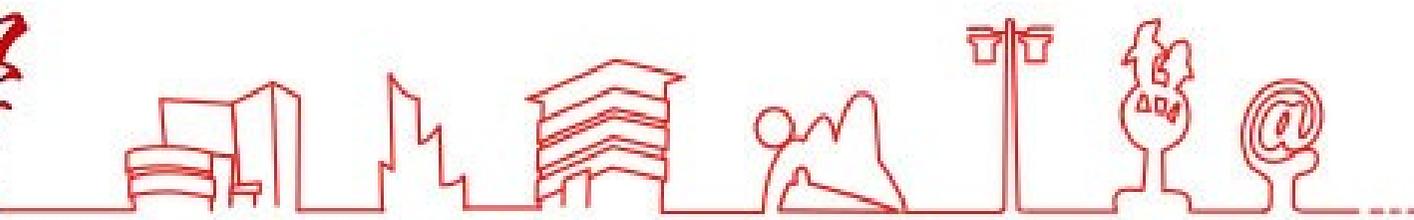




淡江大學  
Tamkang University



# Tamkang University Electronic Thesis/Dissertation (ETD) Submission

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淡江大學 覺生紀念圖書館  
TAMKANG UNIVERSITY CHUEH SHENG MEMORIAL LIBRARY

# Outline

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- ❑ **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:

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](#)



# 註冊組

淡江大學教務處  
Office of Academic Affairs

1



教務長室 / 註冊組 / 課務組 / 招生組 / 通識與核心課程中心 /

## 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](#)
- [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](#)

4



# 註冊組

淡江大學教務處  
Office of Academic Affairs



教務長室 / 註冊組 / 課務組 / 招生組 / 印務組 / 通識與核心課程中心 /

## 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
- 應屆畢業資訊



## 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

## 表格下載



>> 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ATR-X-Q03-001-FM046
  - A2-淡江大學研究生論文題目總表ATR-X-Q03-001-FM029
  - A3-淡江大學博士學位候選人資格考核成績通知單ATR-X-Q03-001-FM037
  - A4-淡江大學研究生學位考試申請表ATR-X-Q03-001-FM040
  - A5-淡江大學碩士班學位考試委員名冊ATR-X-Q03-001-FM044
  - A6-淡江大學博士班學位考試委員名冊ATR-X-Q03-001-FM043
  - A7-淡江大學研究生學位考試評分表ATR-X-Q03-001-FM034
  - A8-淡江大學研究生學位考試成績通知單ATR-X-Q03-001-FM035
  - A9-淡江大學碩士班學位考試委員簽名單ATR-X-Q03-001-FM041
  - A10-淡江大學碩士在職專班學位考試委員簽名單ATR-X-Q03-001-FM042
  - A11-淡江大學博士班學位考試委員簽名單ATR-X-Q03-001-FM043
  - A12-淡江大學研究生中文論文提要ATR-X-Q03-001-FM030**
  - A13-淡江大學研究生英文論文提要ATR-X-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



# ETD File Processing

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- ❑ **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 these format)

□ **-Method One (for thesis/dissertation in several Word files) :**

- ✓ check the chapter number → convert the Word files into PDF files → combine all the PDFs into a PDF → upload the final PDF.

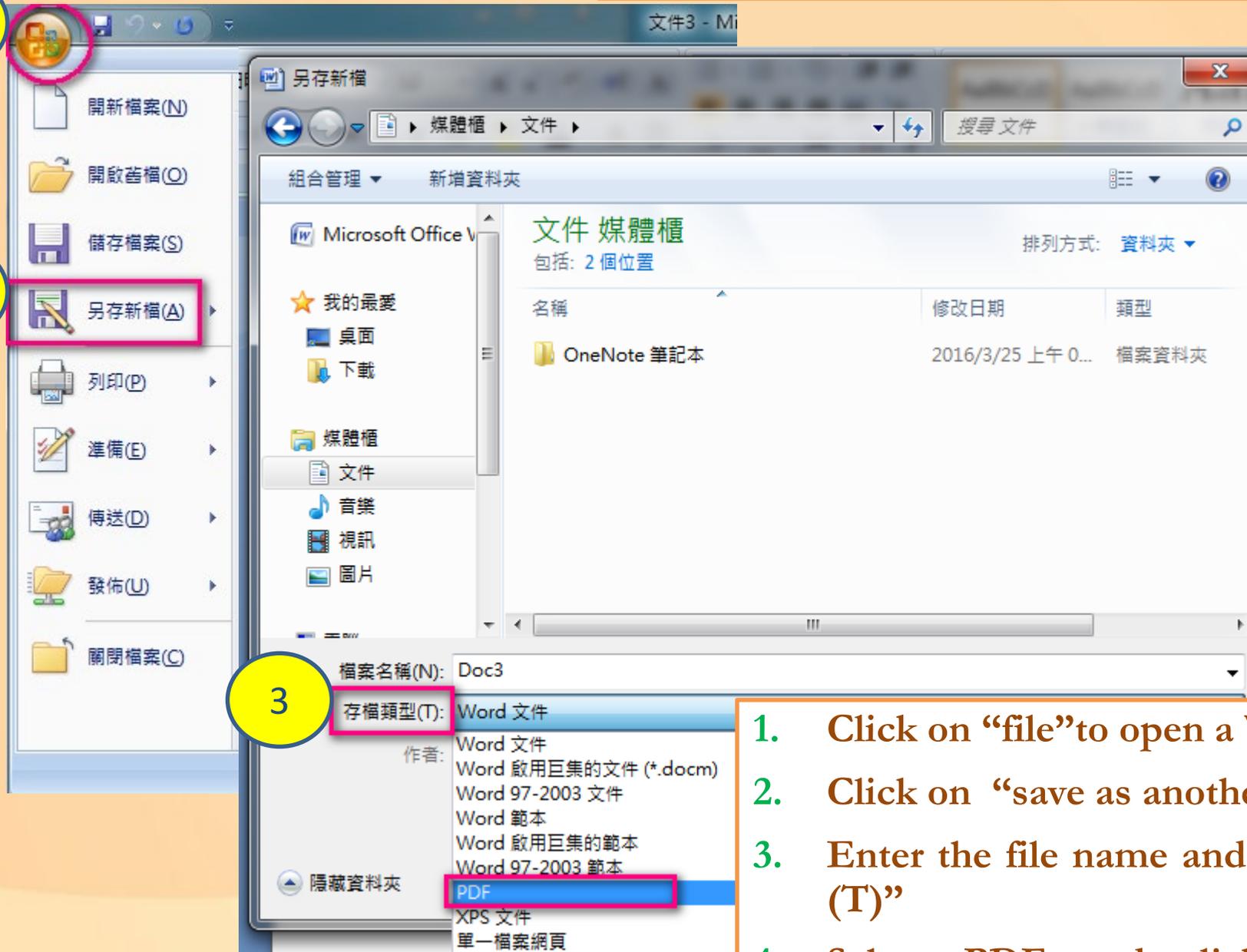
□ **-Method Two (for thesis/dissertation in one Word file) :**

- ✓ 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.**

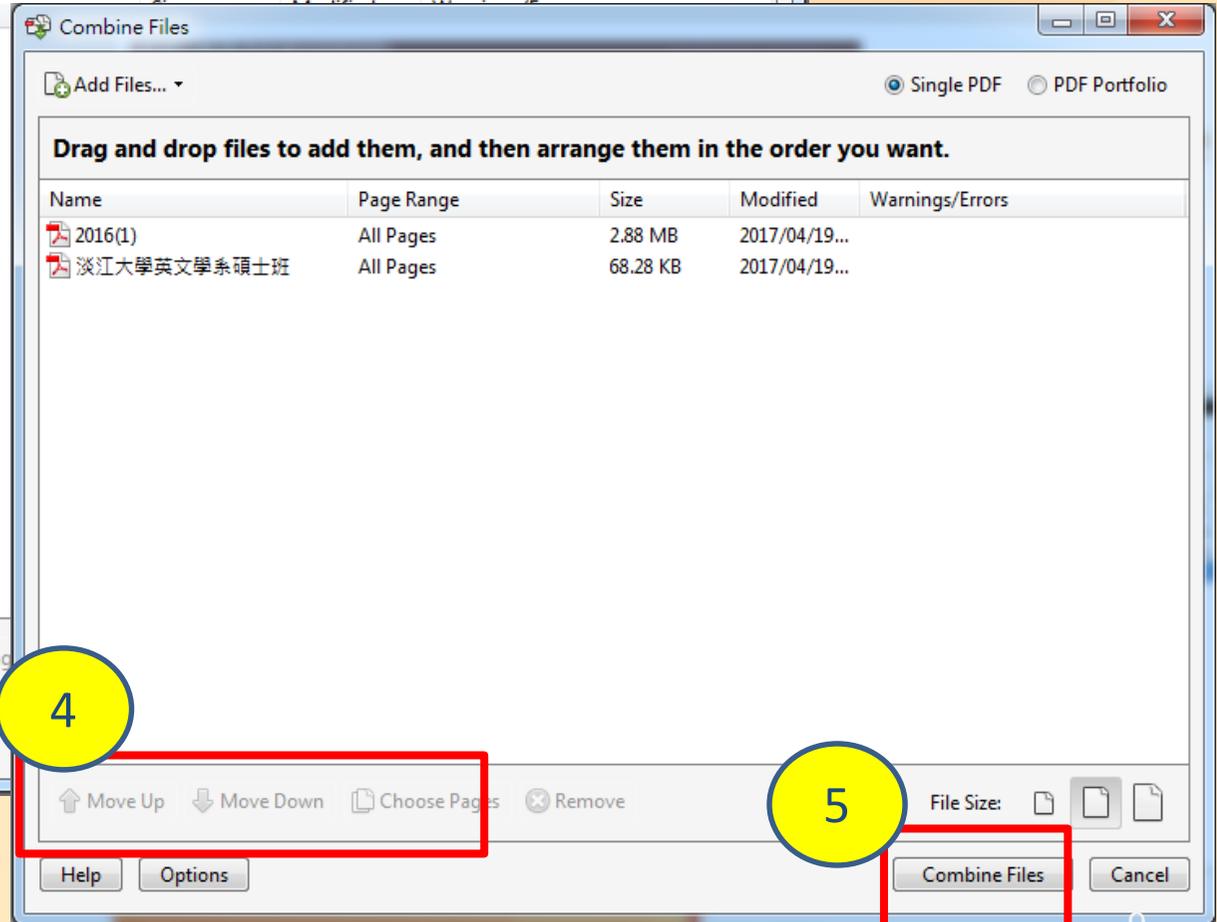
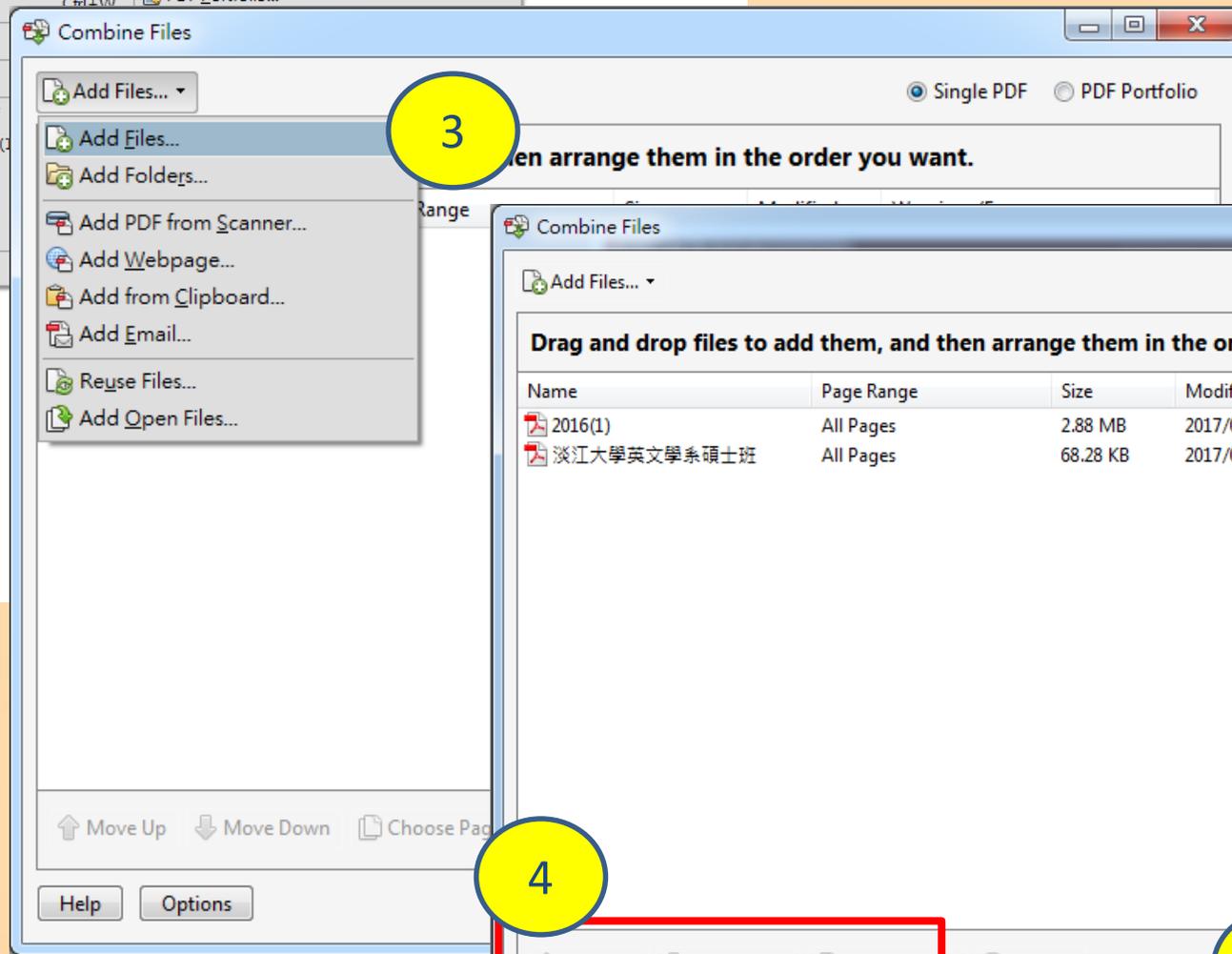
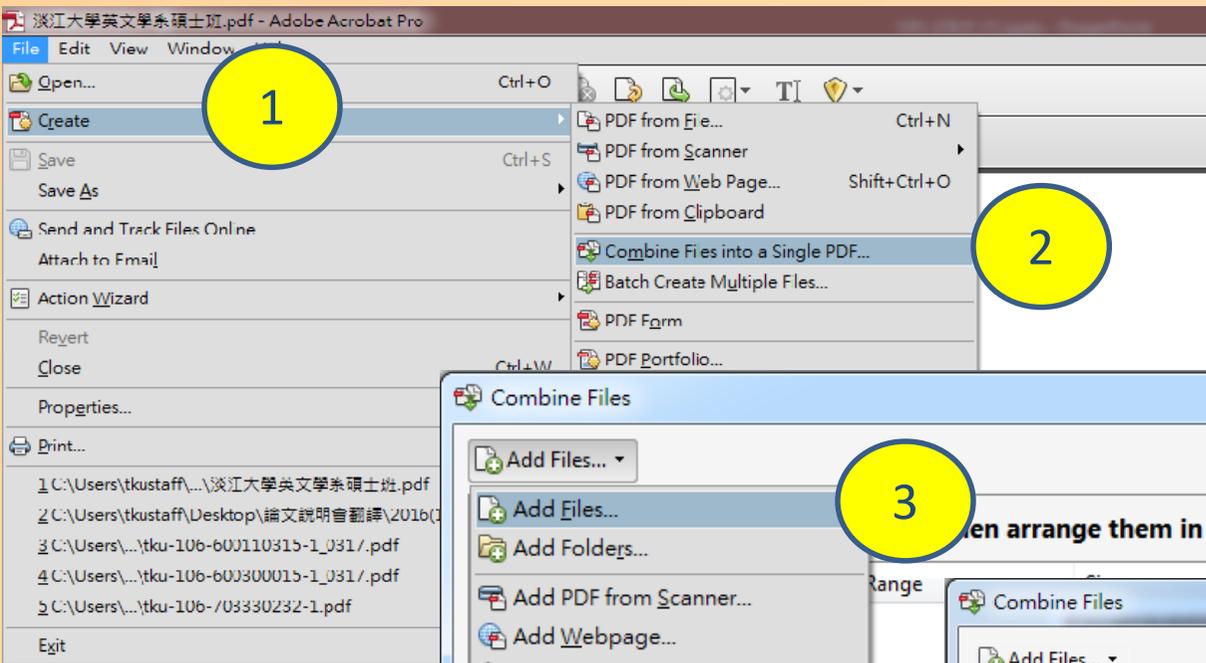
# Save as PDF files

- ◆ 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](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 “confirm”

# 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

The screenshot shows the library's website interface. At the top, there is a navigation bar with links for 'Teacher', 'Graduate', 'Undergraduate', 'Staff', 'Alumni', and 'Guest'. The main header features the library's logo and name in Chinese and English: '淡江大學 覺生紀念圖書館' and 'TAMKANG UNIVERSITY CHUEH SHENG MEMORIAL LIBRARY'. Below the header is a secondary navigation bar with categories like 'About', 'Search & Find', 'Services', 'Resources', 'Help', 'Forms', 'Apply Online', 'News & Events', 'Outreach', and 'Renew'. The 'Apply Online' menu is expanded, listing various services: 'Request for Priority Processing', 'Online registration System', 'Course Reserves Request', 'RapidILL Service', 'Reading Corner Lending', 'Suggest a Purchase', 'Space Registration System', and 'ETD Service System'. A red arrow points to the 'ETD Service System' link. To the right of the menu are four service buttons: 'HOURS', 'MY ACCOUNT', 'FACEBOOK', and 'CONTACT US'. A yellow callout box with red text says 'link to ETD Service System'. Below the menu, there is a 'Quicklinks' section with links to 'COVID-2019 Prevention Page', 'Languages learning', 'Forms', 'Library Tutorial Registration', 'Interlibrary Loan', and 'Intercampus Loan'. A central banner for 'COVID-19 Page' is also visible. At the bottom, there is a 'New' section with dates and descriptions of events.

Notice Catalog Discovery Ebooks Journals Multimedia D

— For the information on the new coron  
**COVID-19 Page**  
Click on to fir

Apply Online

- Request for Priority Processing
- Online registration System
- Course Reserves Request
- RapidILL Service
- ETD Service System
- Reading Corner Lending
- Suggest a Purchase
- Space Registration System

HOURS MY ACCOUNT FACEBOOK CONTACT US

link to ETD Service System

Quicklinks

- COVID-2019 Prevention Page
- Languages learning
- Forms
- Library Tutorial Registration
- Interlibrary Loan
- Intercampus Loan

New

03-

02-26 Study Room located at the ground floor will be closed from February 27

02-24 Book Return located at the ground floor is open all the day

etds.lib.tku.edu.tw/en/etdsystem/submit/submitlogin

# Add the Watermark to PDF



淡江大學電子學位論文服務

Electronic Theses & Dissertations Service

中文版



The thesis is based on the principle of openness in accordance with the law. Your thesis (including paper and electronic files) will be available for reading in the library and independent equipment use in our school and the National Library.

You can also choose to authorize the electronic file to National Digital Library of Theses and Dissertations in Taiwan ( free authorization) .

If the paper involves secrets, patents or other legal reasons, the publication time needs to be postponed. Please fill in the application form after the electronic paper is submitted for review, and then go to the library for processing after the school has confirmed it.

If you are unable to login, please call (02)2621-5656 # 2487 for assistance, or email to [dss@mail.tku.edu.tw](mailto:dss@mail.tku.edu.tw)

Student ID:

Password:  (Last name)

Log in

Reset

**Important! After downloading the watermark, please don't change the size and color depth!**



Download Tamkang University's watermark crest: in [WORD](#), [PDF](#) format.

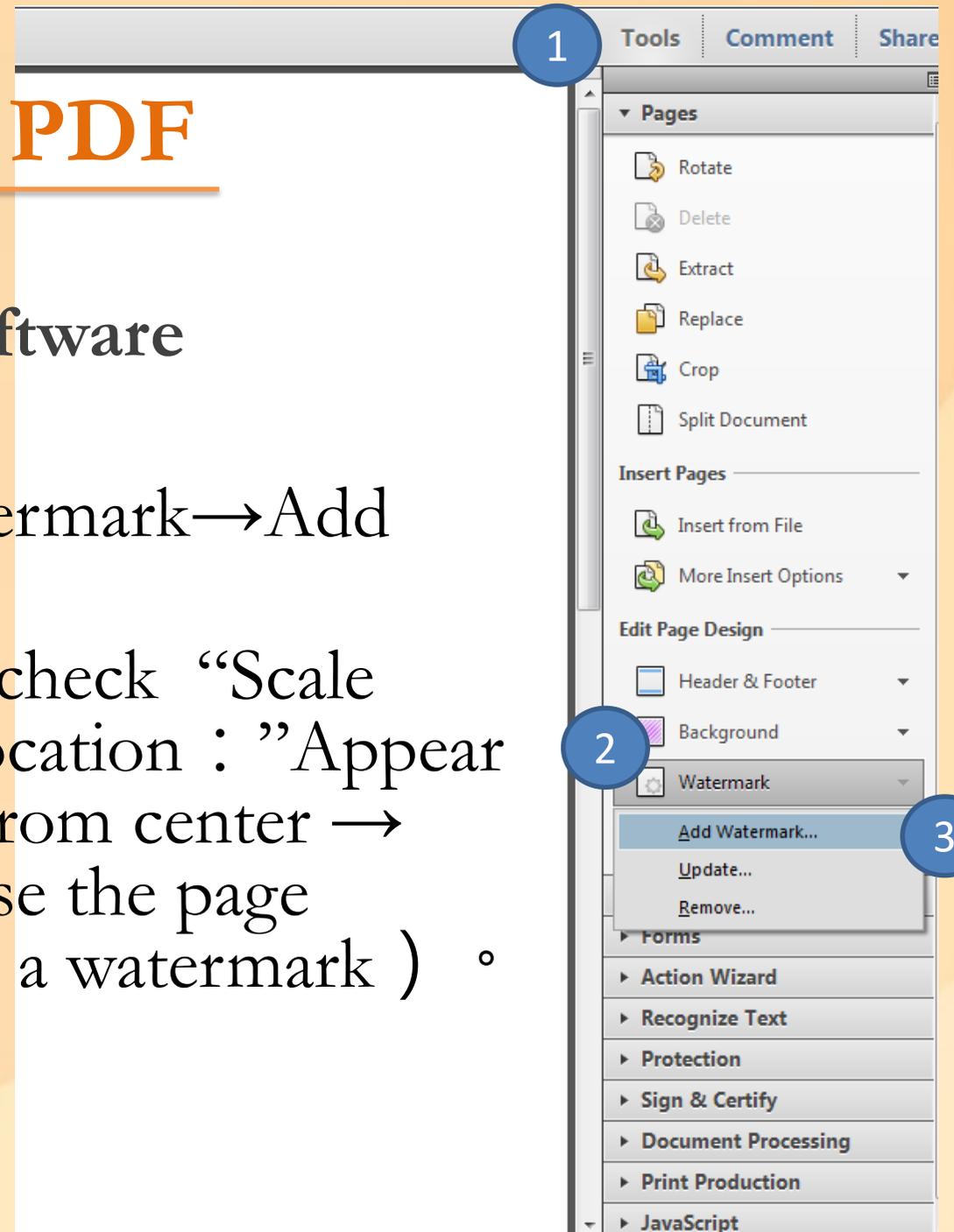
# Add the watermark to PDF

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

The image shows the 'Add Watermark' dialog box in a PDF editor. The dialog is divided into several sections:

- Source:** Includes options for 'Text' and 'File'. The 'File' option is selected with the file 'watermark\_tku.jpg'. A red box highlights this section, with a blue circle '4' next to it.
- Page Number:** Set to '1'. 'Absolute Scale' is set to '100%'.
- Appearance:** Includes rotation options (-45°, None, 45°, Custom) and a scale slider set to '100%'. A red box highlights the 'Scale relative to target page' set to '50%', with a blue circle '5' next to it.
- Location:** Options for 'Appear behind page' (selected) and 'Appear on top of page'. A red box highlights this section.
- Positioning:** 'Vertical Distance' and 'Horizontal Distance' are both set to '0' inches from the 'Center'. A red box highlights this section, with a blue circle '6' next to it.
- Preview:** Shows a preview of the page with the watermark. The page number is '1 of 1'. The watermark text is '淡江大學英文學系碩士班'. A blue circle '7' is next to the 'Page Range Options...' button.
- Page Range Options:** A sub-dialog box is open, showing 'Pages from: 1 to: 1' selected. A red box highlights this section, with a blue circle '8' next to the 'OK' button.

A yellow box with red text says: "Please add the watermark from the page of Chinese abstract." A red arrow points from the 'Page Range Options...' button to this box.

# 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.”



**! Warning !**  
**Please do not check**  
**“Require a password**  
**to open the**  
**document.”**

Password Security - Settings

Compatibility: Acrobat 7.0 and later

Encryption Level: 128-bit

Select Document Components to Encrypt

Encrypt all document contents (original setting)

Encrypt all document contents except metadata (Acrobat 6 and later compatible)

Encrypt only file attachments (Acrobat 7 and later compatible)

All contents of the document will be encrypted and search engines will not be able to access the document's metadata.

Require a password to open the document

Document Open Password: [ ] Not Rated

No password will be required to open this document.

Permissions

Restrict editing and printing of the document. A password will be required in order to change these permission settings. (set the password that you like)

Change Permissions Password: [\*\*\*\*\*] Weak

Printing Allowed: High Resolution

Changes Allowed: None

Enable copying of text, images, and other content

Enable text access for screen reader devices for the visually impaired (the original setting)

Help OK Cancel

淡大說明會論文範本\_0525.pdf (已保全) - Adobe Acrobat Pro

檔案(F) 編輯(E) 檢視(V) 視窗(W) 說明(H)

建立 保存 8

1 / 10 55.9%

安全設定 9

文件內容

描述 保全 字型 初始視圖 自訂 進階

文件保全

文件的「保全方法」用於限制可作用於文件的內容。要移除保全限制，請選擇「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。

文件限制摘要

列印:	允許
變更文件:	禁止
文件組合:	禁止
內容複製:	禁止
複製內容用於協助工具:	允許
頁面擷取:	允許
註釋:	禁止

# Process of ETD submission

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# Link to ETD Service System from library homepage

The screenshot shows the library homepage with a navigation menu at the top. The menu includes: About, Search & Find, Services, Resources, Help, Forms, Apply Online, News & Events, Outreach, and Renew. The 'Apply Online' menu is expanded, showing options like Request for Priority Processing, Online registration System, Course Reserves Request, RapidILL Service, Reading Corner Lending, Suggest a Purchase, Space Registration System, and ETD Service System. The 'ETD Service System' link is highlighted in a red box with an arrow pointing to it. A red box with the text 'Link to ETD Service System' is also present, pointing to the highlighted link. A 'COVID-19 Page' banner is visible, and a 'Quicklinks' section is on the left. A 'News & Events' section is on the right. The URL 'etds.lib.tku.edu.tw/en/etdsystem/submit/submitLogin' is visible at the bottom left.

Notice Catalog Discovery Ebooks Journals Multimedia D

— For the information on the new coron  
**COVID-19 Page**  
Click on to fir

Quicklinks

- › COVID-2019 Prevention Page
- › Languages learning
- › Forms
- › Library Tutorial Registration
- › Interlibrary Loan
- › Intercampus Loan

Request for Priority Processing

Online registration System

Course Reserves Request

RapidILL Service

Reading Corner Lending

Suggest a Purchase

Space Registration System

ETD Service System

HOURS

MY ACCOUNT

FACEBOOK

CONTACT US

News & Events

News Events Pho

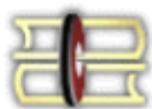
03-19 Measuring  
required before entering library

02-26 Study Room located at the  
ground floor will be closed from  
February 27

02-24 Book Return located at the  
ground floor is open all the day  
from February 24

etds.lib.tku.edu.tw/en/etdsystem/submit/submitLogin a Purchase

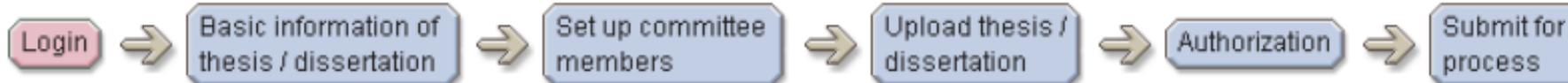
# Login to ETD Service System



淡江大學電子學位論文服務

Electronic Theses & Dissertations Service

中文版



**Login**

Please fill in your student ID and Password (last 6 digits of your identity card).

If you are unable to login, please call (02)2621-5656 # 2281 for assistance, or [email](#) us.

Student ID:

Password:  (Last 6 digits of your identity card)

**Login to the system to:**

- ✓ revise thesis/dissertation
- ✓ view the progress of reviewing theses/dissertation
- ✓ print out the Copyright License Agreement.

# View and revise your thesis / dissertation



淡江大學電子學位論文服務

Electronic Theses & Dissertations Service

## View Theses / Dissertations Information

Please confirm if the information you provided of your thesis/dissertation is correct. If not, please [revise](#) it immediately.

System No.	U0002-2407201914171200
Title of Thesis/Dissertation (in Chinese)	aaaaaa
Title of Dissertation (in English)	bbbbbb
Title of Dissertation (in other language)	cccccc
Name of Graduate School	tku
Name of College	College of Education
Name of Department	Graduate Institute of Educational Psychology and Counseling
Year of Graduation	108
Semester	2
Year of Publication	109
Name of Author (in Chinese)	a
Name of Author (in English)	a
E-mail address	tang@mail.tku.edu.tw (Don't publish my email address)
Backup email address	
Student ID	402000100

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 optional fields**, others are required. )
- Please note the reminded words in every field, follow the instructions, fill in fields firmly.
- ETD Service System will save the data temporarily for 30 days
- Remember to come back to finish submission, or the system will delete all the data after 30 days !

**Edit Theses / Dissertations Information**

Please edit your thesis/dissertations information !  
Optional fields: Backup email address, Additional Note, Title of thesis/dissertation (in third language), Keywords (in third language), Abstract (in third language), and Second Language. All other fields must be provided.  
[Revise the Foreign Degree Information](#)

System No.	U0002-2407201914171200
Title of Thesis/Dissertation (in Chinese)	aaaaaa
Title of Thesis/Dissertation (in English)	aaaaaaaa
Title of Thesis/Dissertation (in third language)	aaaaaaaaaaaa
Name of Graduate School	tku
Name of College	College of Education
Name of Department	Graduate Institute of Educational Psychology and Counseling
Year of Graduation	108
Semester	2
Year of Publication	109
Name of Author (in Chinese)	a
Name of Author (in English)	a
E-mail address	tang@mail.tku.edu.tw <input checked="" type="radio"/> Don't publish my email address <input type="radio"/> Do publish my email address
Backup email address	

**This semester 109-2  
Year of publication 110**

**Recommend to enter Gmail or school email address**

# 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) *	<input type="text" value="宋雪芳"/>
Name (in English)	<input type="text"/> Please input Last Name first, follow by First Name, Example: Ming-Wen Li
Identity (Advisor or co-advisor) *	<input type="text" value="Advisor"/>
email	<input type="text"/>

2

Name (in Chinese) *	<input type="text"/>
Name (in English)	<input type="text"/> Please input Last Name first, follow by First Name, Example: Ming-Wen Li
Identity (Advisor or co-advisor) *	<input type="text" value="Advisor"/>
email	<input type="text"/>

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

1	
Name (in Chinese) *	<input type="text" value="歐陽"/>
Name (in English)	<input type="text"/> Please input Last Name first, follow by First Name, Example: Ming-Wen Li
email	<input type="text"/>

2

Name (in Chinese) *	<input type="text" value="謝振環"/>
Name (in English)	<input type="text"/> Please input Last Name first, follow by First Name, Example: Ming-Wen Li

Click on **no file**  
To load your PDF data

Click on **Save**  
ETD Service System  
will save the data  
temporarily for 30 days

Table of Content (with page number; includes list of figures and tables)	aa	
References	aa	
Additional Note		
The File You Uploaded	<a href="#">no file</a>	
The Granted Authorization of Thesis/Dissertation	<ul style="list-style-type: none"><li>• thesis/dissertation (paper version): Allow access to the public immediately after submitting the Copyright License Agreement.</li><li>• I authorize Tamkang University to collect the royalty fee on my behalf and agreed to donate the royalty fee to the University Development Fund.Allow access to the public immediately after submitting the Copyright License Agreement.</li></ul> <a href="#">edit data</a>	
<input type="button" value="Proceed the submission immediately"/>		<input type="button" value="Save"/>



## 淡江大學電子學位論文服務

Electronic Theses & Dissertations Service

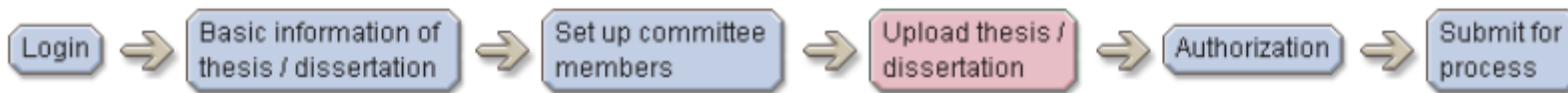
Your thesis/dissertation information has been saved.

Please don't forget to come back for the fulfillment of the rest part within 30 days, or the information you saved will be deleted automatically by system.

Thanks for using ETDS.

[Logout](#)

[Back to Edit Theses/Dissertations](#)



Important Things to Note When Uploading :

1. Please upload the entire thesis/dissertation as ONE single PDF file; make sure the page numbers for all chapters are the same as stated in the table of contents.
2. Important : The electronic copy of your thesis/dissertation should include (in the following order) : Title Page, Abstract (in Chinese), Abstract (in English), Table of Content, Main Text and References. The Table of Content for the system must include page numbers.
3. Please upload the PDF version of your thesis/dissertation. Only uploaded, please check that the file you've uploaded can be read properly and it is not garbled. Note that the system will rename the file automatically.
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.
5. If you are unable to convert your file to PDF, please call us at (02)2621-5656 #2486. or send us an [email](#).
6. If your PDF file is NOT ready for uploading, please [logout](#) first. (By clicking on the "Temporary save my upload" button, the system will save the data that you've since provided.) Once you have finished the file conversion, you can continue with the uploading process, Thank you!

[Download watermark file](#)

[Q & A on Electronic File Format of Thesis/Dissertation](#)

[Q & A on Document Conversion and Uploading](#)

Please upload your file in PDF format

Upload the PDF file

選擇檔案

未選擇任何檔案

1

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Click Next to authorize your thesis/dissertation

# Uploading the theses/Dissertations Files

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- ❑ Please read important things to note when uploading carefully
- ❑ Check whether the theses/dissertations have been added the watermark and protection in PDF file
- ❑ Click 「選擇檔案」 to select the file
- ❑ Click 「upload」
- ❑ Finish the submission
- ❑ Please note that the system will rename the file automatically
- ❑ Click 「Next」 to recheck your PDF file
- ❑ Click 「Next」 to authorize your thesis/dissertation

# Authorizing your Thesis/Dissertation

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- ❑ **Airiti Library online platform**
- ❑ **Process of authorizing theses/dissertations**

# Airiti Library online platform

## Database

CEPS Journal ▾

Browse by Discipline

-  Humanities
-  Basic & Applied Sciences
-  Health & Medical Care
-  Bio-Agriculture
-  Engineering
-  Social Sciences

Browse by Journal Index

Preprint Journal

Browse by Pinyin

## CEPS Journals(Including TEPS journal)

### Content Field

We mainly collected academic journals published in Taiwan and China. And we also collect quality academic journals in Chinese or English that were published in the U.S.A., Hong Kong, Malaysia, and other countries. The contents cover six main categories such as : Humanities, Basic & Applied Sciences, Health & Medical Care, Bio-Agriculture, Engineering, and Social Sciences.

### Time Period:

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### Important Indexed Journals:

We have collected excellent journals of international Index, such as [SCIE](#)、[SSCI](#)、[A & HCI](#)、[EI](#)、[MEDLINE](#) Our contents also cover Taiwan academic journal Index such as [ACI](#)、[TSSCI](#)、[THCI](#) Our contents also cover Taiwan academic journal Index such as ACI, TSSCI, THCI Core, and others, with 80% coverage. We also collect significant journals in China, such as CSCD, CSSCI, [CSCD-C](#)、[CSSCI-E](#) Featuring content is compelling, as well as rich.

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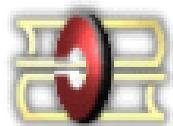
# Question about :

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

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- A1:** If students authorize their theses to TKU, the most important thing for TKU is to protect the property rights in work of students and don't let the knowledge of students be abused or copied.
- 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.

# Time for public access in library



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Note: If you have specific reason(s) to restrict access to your thesis/dissertation until a later date, please download ["Application to replace thesis/dissertation on change authorization"](#). After filling up the application and getting your advisor(s) approval (signatures must be obtained in person), you may submit your application directly to the Library' Digital Systems Section. Once we have changed the authorization period, you can continue with the submission for approval. Whether or not you wish to extend the authorization period, you can only click the "Next" button to proceed to the next step. In the final step, you can click the "Temporary save my upload".

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Firstly submitting your electronic thesis/dissertation, you may fill up the application and get your advisor(s) approval and submit your application directly to **the Digital Systems Section, Library ( on 8 Floor, Main Libray).**

# Authorization types and online public access date



淡江大學電子學位論文服務

Electronic Theses & Dissertations Service

Agree to authorize the database of our school and Airiti to provide users with retrieval, browsing, downloading, transmission and printing in electronic form through stand-alone computers, the Internet, wireless networks or other public transmission methods.

Royalty Fee is earned whenever a user reads or downloads your thesis/dissertation.

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1. If the university is unable to pay you the royalty fee due to incomplete, incorrect or outdated contact information, and you did not contact us to make the necessary updates, the royalty fee will be donated automatically to the University Development Fund after ONE year.
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# Author gets the royalty by authorizing

The screenshot displays a process flow at the top with six steps: Login, Basic information of thesis / dissertation, Set up committee members, Upload thesis / dissertation, Authorization, and Submit for process. The 'Authorization' step is highlighted in pink. Below the flow, there is a text block with instructions: 'Please provide your contact information to be used for the notification of redeeming your royalty fee. Reminder! If there are changes to your contact information, please contact the library to update. If the royalty fee is not redeemed for more than ONE year, it will be donated automatically to the University Development Fund.' Below this text are three input fields: 'Your Frequently Used Email Address:' with a single text box, 'Contact Phone Number:' with two numbered text boxes (1. and 2.), and 'Contact Address:' with a single text box. A 'Next' button is located at the bottom center of the form area.

- ❑ Please provide the frequently used E-mail address in order to receive mails easier.
- ❑ 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.

# You can save information of your thesis/dissertation temporarily

Login → Basic information of thesis / dissertation → Set up committee members → Upload thesis / dissertation → Authorization → Submit for process

Please choose if you would like to save the information temporary or to submit for approval immediately.

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Submit for approval immediately

Complete

**Remember ! !**  
When you click “Temporary save my upload”, you need to be back to update the information of your thesis/dissertation within 30 days. If not, all information will be deleted automatically by the system.



Please choose if you would like to save the information temporary or to submit for approval immediately.

Temporary save my upload

**Submit for approval immediately**

Complete

The File You  
Uploaded

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[upload file](#)

- thesis/dissertation (paper version):

Allow access to the public immediately after submitting the Copyright License Agreement.

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The Granted  
Authorization of  
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[edit data](#)

**Final checking is done**

Confirm

Save



Your thesis/dissertation has been submitted for approval. We will review your submission as soon as possible. The process will take two to three business days. We will email the results of our review once we have completed the process! If you have NOT received any notifications after more than 5 days, please contact your department assistant!

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Details on the request for authorization for the ["National digital library of theses and dissertations in Taiwan"](#)

Logout

Remember to **Logout**, or the system will remain in the temporary save condition.

# Things to keep in mind

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- ❑ Tamkang University provides National Central Library(NCL) with both of bibliographic records and electronic full text of theses/dissertations, but not authorizes the electronic full text to NCL.
- ❑ If you are willing to authorize your thesis to NCL, you can fill in 「[國家圖書館博碩士論文電子檔案上網授權書](#)」 and send it to NCL by yourself .
- ❑ Please contact National Central Library at 02-23619132 ext.528 for more details about authorizing your thesis.

# Delaying Public Access to Thesis/Dissertation

- If content of your thesis/dissertation involves confidential information, patent matters, or is not permitted to be provided on statutory grounds, you can apply to delay or prevent public access. Please fill in [Application form for Thesis Publication Postponement](#) and submit it to TKU library before submitting your thesis.
- Please bind the document [「博碩士論文延後公開/下架申請書」](#) (from National Central Library) with the original theses.

Upload ETD bibliographic information (temporarily save)



Verification



Bring the application form for Thesis Publication Postponement and submit it to the Digital System Section on the 8th floor of TKU library.



Bind theses  
The original thesis needs to bind with TKU Copyright License Agreement, the application of delaying public access From NCL

# Latest News on the Electronic Theses/Dissertations Service

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## 1. Time and Place for Theses / Dissertations

### Verification

2. [Checklists of theses/dissertations](#) (Check thesis content by yourself)

3. [Presentation of Electronic theses/dissertations Submission](#)

## 4. Related links

□ [National Central Library](#)

□ [TKU Registration Section](#)

# Steps of submitting thesis

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1. Upload the file to ETDS

(Temporary file)

2. Department Verification

3. Print out Copyright License Agreement

4. Bind printed thesis (Number of copies is depend on your department.)

5. Library Verification (One original thesis and two copies)

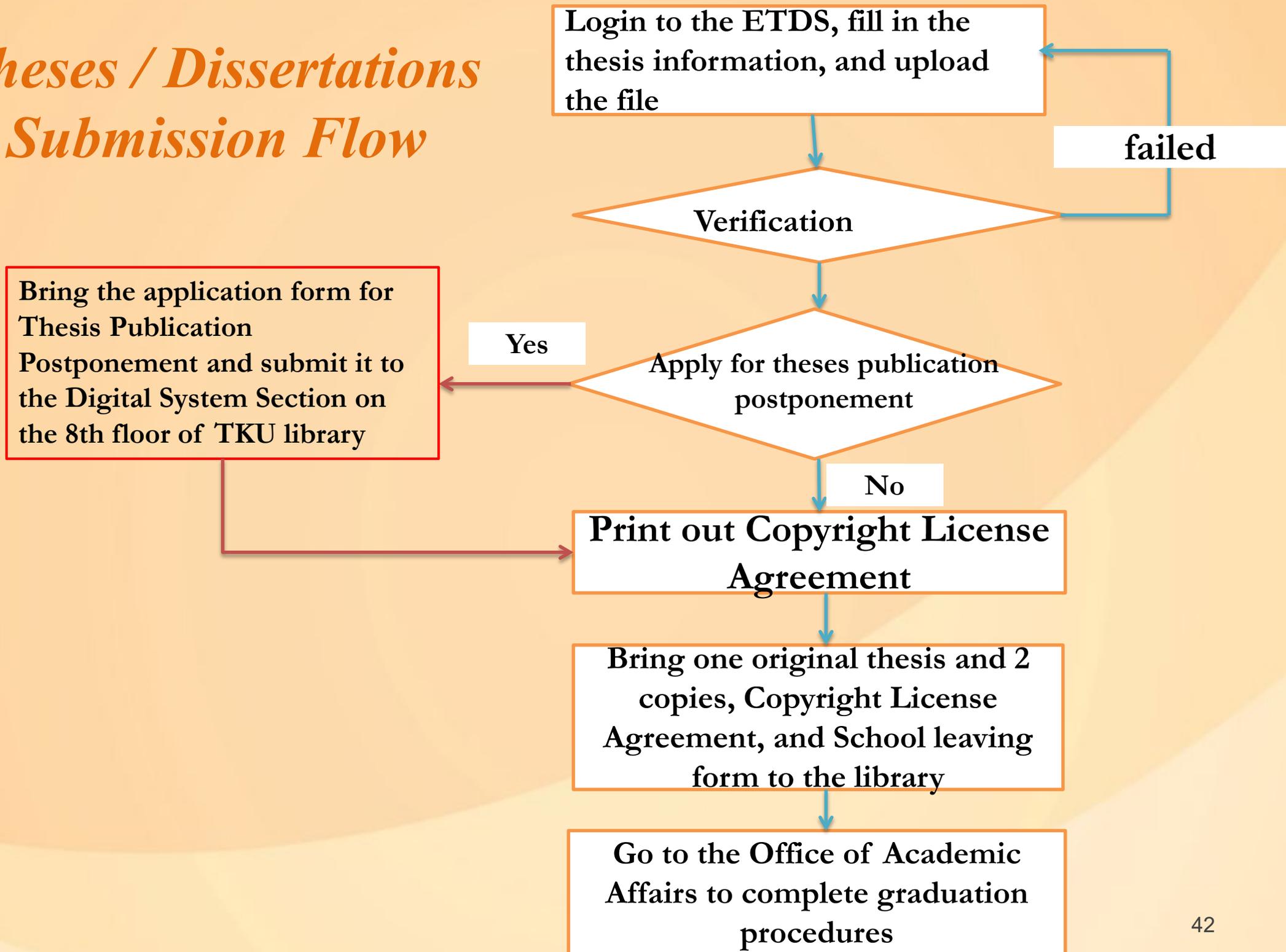
[The checklist of thesis/dissertation](#)

**\* After library verification, the library will keep two copies and return the original thesis.**

6. Go to the Office of Academic Affairs to start school-leaving procedure

**\*The original thesis should be submitted to the Registration Section.**

# *Theses / Dissertations Submission Flow*



# Things to keep in mind

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**Please note the due date of these submission announced by departments and Office of Academic Affairs.**



# Thank you for watching



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**If you have further questions,  
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