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淡江大學 Tamkang University

Electronic Thesis/Dissertation (ETD) Submission

May 2020

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Outline

- Formatting of Electronic Thesis/Dissertation (ETD) contents
- ETD File processing
  - File converting
  - Adding the watermark
  - File protection setting
- Process of Submitting ETD
- Types of Authorizing ETD

ETD Formatting Requirements

- Title Page (Chinese)
- Acknowledgement (optional)
- Chinese Abstract (meet formatting requirements)
- English Abstract (meet formatting requirements)
- Table of Contents (including page numbers, list of figures and list of tables)
- Body Text (Every chapter)
- References
- Appendixes

Important documents downloading:

1、教務處→註冊組→法規章程→成績業務相關→

5-56 淡江大學研究生碩博士論文撰寫格式要點.doc

2、教務處→註冊組→表格下載→成績業務相關→

A12-淡江大學研究生中文論文提要ATRX-Q03-001-FM030

A13-淡江大學研究生英文論文提要ATRX-Q03-001-FM031

1

註冊組

淡江大學教務處
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共同服務連結

- 成員介紹
- 服務項目
- 最新訊息
- 法規章程
- 各項作業流程
- 表格下載
- Q&A
- 畢業資訊

2

業務連結

- 校務行政資訊查詢系統
- 教師記分簿及成績登錄預警系統
- Web成績上傳系統
- 成績單網路申購系統
- 學分抵免作業系統

GO 本站 站外

法規章程

3

» 學籍業務相關 » 成績業務相關

1.淡江大學英語能力檢定畢業門檻實施要點

2.淡江大學學分抵免規則

3.淡江大學研究生論文指導教授遴聘規則

4.淡江大學研究生學位考試辦法

5.淡江大學博士學位候選人資格考核實施要點

6.淡江大學教師繳交成績規則

7.淡江大學教師更正學期成績規則

4

8.淡江大學必修科目學分替代規則

9.淡江大學研究生碩博士論文撰寫格式要點

10.淡江大學榮譽學程實施要點

11.淡江大學學生出國修習學分規則

12.淡江大學研究生學術研究倫理教育課程實施要點

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- 各項作業流程
- 表格下載
- Q&A
- 應屆畢業資訊

2

業務連結

- 校務行政資訊查詢系統
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- Web成績上傳系統
- 成績單網路申購系統
- 學分抵免作業系統

GO 本站 站外

表格下載

3

» 學籍業務相關 » 成績業務相關

- A-研究生學位考試相關表格
- A1-淡江大學論文指導教授變更同意書ATRX-Q03-001-FM046
- A2-淡江大學研究生論文題目總表ATRX-Q03-001-FM029
- A3-淡江大學博士學位候選人資格考核成績通知單ATRX-Q03-001-FM037
- A4-淡江大學研究生學位考試申請表ATRX-Q03-001-FM040
- A5-淡江大學碩士班學位考試委員名冊ATRX-Q03-001-FM044
- A6-淡江大學博士班學位考試委員名冊ATRX-Q03-001-FM043
- A7-淡江大學研究生學位考試評分表ATRX-Q03-001-FM034
- A8-淡江大學研究生學位考試成績通知單ATRX-Q03-001-FM035
- A9-淡江大學碩士班學位考試委員簽名單ATRX-Q03-001-FM
- A10-淡江大學碩士在職專班學位考試委員簽名單ATRX-Q03-042
- A11-淡江大學博士班學位考試委員簽名單ATRX-Q03-001-FM
- A12-淡江大學研究生中文論文提要ATRX-Q03-001-FM030
- A13-淡江大學研究生英文論文提要ATRX-Q03-001-FM031
- A14-國家圖書館博碩士學位論文送存本【延後公開】申請書
- A15-國家圖書館博碩士學位論文送存本【抽換】申請書

4

ETD File Processing

- File Converting
- Add the watermark to PDF
- File Protection Setting

Steps of Converting Word to PDF

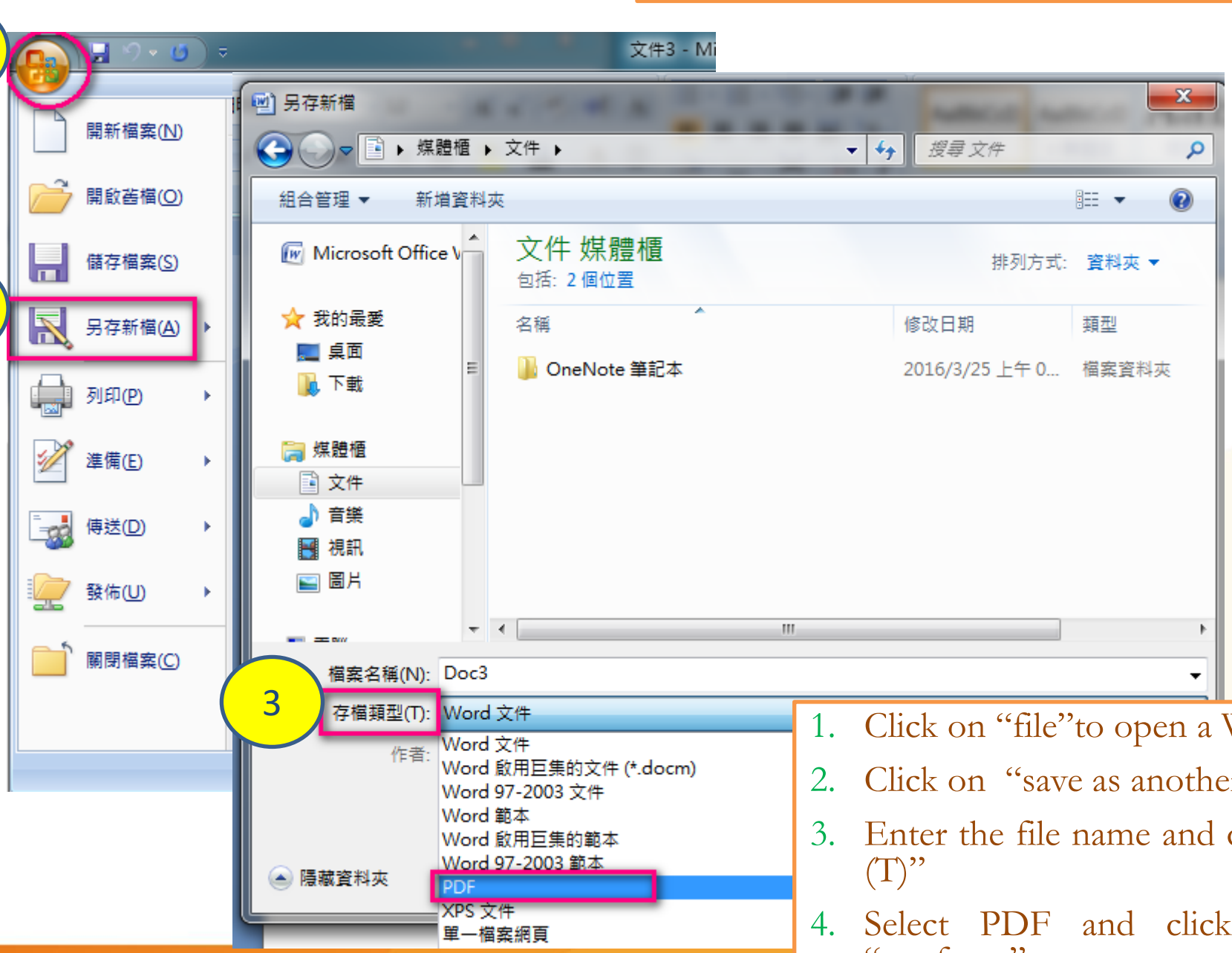
The ETD Service system only accepts PDF files

- **Upload the complete PDF file**：Including Title page, Chinese Abstract, English Abstract, Table of contents, Body text, and References, etc. (Please follow the regulations of theses format)

- -**Method One (for** thesis/dissertation in several Word files**)**：
  - check the chapter number → convert the Word files into PDF files → combin all the PDFs into a PDF → upload the final PDF.
- -**Method Two (for** thesis/dissertation in one Word file**)** ：
  - check the chapter number → convert it into PDF file → upload it.
- **Tips：After converting all files, be sure that all chapters and page numbers are followed formatting requirement.**

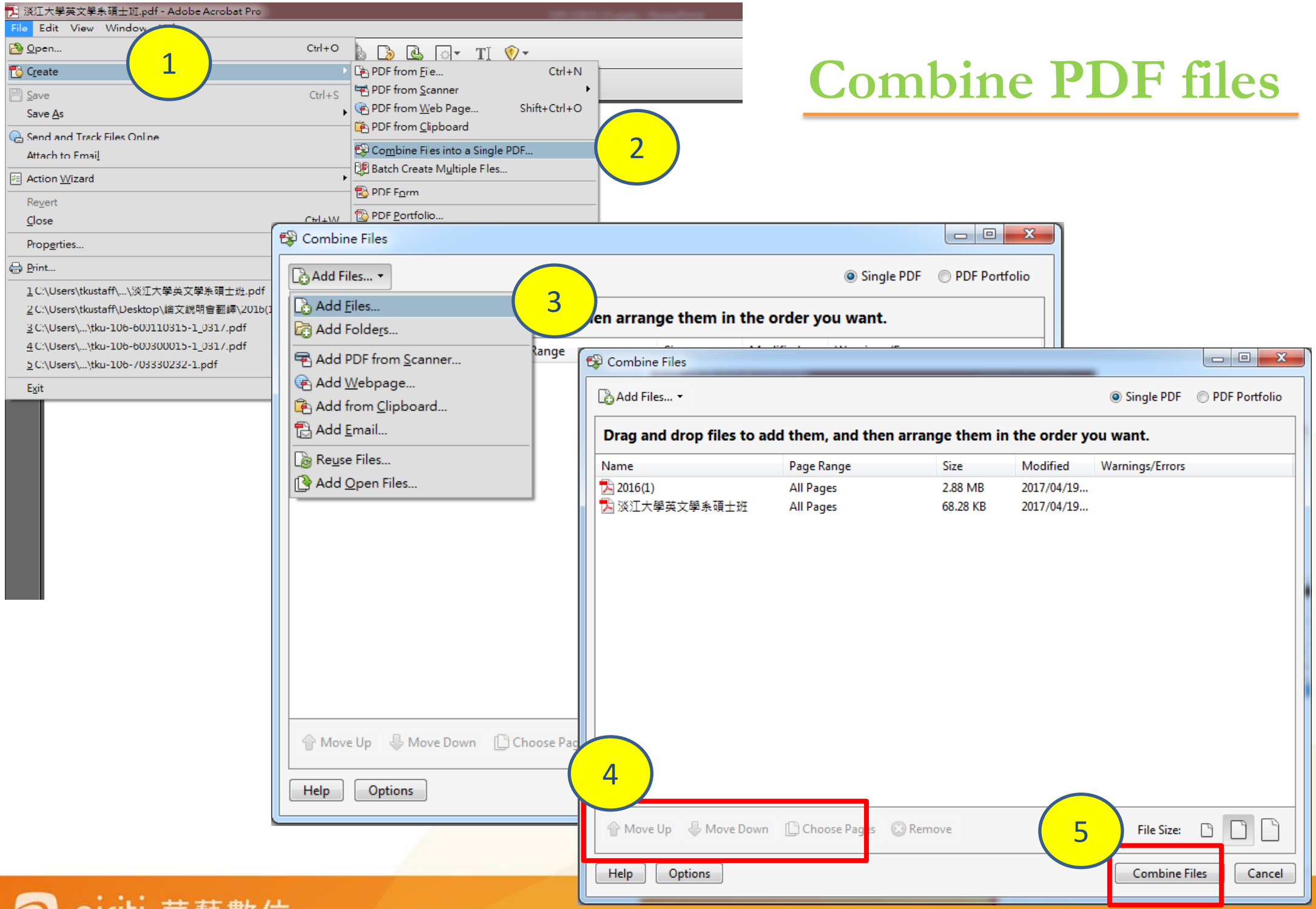
Save as PDF files

- Computers with software installed in library are available to use.
- You also can download the trial version from Adobe Acrobat website.
  http://www.adobe.com/cfusion/tdrc/index.cfm?product=acrobat_pro&loc=tw



1. Click on “file”to open a WORD
2. Click on “save as another file”
3. Enter the file name and click on “存檔類型(T)”
4. Select PDF and click on “save” or “conform”

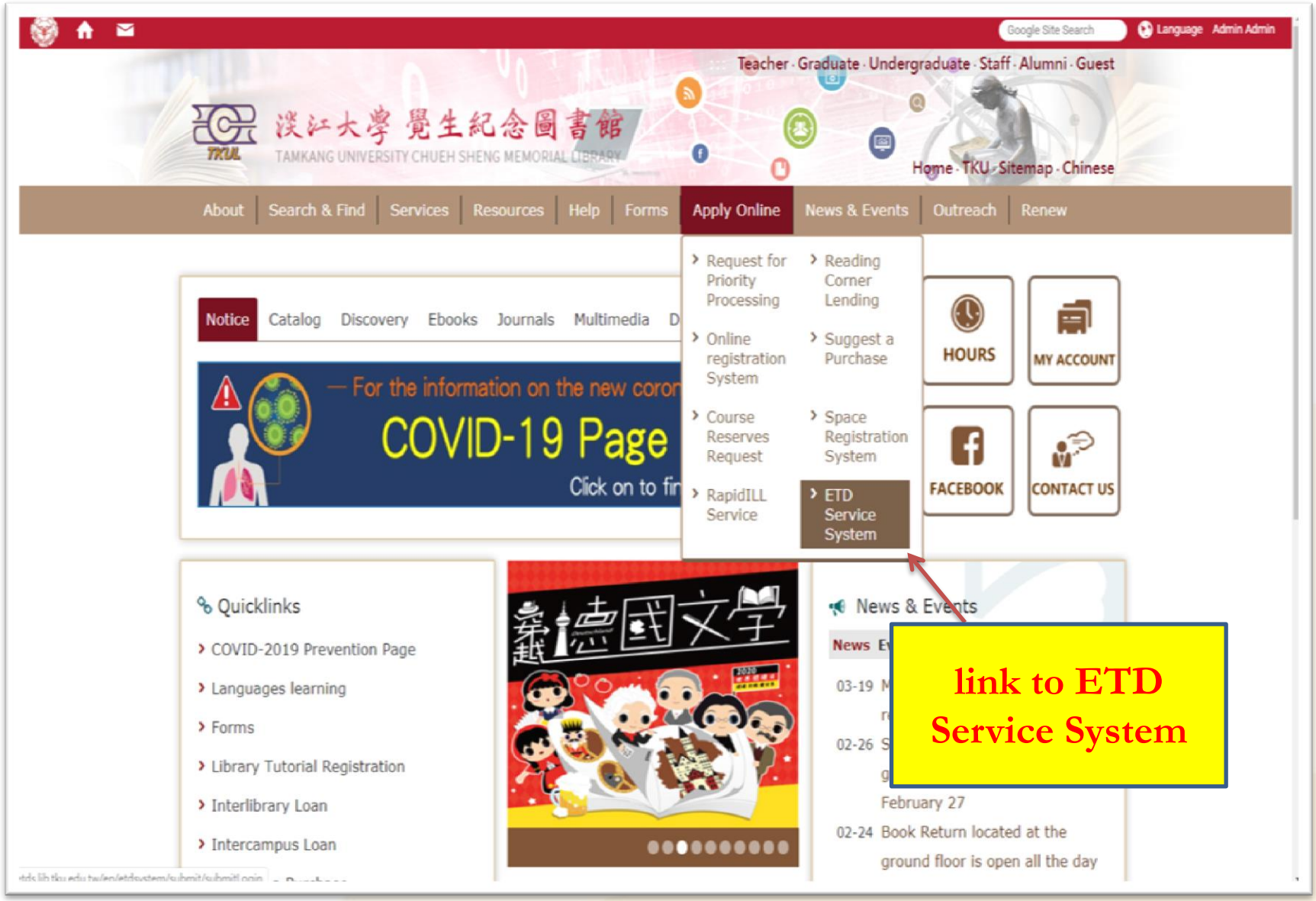
Combine PDF files



After file converting is done, please check the file again!

- Can the file be opened normally ?
- Are the entire thesis/dissertation converted into a PDF file ?
- Is there any garbled text ?
- Is the chapter page number same as the page number written on the table of contents ?

Add the Watermark to PDF



Add the Watermark to PDF

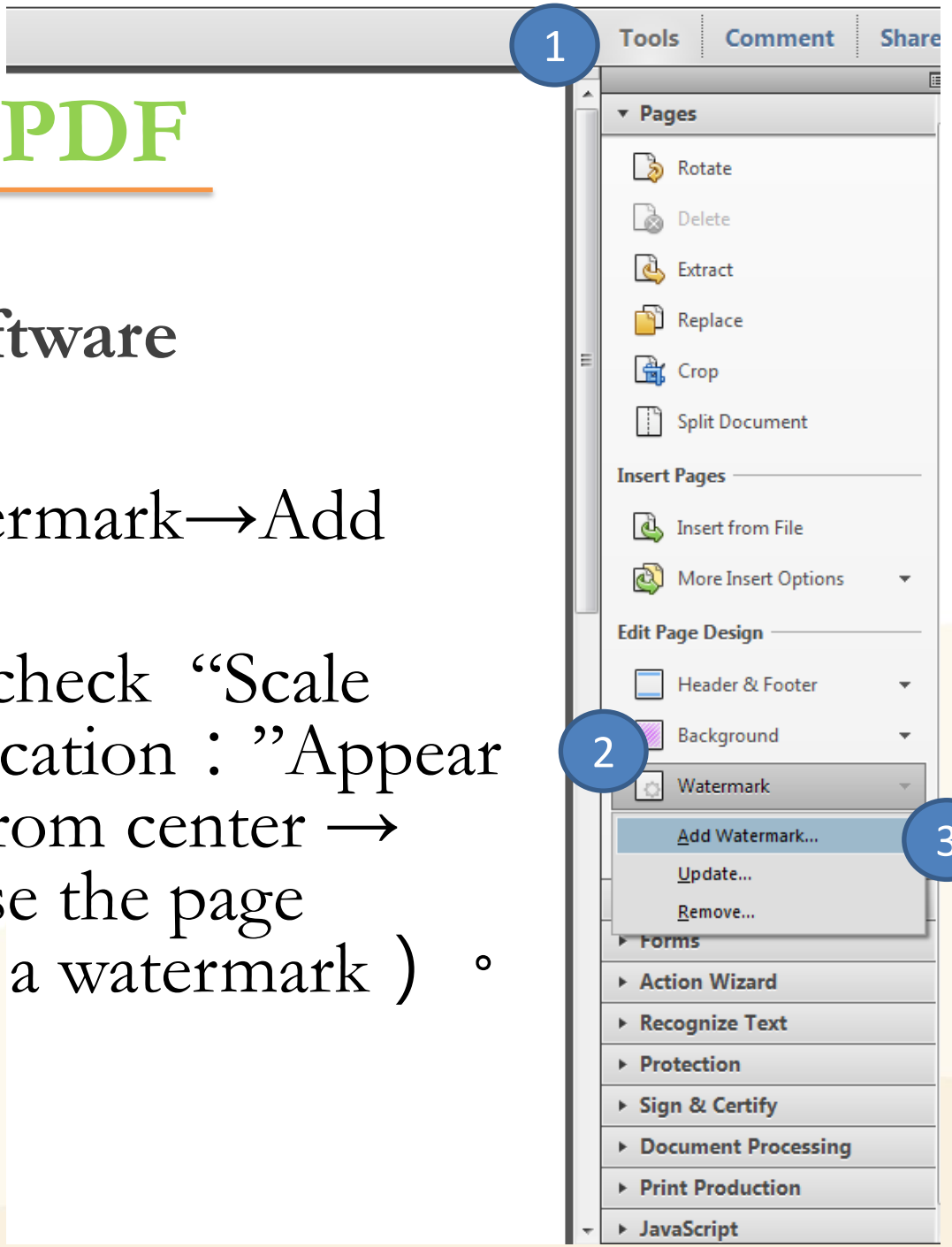
Add the watermark to PDF

Example：

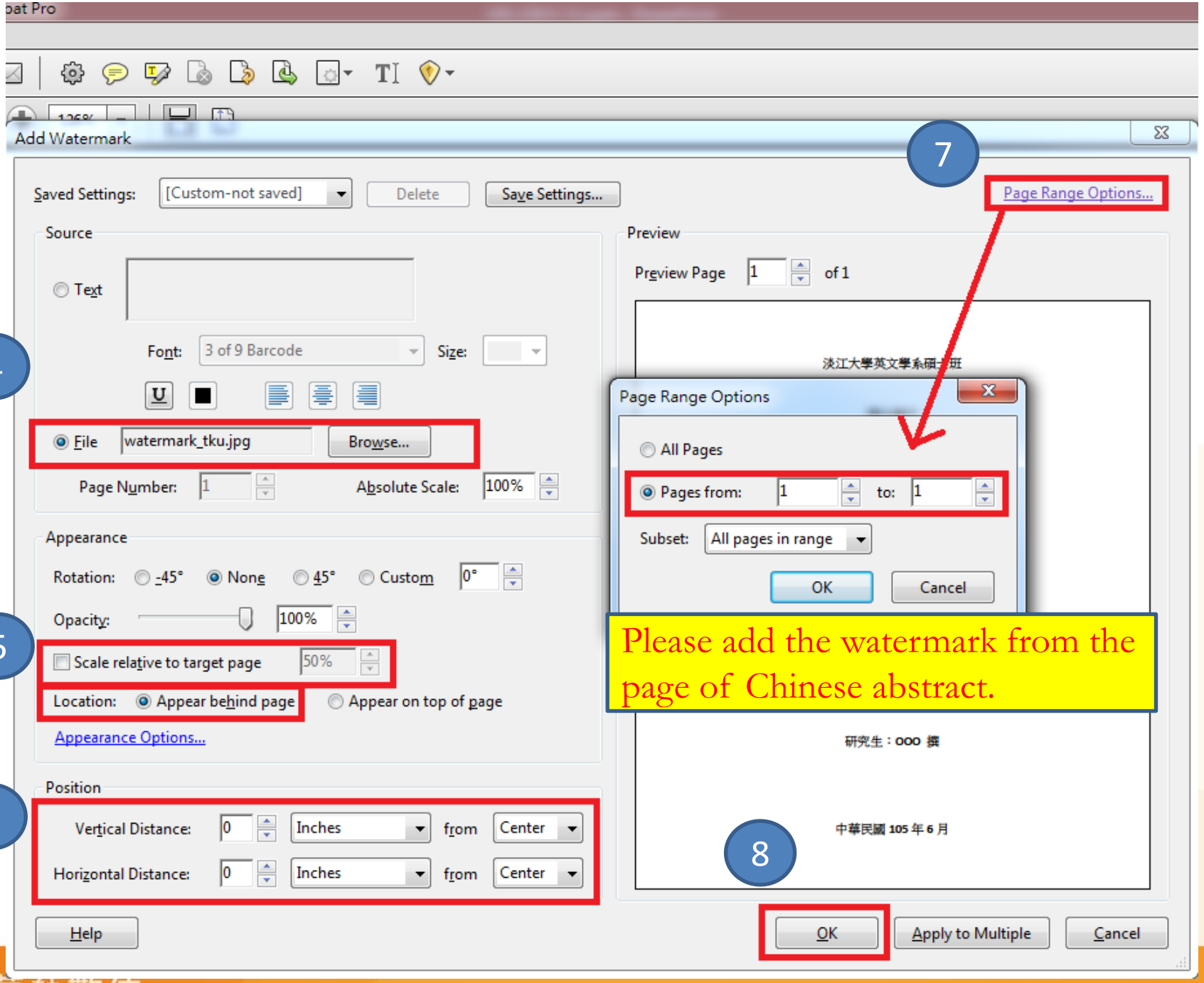
Using Adobe Acrobat Pro software

- ✓ Open your PDF file
- ✓ Choose Tools→Pages→Watermark→Add watermark
- ✓ Add the watermark file→Uncheck “Scale relative to target page” → Location：”Appear behind page” → Position：from center → Page Range Options（Choose the page number that you want to add a watermark）。

Watch out! Because of the different versions of Adobe, the diameter of the watermark is about 6.5cm.



Add the Watermark to PDF



Setting File Protection

1. Open your PDF file

2. Select Tools→Protection→Encrypt→Encrypt with Password

3. Encrypt all document contents →

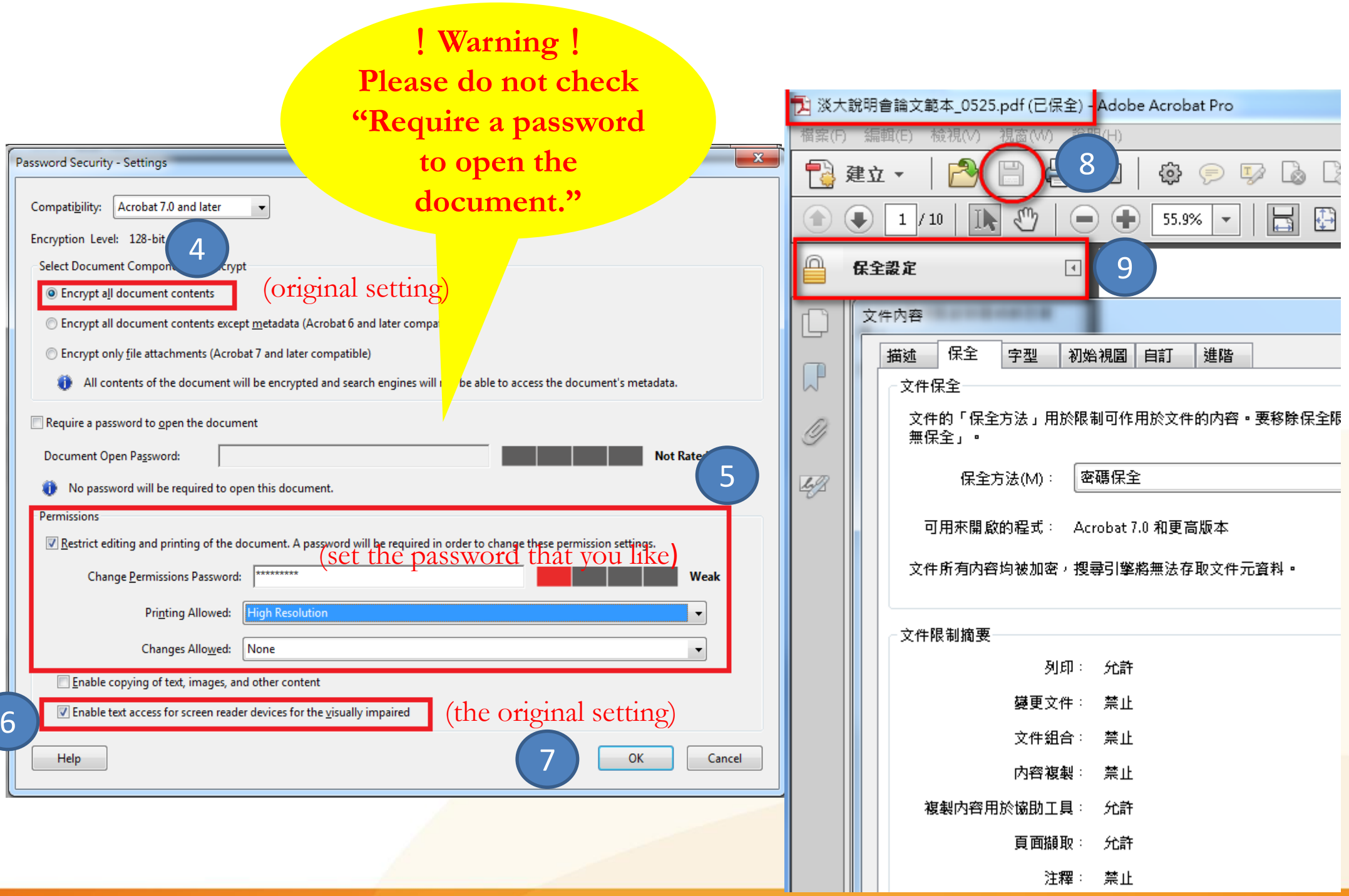
Check “Restrict editing and printing of the document.” →

Change permissions password (Set whatever you like) →

Printing allowed：High Resolution →

Changes allowed：None →

Check “Enable text access for screen reader devices for the visually impaired.”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to open the
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4
Select Document Compon crypt
Encrypt all document contents
(original setting)
Encrypt all document contents except metadata (Acrobat 6 and later compa
Encrypt only file attachments (Acrobat 7 and later compatible)
All contents of the document will be encrypted and search engines will be able to access the document's metadata.
Require a password to open the document
Document Open Password:
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7
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Cancel
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文件保全
文件的「保全方法」用於限制可作用於文件的內容。要移除保全限
無保全」。
保全方法(M)： 密碼保全
可用來開啟的程式： Acrobat 7.0 和更高版本
文件所有內容均被加密，搜尋引擎將無法存取文件元資料。
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文件組合： 禁止
內容複製： 禁止
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Process of ETD submission

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Login to the system to:

- ✓ revise thesis/dissertation
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- ✓ print out the Copyright License Agreement.

View and revise your thesis/dissertation

Click on revise to edit your thesis/dissertation

Basic Elements of EDT

- Fill in elements of thesis/dissertation such as

  Title、Name of school、Year of publication、Keywords, etc. (Be Careful: The fields of blue words are opional fields, others are required.)

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- ETD Service System will save the data temporarily for 30 days

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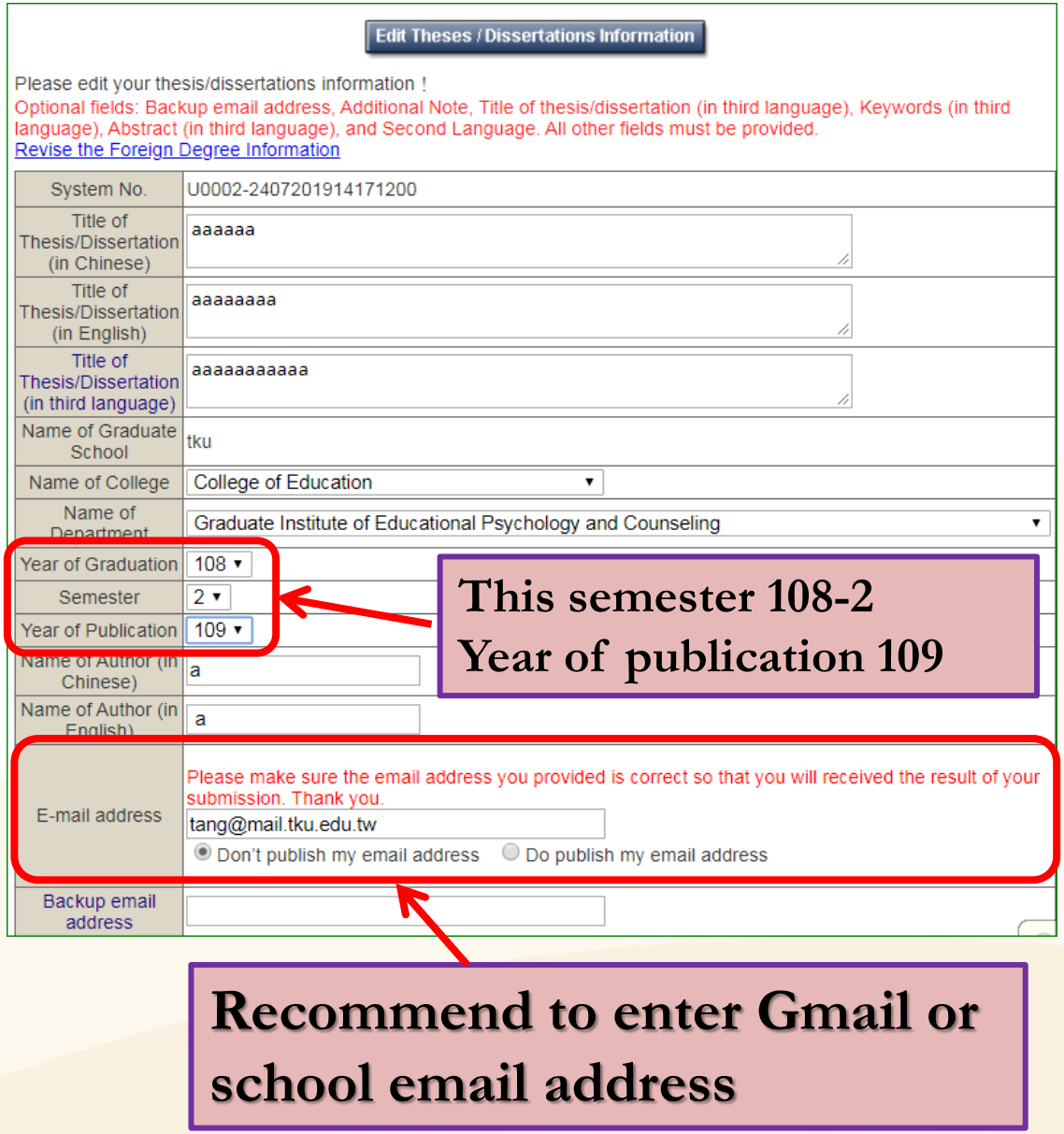
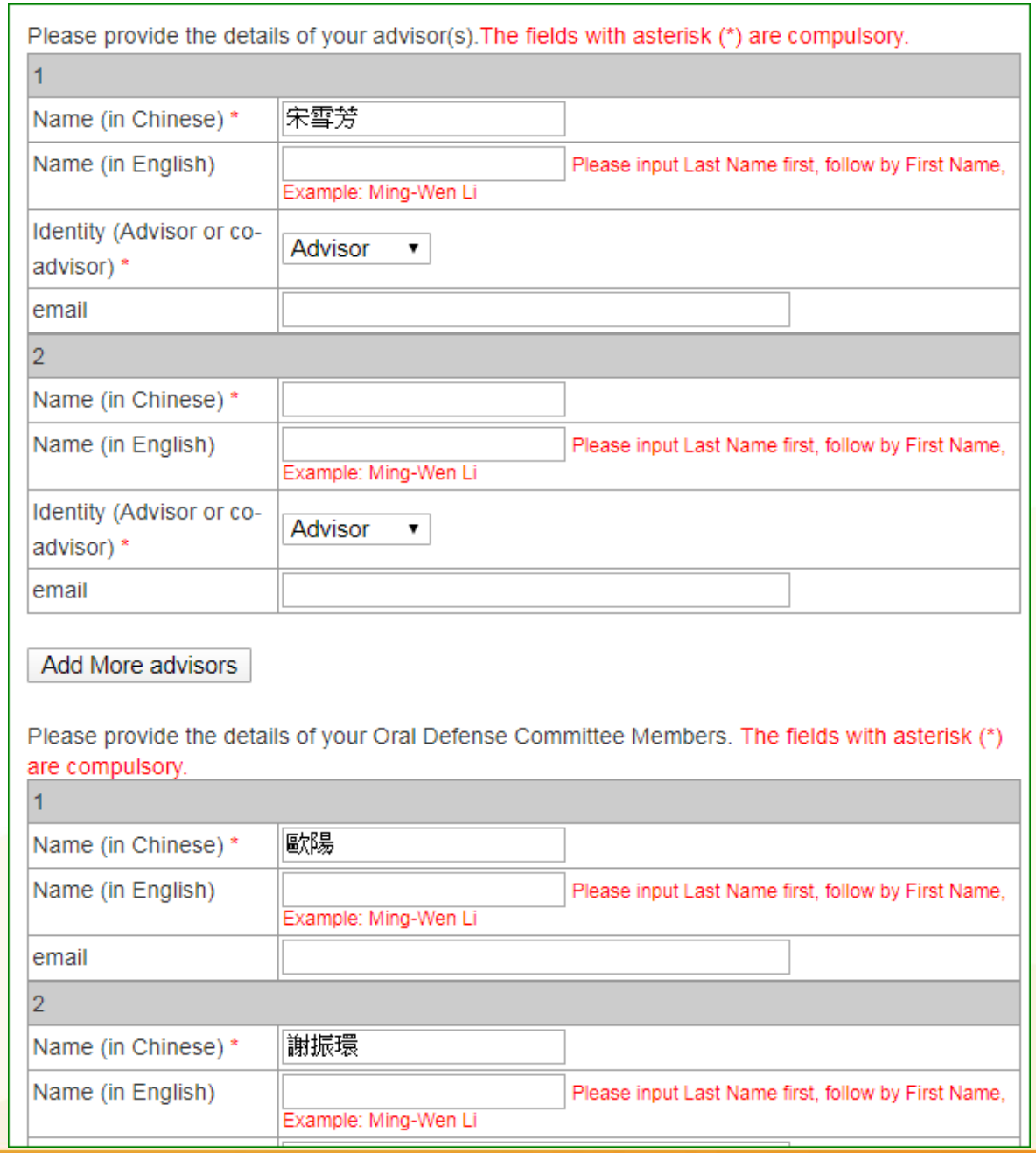


Committee Members

- Fields marked with an asterisk * are required.
- System default settings are
  Two committee member fields
  Two oral examination committee member fields
- Use "Add More Committee Members" to create new columns if you need.



Please provide the details of your advisor(s).The fields with asterisk (*) are compulsory.

1	
Name (in Chinese) *	宋雪芳
Name (in English)	Please input Last Name first, follow by First Name, Example: Ming-Wen Li
Identity (Advisor or co-advisor) *	Advisor
email	
2	
Name (in Chinese) *	
Name (in English)	Please input Last Name first, follow by First Name, Example: Ming-Wen Li
Identity (Advisor or co-advisor) *	Advisor
email	

Add More advisors

Please provide the details of your Oral Defense Committee Members. The fields with asterisk (*) are compulsory.

1	
Name (in Chinese) *	歐陽
Name (in English)	Please input Last Name first, follow by First Name, Example: Ming-Wen Li
email	
2	
Name (in Chinese) *	謝振環
Name (in English)	Please input Last Name first, follow by First Name, Example: Ming-Wen Li

Table of Content (with page number; includes list of figures and tables)	aa
References	aa
Additional Note	
The File You Uploaded	no file
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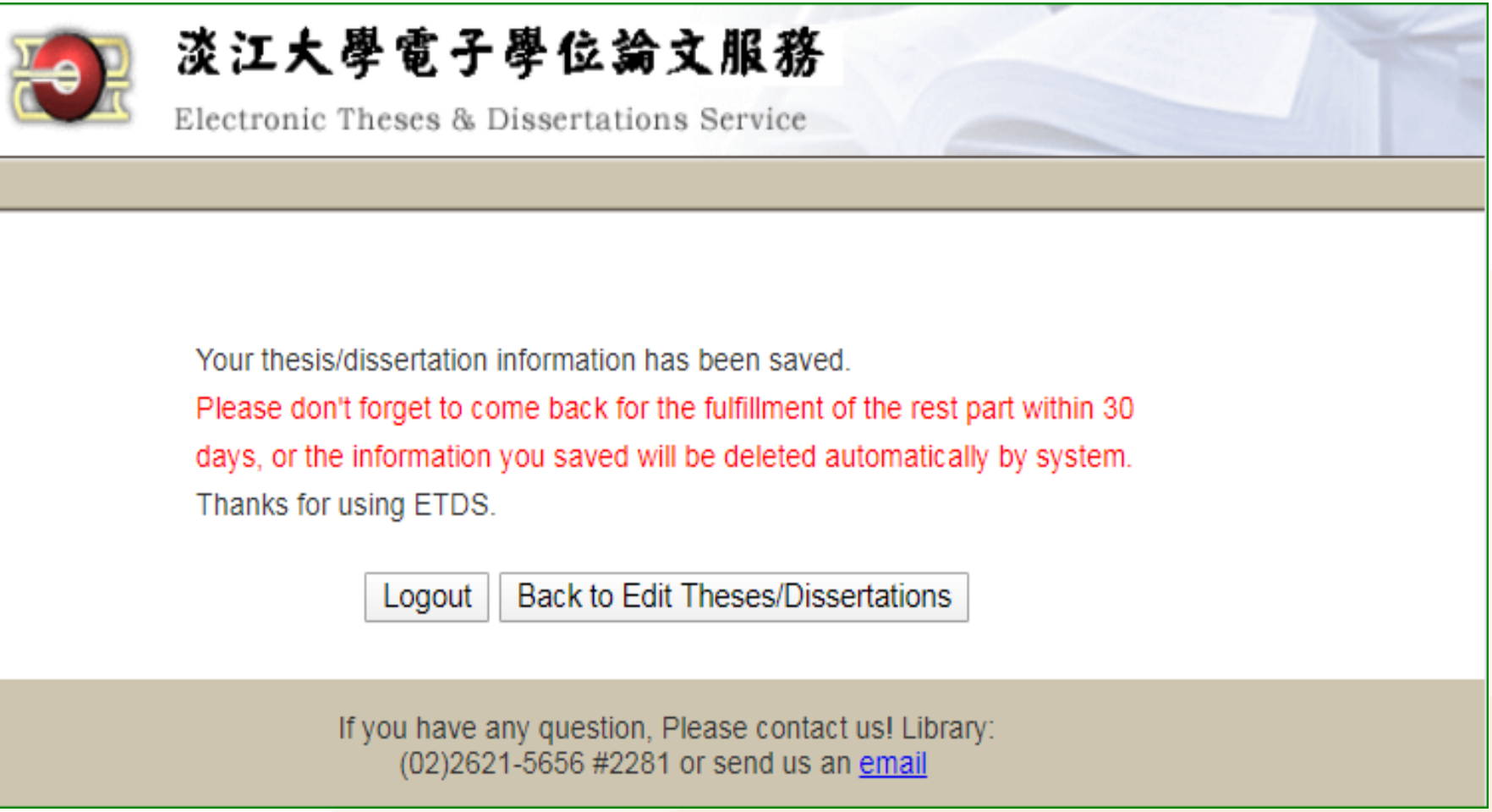
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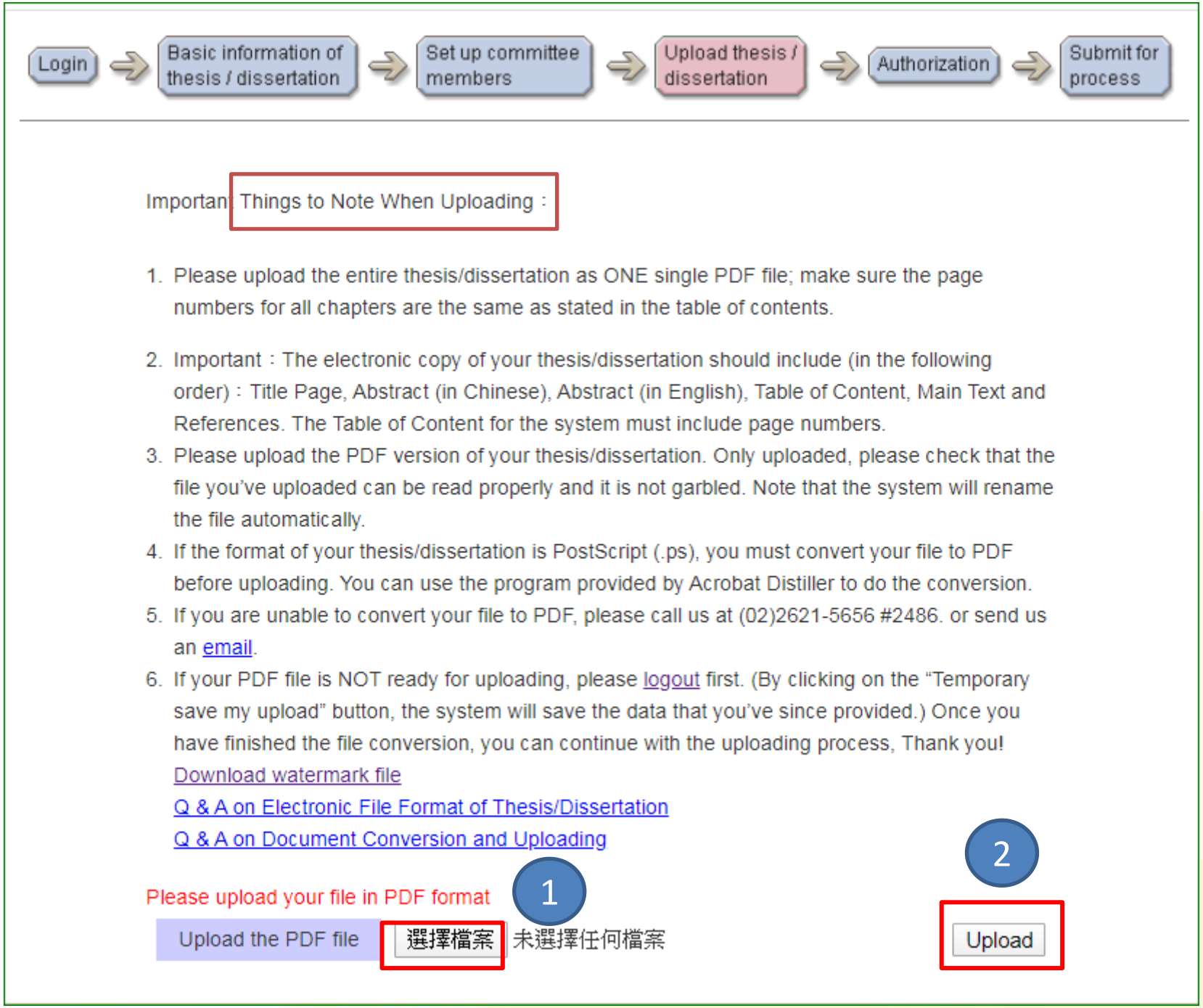
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4. If the format of your thesis/dissertation is PostScript (.ps), you must convert your file to PDF before uploading. You can use the program provided by Acrobat Distiller to do the conversion.
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You can check your PDF twice

Click Next to authorize your thesis/dissertation

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- Process of authorizing theses/dissertations

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Journal Articles
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CETD Thesis
Taiwan Theses
Public University(23)
Private University(24)
世新大學(1)
Chung Yuan Christian University(14985)
Chinese Culture University(2)
China Medical University(2678)
Chung Shan Medical University(2618)
Asia University(2925)
Yuan Ze University(9633)
南華大學(1)
Tatung University(4051)
Dayeh University(1)
Soochow University(1)
Tunghai University(4)
Dharma Drum Buddhist College(71)
Theses > Taiwan Theses > Private University > Tankang University
Database : CETD Thesis
工學院
電機工程學系碩士班(542)
機械與機電工程學系碩士班(504)
資訊工程學系碩士班(474)
化學工程與材料工程學系碩士班(359)
水資源及環境工程學系碩士班(317)
建築學系碩士班(295)
土木工程學系碩士班(292)
航空太空工程學系碩士班(277)
資訊工程學系碩士在職專班(190)
電機工程學系碩士在職專班(151)
資訊工程學系博士班(108)
資訊工程學系資訊網路與通訊碩士班(98)
電機工程學系博士班(63)
機械與機電工程學系博士班(35)
水資源及環境工程學系博士班(23)
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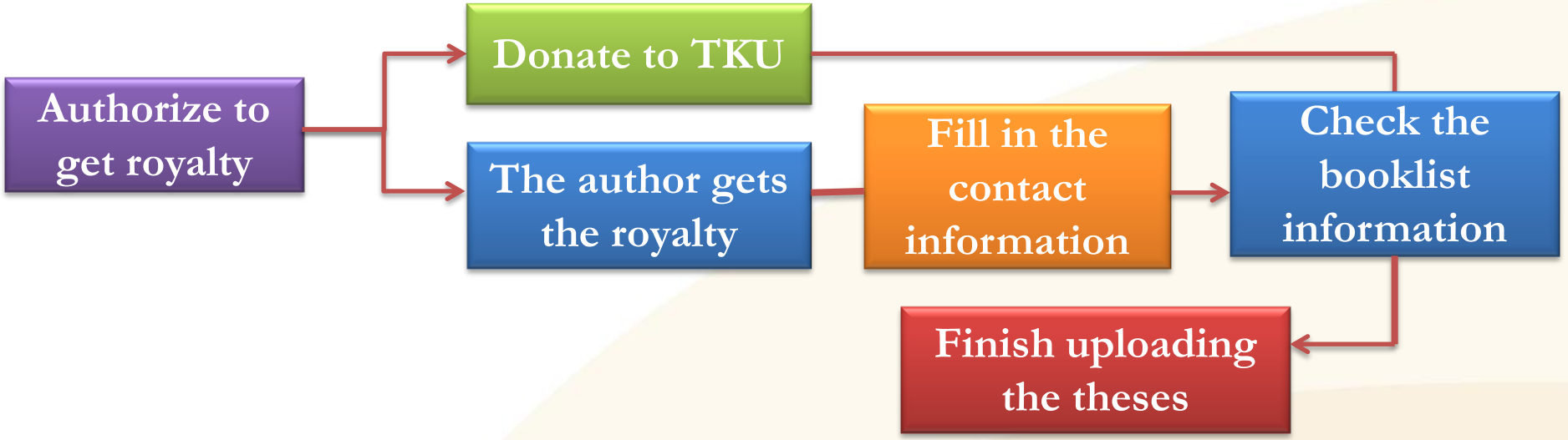

Q&A

Q: How will TKU deal with the copyrights of Theses/Dissertations if authors authorize the theses to TKU?

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A2: TKU will cooperate with digital content industry. Students' works can not only benefit themselves but also have an impact on domestic education and academic performance.

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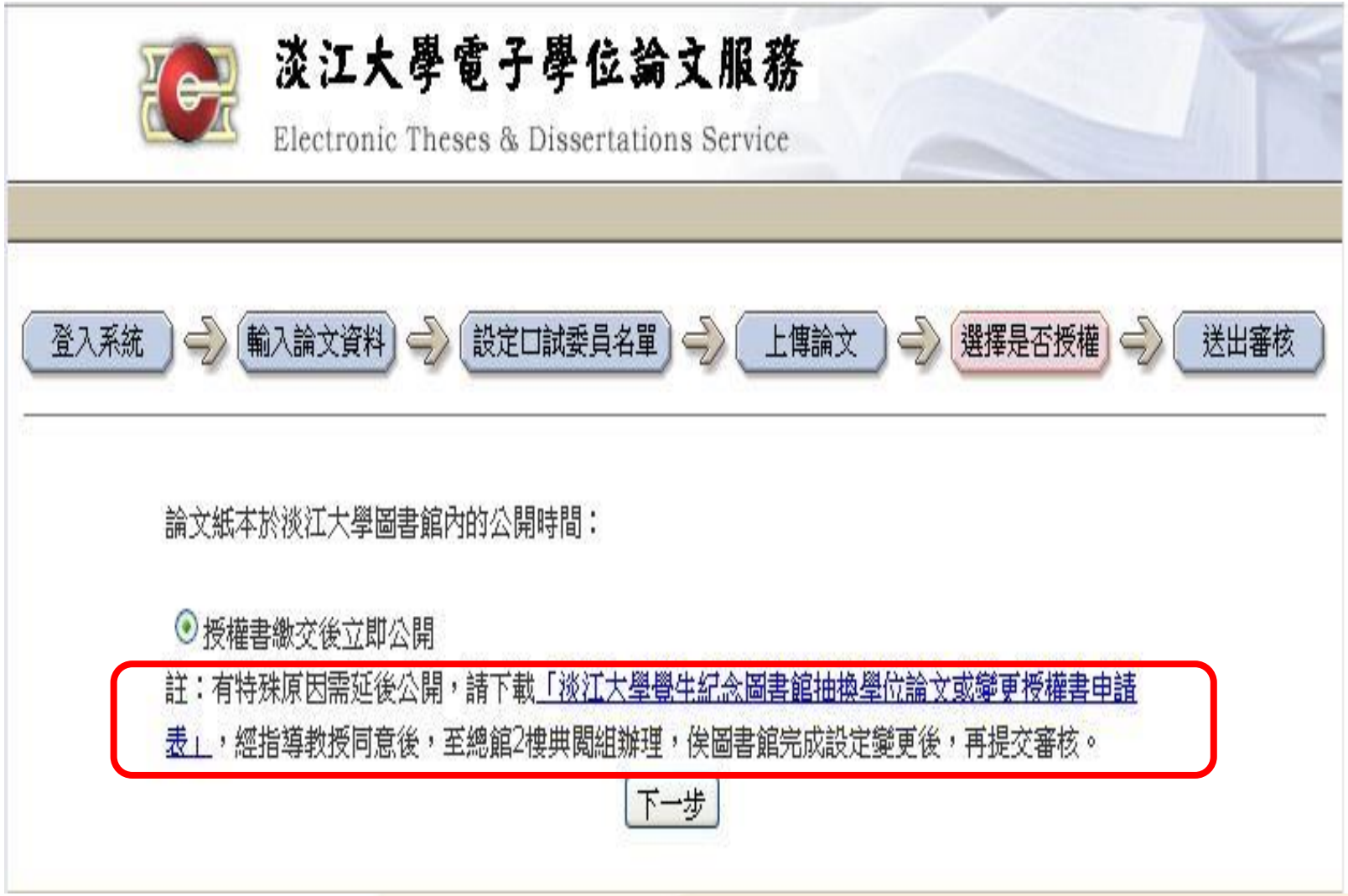
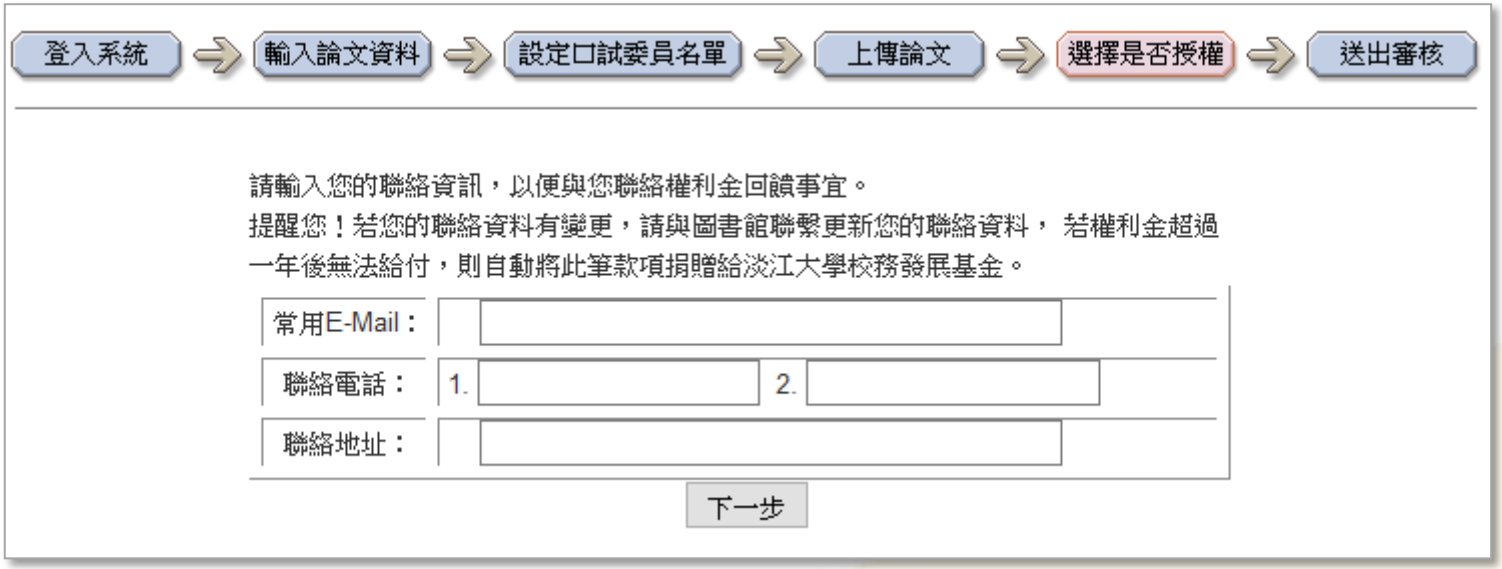


Authorization types and online public access date

Author gets the royalty by authorizing



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- If the information is not completed and incorrect, or you don't check the mails within one year, the money will be donated to TKU automatically.

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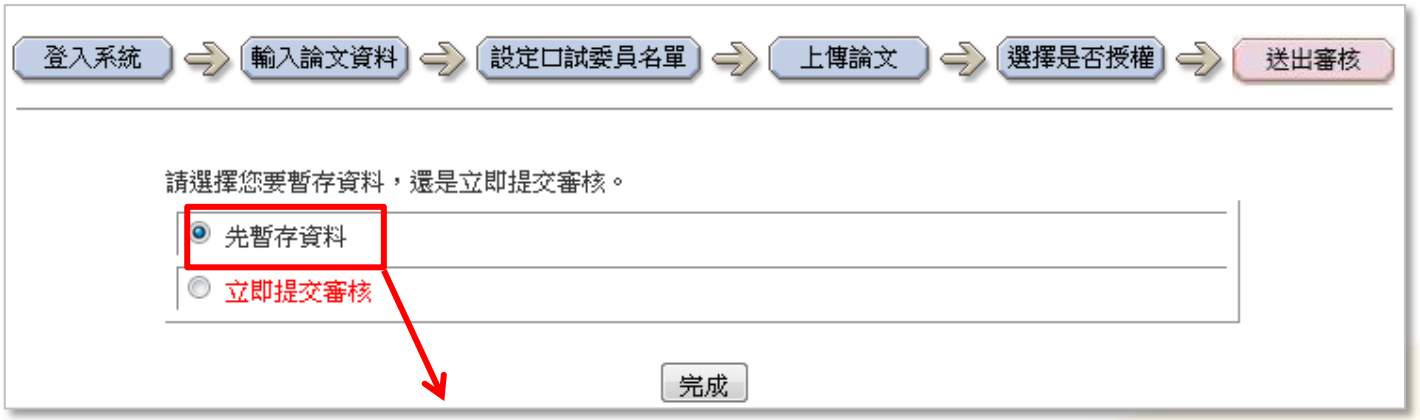

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完成
Submit for approval immediately
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同意無償授權給館內讀者為學術之目的重製使用，並於繳交授權書後，立即公開
同意授權瀏覽/列印電子全文服務，且權利金回饋給本人，並於繳交授權書後，立即公開
修改授權與否
確認完畢
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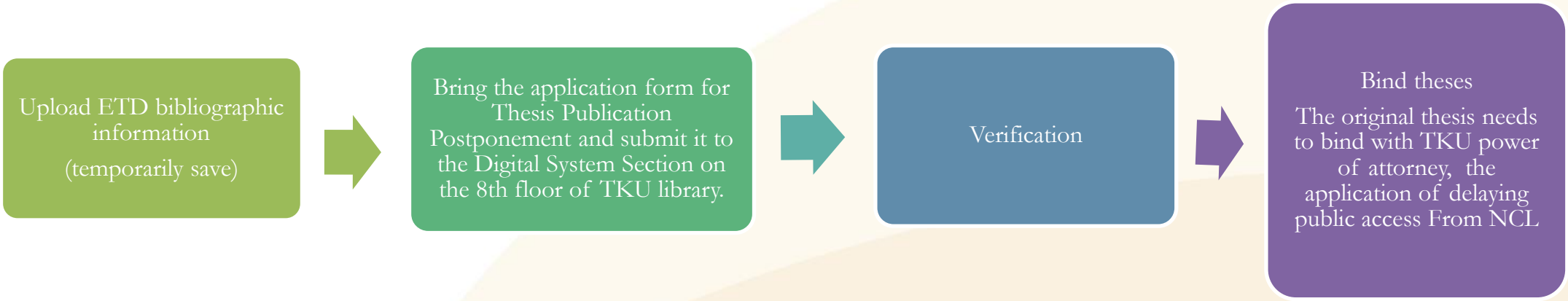

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The checklist of thesis/dissertation

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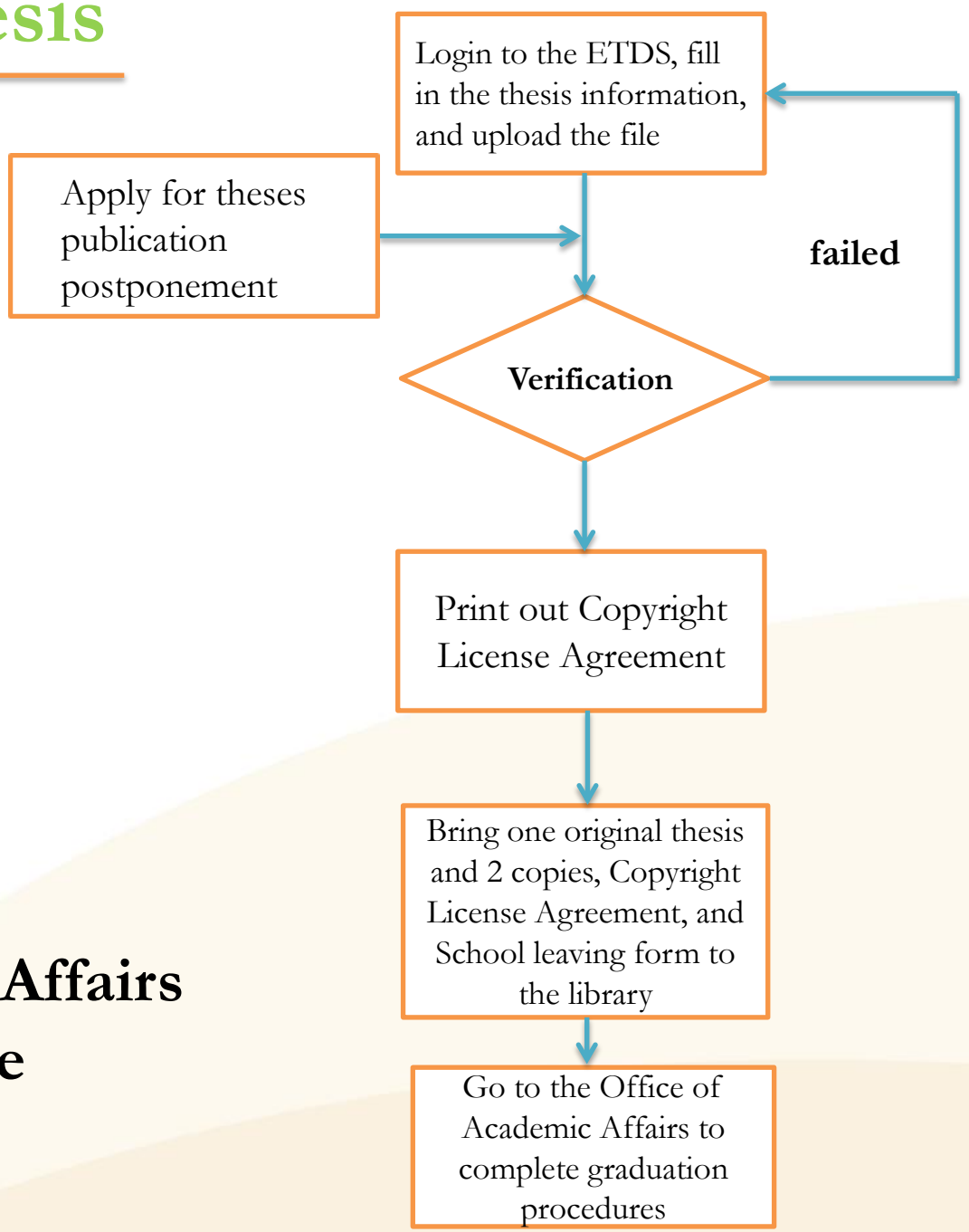

Things to keep in mind

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