

圖書資訊處公告

敬送

112年11月15日

主旨：112-1 研究生畢業論文比對、上傳及繳交流程及注意事項，惠請本學期畢業之研究生配合辦理。

說明：

一、112-1 研究生論文比對及繳交時程：

※圖書館審核皆為人工作業，不接受急件辦理，如有自身需求請提早作業！

| 順序 | 項目 | 工作天數 | 截止日 | 連結 |
|----|----------------|------|--|---|
| 1 | 申請 Turnitin 帳號 | 1-2 | 隨時都可申請，但請自行預估時程提早作業 | 點此申請 |
| 2 | 申請論文比對複核 | 2-3 | 學位考試 1 週前 ，超過時程仍可申請，但圖書館將依序辦理， 勿以超過時程為由來電催促！ | 點此申請 |
| 3 | 申請論文上傳帳號 | - | 無須人工作業天數，申請即可完成 | 參照說明 |
| 4 | 電子論文上傳 | 1-2 | 113年2月1日(四) ※寒假適逢年假請盡可能提早上傳！ | 點此登入 |
| 5 | 辦理離校手續 | - | 113年2月7日(三) (如有異動依教務處/進修部規定為準) | 校園入口網 離校系統 |

二、研究生至圖書館繳交紙本論文前，需先完成電子論文上傳且審核通過，並備妥：

| No. | 項目 | 數量 | 注意事項 |
|--|-----------------------------------|----------------|--|
| 1 | 平裝紙本論文 | 1 冊 | 請至 圖書館網頁 查詢裝訂說明 |
| 2 | 學位論文授權書 | 2 張 | 論文系統 Step.3 印出表單後簽署 |
| 3 | 審核結果<通過>通知信 | 1 份 | 電子論文審核通過 Email 直接印出 |
| 【紙本論文需申請延後公開者】 請另備以下項目（僅電子論文延後公開不用） | | | |
| 4 | 延後公開申請書 | 本校、國圖 各 1 張 | 申請說明詳如 附件 1 及 2 ，如不符合規定國家圖書館可能不予受理申請並公開論文，請自行留意！ |
| 5 | 延後公開證明文件 | 2 份 | |

三、相關資訊皆已置於圖書館網頁，請參考：圖書館首頁 > 右下角「[研究生畢業專區](#)」；如有問題請洽承辦人：

- Turnitin 帳號申請、原創性比對、複核申請：李獻生 先生(校內分機 3113)
- 論文格式、電子論文上傳、論文授權及延後公開、紙本論文繳交：林韋伶 小姐(校內分機 3136)
- 圖書館離校簽核：圖書館櫃台(校內分機 3119、3110)

【附件 1】紙本論文延後公開申請說明

- 一、如需申請「紙本論文」延後公開者，請填寫延後公開申請書(本校、國圖各 1 張)並檢附相關證明文件以為佐證；如僅電子論文延後公開者，請於電子論文上傳時於系統填寫公開日期，並簽署授權書即可，毋需填寫延後公開申請書。
- 二、論文應以公開為原則，依臺教高通字第 1090112935 號函，系所論文延後公開比例過高將影響系所增設或招生名額，因此申請前請審慎評估。
- 三、申請紙本論文延後公開之注意事項：
 - (一) 須填妥本校、國家圖書館的「延後公開申請書」各 1 張，確實勾選、說明符合學位授予法規範之申請理由(機密、專利事項或依法不得公開)，並檢附相關證明文件；表單填寫注意事項詳如附件 2。
 - (二) 研究生於「電子論文建檔」時，須上傳上述 2 張延後公開申請書及證明文件之掃描檔至電子論文繳交系統，並於繳交紙本論文時一併繳交文件正本
 - (三) 圖書館並未規定證明文件形式，該文件與申請理由相符即可，惟依學位授予法及國家圖書館規定，申請理由不予受理「投稿期刊」、「研究尚未發表」等非學位授予法規範之延後公開申請理由。
 - (四) 填寫國家圖書館申請書時請留意：若無特殊理由，請勿勾選「書目資料延後公開」，以免論文系統前台資料被隱藏，影響未來自身權益。
 - (五) 依本校規定，紙本論文延後公開年限最多 5 年，申請以 1 次為限。
- 四、如有任何問題請洽圖書館承辦人：林韋伶 小姐 (校內分機 3136)。

【附件 2】延後公開申請書填寫注意事項

| 名稱 | 表單樣式 | 填寫注意事項 | | | | | | | | | | | | | | | | | | | | | | |
|--|--|--|-------------------------------|--|-------------------------------|-----------------------|--|--|--|--------------------|--|------------------------------|--|-------------------------------------|--|--|--|---|-------------------------------------|-------------------------------|--|--|--|--|
| <p style="text-align: center;">【國家圖書館】延後公開申請書</p> | <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">1 國家圖書館學位論文延後公開申請書 Application for Embargo of Thesis/Dissertation 2023.02 北科大版</p> <p>申請日期/ Application Date: 西元 _____ (Y) / _____ (M) / _____ (D)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">申請人姓名 Applicant Name</td> <td style="width: 25%;">學位類別 Graduate Degree</td> <td style="width: 25%;"><input type="checkbox"/>碩士 Master <input type="checkbox"/>博士 Doctor</td> <td style="width: 25%;">畢業年月 Graduation Year/Month</td> </tr> <tr> <td>_____ (Y) / _____ (M)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>學校名稱 University</td> <td>國立臺北科技大學 National Taipei University of Technology</td> <td>系所名稱 Department/Institute</td> <td></td> </tr> <tr> <td>論文名稱 Thesis / Dissertation Title</td> <td colspan="3"></td> </tr> </table> <p>2 延後公開原因 Reason for Embargo</p> <p><input type="checkbox"/> 涉及機密 Contains information pertaining to the secret.</p> <p><input type="checkbox"/> 專利事項，申請案號： Filing for patent registration. Registration number: <input type="checkbox"/> 依法不得提供，請說明。 Withheld according to the law. Please specify.</p> <p>3 申請項目 Options</p> <p><input type="checkbox"/> 紙本論文延後公開 Delay public access to the printed copies of my thesis, but leave the online bibliographic record open to the public.</p> <p><input type="checkbox"/> 書目資料延後公開 Delay public access to online bibliographic record of my thesis. *自通過會整單資料彙刊後，若無特殊原因請勿勾選書目資料延後公開。</p> <p>4 公開日期 Delayed Until</p> <p>西元 _____ (Y) / _____ (M) / _____ (D)</p> <p><input type="checkbox"/> 不公開 非本校不可用，申請最多5年 Prohibited from public access.</p> <p>申請人簽名： Applicant Signature: _____</p> <p>指導教授簽名： Advisor Signature: _____</p> <p>(學校認定/審議單位) 系所主管簽名： Department/Institute Director Signature: _____</p> <p>系所單位章戳： Department/Institute Seal: _____</p> <p>5 【說明】</p> <p>1. 依教育部107年12月5日臺教高(二)字第1070216758號函及109年3月13日臺教高通字第1090027810號函，請確實填寫本申請書並檢附由學校認定或審議單位認定之證明文件，經由學校向本館提出申請，本館認定或審議單位審核後退回學校處理。</p> <p>2. 論文向本館國家圖書館，請將提送論文時，夾附親筆簽名申請書1份。</p> <p>3. 論文向本館國家圖書館，請將親筆簽名申請書一式2份附號郵寄10001台北市中山南路20號國家圖書館發展及資訊管理組，並於信封註明「學位論文延後公開申請書」。</p> <p>4. 本館保存之學位論文依學位授予法應提供公眾於館內閱覽紙本，或透過國立設備獲取電子資料權，二者依表單填寫日期公開。</p> <p>【Notes】</p> <p>1. Please fill in all blanks and attach the certification documents approved by the university and apply through the university. The application form will not be accepted for processing until all information, signatures, and stamps are included.</p> <p>2. If the thesis or dissertation is not yet submitted to the NCU, please attach the signed application form to the thesis or dissertation.</p> <p>3. If the thesis or dissertation has been submitted to the NCU, please send a registered letter with 2 copies of the signed application form attached. The letter should be addressed to "Collection Development Division", National Central Library with a note in the envelope indicating "Application for delay of public release" to the following address: No.20, Zhongshan S. Rd., Zhongzheng District, Taipei City 10001, Taiwan (R.O.C.)</p> <p>4. The delayed date of printed copies and the independent viewing equipment will synchronize.</p> <p>(以下由圖書館填寫 For Internal Use)</p> <p>承辦單位_館藏組: _____ 日期_處理狀況: _____</p> <p>典藏地: _____ 登錄號: _____ 索書號: _____</p> <p>會辦單位_組別組: _____ 日期: _____ <input type="checkbox"/> 移送並註記, 原上無日期: _____</p> <p>論文系統: _____ 日期: _____</p> </div> | 申請人姓名 Applicant Name | 學位類別 Graduate Degree | <input type="checkbox"/> 碩士 Master <input type="checkbox"/> 博士 Doctor | 畢業年月 Graduation Year/Month | _____ (Y) / _____ (M) | | | | 學校名稱 University | 國立臺北科技大學 National Taipei University of Technology | 系所名稱 Department/Institute | | 論文名稱 Thesis / Dissertation Title | | | | <p>1 表單版本： 請使用「2023.02 北科大版」，最新版請至本校論文系統左方「下載區」下載</p> <p>2 延後公開原因： 請據實勾選符合學位授予法之延後公開理由(機密、專利事項、依法不得公開)</p> <p>3 申請項目： 請勾選「紙本論文延後公開」，若無特殊原因請勿勾選書目資料延後公開，以免論文前台資料被隱藏，影響未來自身權益</p> <p>4 公開時間： 依本校規定至多5年，請勿勾選「不公開」</p> <p>5 簽名： 含研究生、指導教授及系所主管之簽名(蓋章不予受理)及系所章戳</p> | | | | | | |
| 申請人姓名 Applicant Name | 學位類別 Graduate Degree | <input type="checkbox"/> 碩士 Master <input type="checkbox"/> 博士 Doctor | 畢業年月 Graduation Year/Month | | | | | | | | | | | | | | | | | | | | | |
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| 申請人姓名 Name | 學位類別 Degree | <input type="checkbox"/> 碩士 Master <input type="checkbox"/> 博士 Doctor | 畢業年月 Graduation Year/Month | | | | | | | | | | | | | | | | | | | | | |
| _____ (Y) / _____ (M) | | | | | | | | | | | | | | | | | | | | | | | | |
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| 論文名稱 Thesis / Dissertation Title | | | | | | | | | | | | | | | | | | | | | | | | |
| 申請人親筆簽名 Applicant Signature | 系所單位章戳 Department/Institute Seal | | | | | | | | | | | | | | | | | | | | | | | |
| 指導教授親筆簽名 Advisor Signature | | | | | | | | | | | | | | | | | | | | | | | | |
| (學校認定/審議單位) 系所主管親筆簽名 Department/Institute Director Signature | | | | | | | | | | | | | | | | | | | | | | | | |

Library Notices for thesis submission

1. Procedures and deadlines for Fall-Winter 2023-24 thesis submission:

✘ **Any urgent request will NOT be allowed.** Please finish the procedures as soon as possible.

| No. | Procedures | Working days | Deadline | Link |
|-----|--|--------------|---|--------------------------------|
| 1 | Apply for Turnitin account | 1-2 | None. | Link |
| 2 | Apply for Turnitin review | 2-3 | 1 week before the oral defense. You can still apply for it if you don't meet the deadline, but the library will review the applications in order and will not allow any urgent request. | Link |
| 3 | Register an account for thesis submission system | - | None. You will get the account once you register for it. | Guide |
| 4 | Upload thesis full-text | 1-2 | February 1st (Thu), 2024 | Log in |
| 5 | Finish all graduation procedures | - | February 7th (Wed), 2024 | Student Portal |

2. To finish the library's graduation procedure, please upload the full-text and pass the validation first, and prepare the following document:

| No. | Required Items | Copy | Notes |
|--|---|-------------------------------|--|
| 1 | Paperback thesis | 1 | Refer to the binding information on the library's website . |
| 2 | Authorization Agreement | 2 | Print out the forms at Step.3 in the thesis submission system . |
| 3 | Thesis Validation *Approval* Email | 1 | When you get the approval email, print it out directly. |
| If you need to delay the open access date of your paper copies , please prepare the following document as well: | | | |
| 4 | Application Form of Embargo on Release of Thesis/Dissertation | 2 (1 for NTUT & 1 for NCL) | Please follow what it mentioned in the appendix 1 & 2. If there is any omission, your application will be rejected. |
| 5 | Evidence Material (to prove the reason for embargo) | 2 | |

3. Visit the library's website for more detailed information:

- Anything about plagiarism checker or uploading thesis:
Library's Home / "[Graduation Reminders for Graduate Students](#)" in the bottom right corner
- Download the [Step-by-step Guide](#), [thesis template](#), [application forms](#):
Library's ETD System / [Download](#)
- How to avoid any returns from the library review:
Library's ETD System / [User Guides](#) / [Library Review Checklist](#)

Appendix 1. Reminders for applying for thesis embargo

1. The application forms for thesis embargo are for delaying the open access date for "paper copy" of your thesis. If you want to delay the open access date for your online full-text, you just have to select the open access date in the thesis submission system and sign the agreement. Do not fill in the application forms.
2. Descriptions for applying for thesis embargo:
 - (1) Fill in 2 forms of "Application Form of Embargo on Release of Thesis/Dissertation" (1 for NTUT and 1 for NCL) with any evidence material attached. Only the thesis content is involving confidential information, patent registration, or any legitimate reasons are allowed to apply for embargo, so please explain the actual and reasonable reason for applying.
 - (2) Please prepare all documents and evidence material in advance and upload these to the thesis submission system. The original copies should also submit to the library when you submit your paper copy of the thesis.
 - (3) As long as the evidence material shows the reason, any kind of document will be accepted. However, abiding by Degree Conferral Act and the regulation of National Central Library, "submitting for publication" is NOT the reason for applying the embargo so please do not write this reason or your application will be rejected.
 - (4) When filling the application form, it is recommended not to check "Delay public access to online bibliographic record" or your thesis information will not show in our system.
 - (5) According to our school's regulation, the embargo application can only be applied for once and the public access date can only be delayed for 5 years at most.
3. If there is any other question, please contact: weiling@mail.ntut.edu.tw

Appendix 2. Notices for the application forms for embargo

| Title | Form | Notices | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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