻：學生資訊系統－論文上傳同意書、論文比對結果 (E-dissertation/thesis Upload Consent)

  (1) 圖解教學： 論文上傳同意書、論文比對結果上傳

  (2) 影音說明： 點我觀看

  (3) 同意書下載 (Download)：A. Pdf 檔　B. Word 檔 (請使用google瀏覽器)

- Where to Upload ?
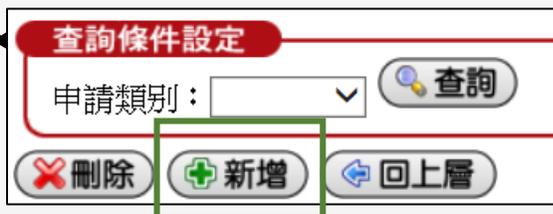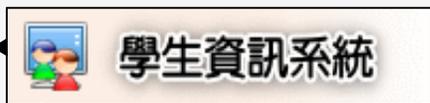
Ex.

國立屏東大學研究生論文上傳同意書
E-dissertation/thesis Upload Consent

系所(Department) _____

研究生(Student) _____

論文已完成口試委員修改建議，請同意論文上傳至本校博碩士論文系統。
The dissertation/thesis has been revised and finalized under the instruction of the members of the oral defense committee. I hereby request permission from the advisor for me to upload the dissertation/thesis to the NPTU Electronic Dissertations and Theses System.

謹陳

論文指導教授(Advisor)：_____ 簽名(Signature)

同意日期(Date)：_____ 年 _____ 月 _____ 日

--------------------------------------------------------------------
研究生(Student)：_____ 簽名(Signature)

學號(Student Number)：_____

備註(Note)：

1. 指導教授簽名後，以電子檔案(jpg 圖檔)上傳【學生資訊系統→B36_畢業門檻管理→B3603S_畢業門檻申請作業(學生端)】。上傳網址：https://webap.nptu.edu.tw/Web/Secure/default.aspx
   After your advisor has signed the consent, please convert it into JPG format and upload it to the "Student Information System." https://webap.nptu.edu.tw/Web/Secure/default.aspx

2. 紙本與數位論文內，請勿置入此同意書。
   Do not insert the consent form to your dissertation/thesis.

Advisor Signature

# 2. NPTU Thesis Upload System

## 2.1 Register

## 2.2 Submission (Step 1 to Step 4)

Prepare Pdf File of Thesis

Register

Submission(Step 1 to Step 4)
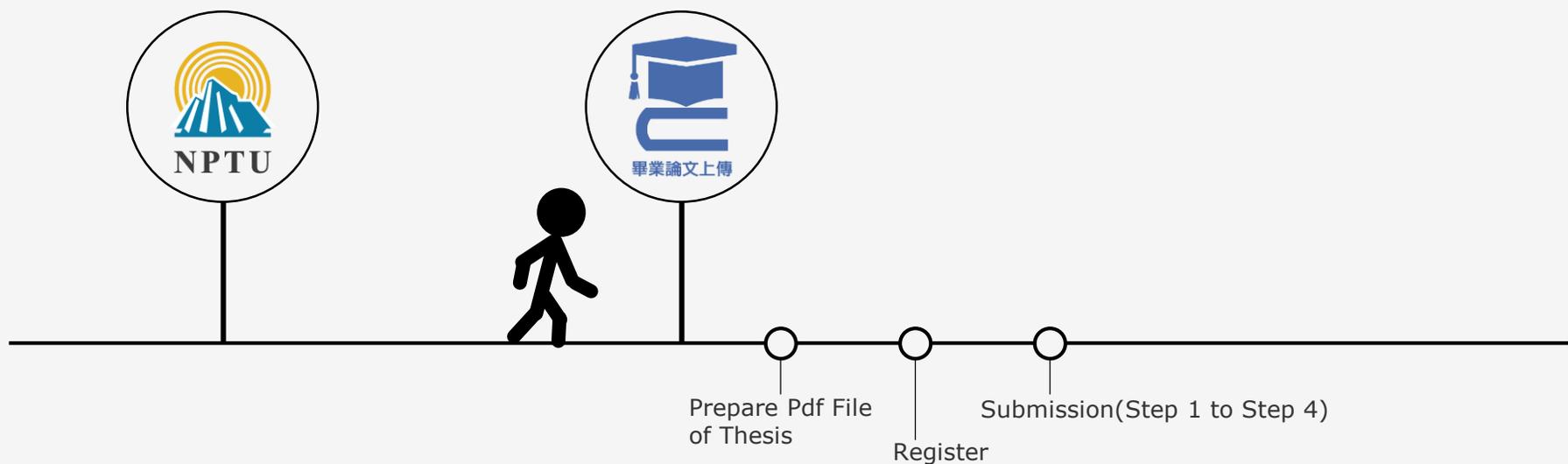
# 2.1 Register

- NPTU Thesis Upload System ( NDLTD in Taiwan )

    - Link: https://cloud.ncl.edu.tw/nptu/in_pop3.php?school_id=403 ( Use Google Browser )

- Identity Verification-NPTU Student E-mail

    - Account：Student Number. Ex： abc110987

    - Password：Student E-mail Password
      ( If Forget, Dial #21302 )

    - Fill in Your Personal Information. Ex： Choose Department Name、Name、E-mail* ......
      * Your Most Frequently-Used EMAIL Account

- Receive Thesis Upload System New Account and Password from Notification E-mail*

    - New Account. Ex： 110NPTU123456

    - Password：Random Number

# 2.2 Submission - Step 1 Key in

- Basic Information

  - Student Name ( Chinese & English) , Thesis Title ( Chinese & English) ,  Oral Defense Date, Committee Members, Keywords ( Chinese & English) ......

- Chinese and English Abstract

- Table of Contents

- References

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

Edit Dissertation/Thesis

| Basic | Abstract | Table of Content | Reference |
|---|---|---|---|

| thesis type : | Academic thesis/ dissertation |
|---|---|
| Chinese Name : | 圖書館 |
| Foreign Name : | TU, SU-KUANG |
| Chinese Title : | 論文題目務必與口試合格證明頁一致 |
| Foreign Title : | The Construction and Examination of Causal Model |

# 2.2 Submission - Step 2 Upload_1

- Step 2 : Upload Thesis

    - Format: PDF ( upload one file only )

- PDF Sequence

    - Cover ( with Watermark ) *                                    * No Page Numbering

    - Certificate of Oral Examination ( Scan A4 Size PDF ) *

    - Acknowledgement ( Non-Essential ) **                    ** Use Roman Numerals ( I, II, III … , or i, ii, iii … )

    - Abstract  ( Chinese & English ) **

    - Table of Contents ( List of Tables, List of Figures ) **

    - Text ( Chapter 1 to Chapter N ) ***                       *** Use Arabic Numerals ( 1, 2, 3 … )

    - Reference ***

    - Appendix ( Non-Essential ) ***

# 2.2 Submission - Step 2 Upload_2

- Add the Watermark to the PDF File in Adobe Acrobat Pro (Adobe Acrobat Reader isn't available)

- Watermark Link: Thesis Upload System/Download

# 2.2 Submission - Step 2 Upload_3

- Set up PDF Security in Adobe Acrobat Pro (Adobe Acrobat Reader isn't available)
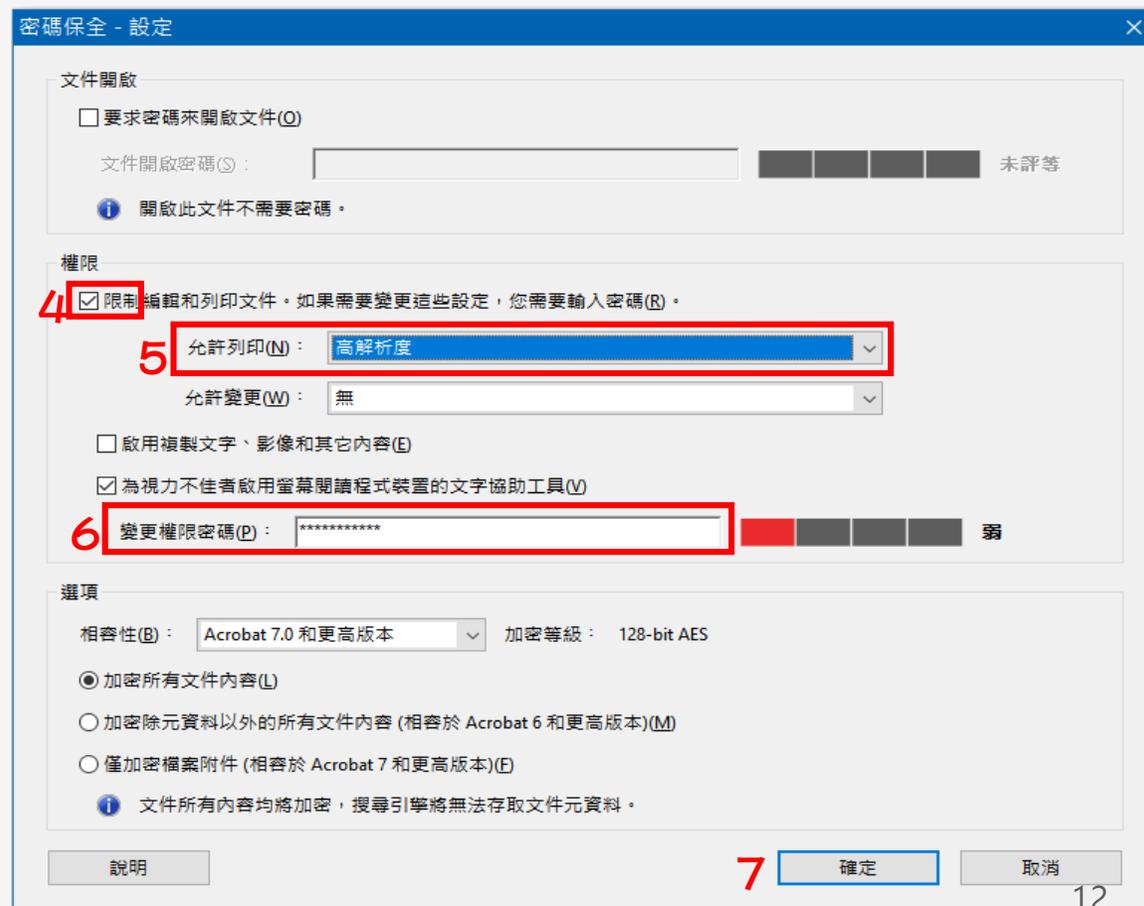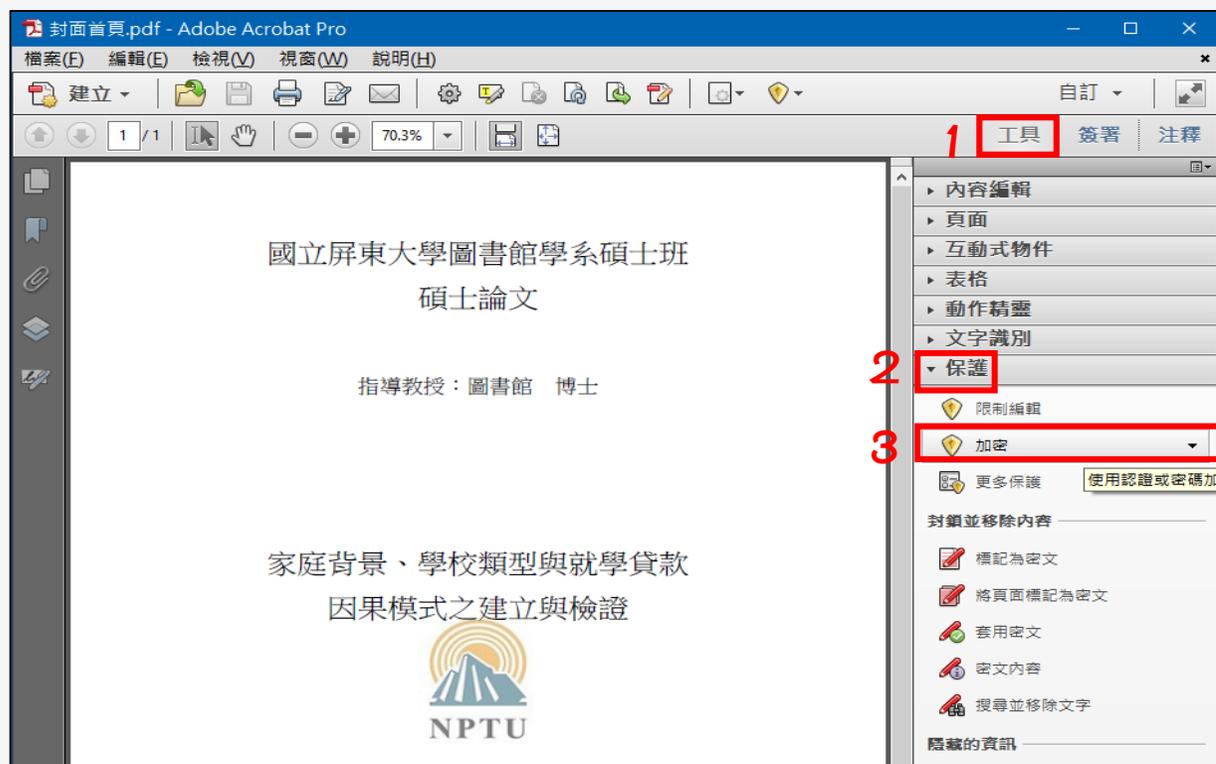
# 2.2 Submission - Step 2 Upload_4

- Copyright License Agreement

    - Full Text Open Data ( Campus, Public )

# 2.2 Submission - Step 3 Authorization Letters

- Step 3 : Print out & Upload authorization letter

  - Print: 2 Pages ( for NPTU and NDLTD in Taiwan )

  - Signature & Upload ( scan A4 size Pdf )

  - Submit Authorization Letters to Library

# 2.2 Submission - Step 4 Submit

- Step 4 : Send Out Thesis to Library

# 3. After Upload Thesis

3.1 Print Thesis

3.2 Other Files

End: Hand in
Thesis to library
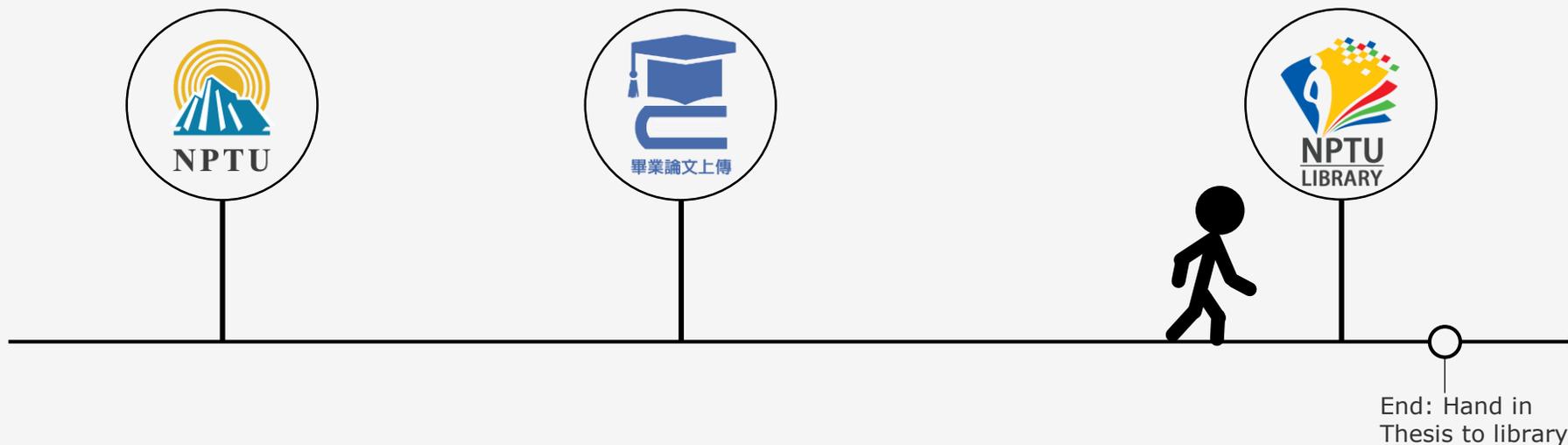
# 3.1 Print Thesis

- Library  : 2 Paperbacks

- Other Units  : Advisor, Department ...

# 3.2 Other Files_1：Thesis Comparison Checklist

- **Thesis Comparison Checklist**

  - NPTU Thesis Upload System / Download

    Link: https://cloud.ncl.edu.tw/nptu/download.php

    > 4.【本校】論文比對結果檢核表(Thesis Comparison Checklist)
    >
    > (1)「離校」時本檢核表以「紙本」形式 併同「**快刀、Turnitin比對結果報告**(經指導教授簽名)」繳交
    >    註冊組(一般生)、進修教學組(在職生)
    >
    > (2) 檢核表下載 (Download)：A. Pdf 檔　B. Word 檔 (請使用google瀏覽器)

  - Check Thesis Comparison Contents

    A. Fill in Thesis Comparison Checklist Information ( Ex. picture )

    B. Submit to Graduation Related Units ( library doesn't need )

Ex.

### 國立屏東大學研究生繳交學位論文比對結果檢核表

| 研究生姓名 | | 學　號 | |
|---|---|---|---|
| 就 讀 系 所 | | 學位別 | □碩士　　□博士 |
| 學位論文名稱 | (中文) | | |
| | (英文) | | |
| 論文主體 使用語言別 | □中文 請在表後另行檢附使用圖書館提供之中文比對系統(**快刀**中文原創性比對系統)相似度結果，比對結果須給指導教授簽名。 | | |
| | □英文 請在表後另行檢附使用圖書館提供之英文比對系統(**Turnitin** 論文原創性比對系統)相似性結果，比對結果須給指導教授簽名。 | | |
| 比對相似性 | _____% 整體論文比對 或 第一部分比對結果 | | |
| | _____% 第二部分比對結果 (限用於**快刀**系統 — 若論文字數較多，分二部份比對者填此欄；若為整體論文比對，此欄免填) | | |

**(請根據檢附之比對結果確實填寫)**

| 研究生簽名 | 指導教授簽名 | 系所主管簽名 |
|---|---|---|
| (請加註日期) | (請加註日期) | (請加註日期) |
| | | |

備註:
本檢核表經 109 學年度第一學期第 1 次教務會議(109 年 10 月 22 日)決議通過，本校所有研究生於 109 學年度開始辦理離校時候必須填寫此表格，**並檢附比對結果內容送指導教授及系所主管核章，於領取學位證書時，繳交註冊組(日間博碩士班)、進修教學組(在職碩專班)、專案業務組(軍碩專班)。**

# 3.2 Other Files_2：Declaration of Authorization to Database Vendor

- Declaration of Authorization to Database Vendor

  - NPTU Thesis Upload System / Download
  
    Link: https://cloud.ncl.edu.tw/nptu/download.php

  > 📗 5.【本校】論文授權資料庫廠商調查聲明書 (Declaration of Authorization to Database Vendor)
  >
  >     (1)「離校」時本調查聲明書以「紙本」形式 併同「學位論文授權書 2 張」繳交至 圖書館 – 典閱組
  >
  >     (2) 說明：本資料庫廠商係指 授權「國圖、學校」以外之廠商，如：華藝
  >
  >     (3) 聲明書下載 (Download)：A. Pdf 檔　B. Word 檔 (請使用google瀏覽器)

  - Check Contents
  
    A. Fill in Declaration of Authorization to Database Vendor Information ( Ex. picture )
    
    B. Submit to Library

Ex.



國立屏東大學研究生博碩士論文
授權資料庫廠商調查聲明書
**Declaration of Authorization to Database Vendor**

# End：Hand in Thesis to Library

1. Upload Thesis and Pass ( ppt. 2 to 14 )

2. Submit Files：

   A. 2 Paperbacks ( ppt. 16 )

   B. 2 Thesis Authorization Letters ( ppt. 14 )

   C. 1 Declaration of Authorization to Database Vendor ( ppt. 19 )

Congratulation !