



National Cheng Kung University Guideline for Collecting Digitalized Theses

Approved by 1st Academic Affairs Meeting for 2nd semester of School Year 2001, March 8th, 2002
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1、Purpose：

This guideline is stipulated in view of important academic asset of NCKU. Theses and dissertations are important academic assets to NCKU which shall be digitalized collected to reflect the information service trend, and promote academic outcomes internationally.

2、Designated students:

NCKU master and doctoral candidates graduate students.

3、Implementation methods：

- (1) Library shall set up online thesis system (hereinafter referred to as System.)
- (2) Graduate students must log in the System and submit the electronic file in PDF format, thesis abstract, related information and designated authorization to System before proceeding with leaving campus process.
- (3) Library will verify the completeness of abstract, related information and the format of electronic file.
- (4) If no error is found after verification, System will send an email to inform the graduate students. Graduate students need to print out the “NCKU Digital Thesis & Dissertation Copyright License Agreement” and have signature by advisor and oneself. With the signed agreement mentioned above and one print thesis (hardbound for dissertation, lamination paperback for master's thesis). Graduate students can come to library to proceed with leaving campus process.
- (5) If any error is found after verification, System will inform the graduate students to correct and then follow the same procedures as above.

4、Cooperation with related organizations：

- (1) The Computer and Network Center will offer Adobe Acrobat for file conversion to NCKU students and faculty.
- (2) Each department and graduate institute should appoint one person in charge of the contact for related issues. Graduate students upload the electronic file (PDF format) by themselves, and the paper thesis submission follows the original procedures.

- (3) Library will deliver the thesis abstracts and authorized electronic files to the National Central Library in batch.
 - (4) Library is in charge of the system maintenance, instructions and provides necessary assistances.
- 5、 This guideline is effective after approval of the Academic Affairs Meeting. Revision follows the same procedure.
- *These guidelines are enacted in Chinese, which shall prevail in case of any discrepancy between the English translation and the Chinese original.