

National Cheng Kung University Library Guidelines for Electronic Theses/Dissertations Collection

Approved by 1st Academic Affairs Meeting of 2nd Semester of 90 Academic Year on Mar. 08, 2002
Amended by 2nd Academic Affairs Meeting of 97 Academic Year on Apr. 21, 2009
Amended by 2nd Academic Affairs Meeting of 101 Academic Year on May 14, 2013
Amended by 3rd Academic Affairs Meeting of 104 Academic Year on May 19, 2016
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- I. These Guidelines are promulgated by National Cheng Kung University (hereinafter referred to as the “University”) to sustainably preserve the University’s theses and dissertations via digital archives and internationalize the academic results of the University.

- II. These Guidelines are applicable to theses/dissertations submitted by the University’s graduate/PhD students, or works, proofs of achievement accompanied by a written report, a technical report or a professional practice report as a substitute for a thesis/dissertation
The regulations governing the scope of determining criteria, the form of materials, content items, and other related matters pertaining to works or proofs of achievement accompanied by a written report, a technical report or a professional practice report as a substitute for a thesis/dissertation as referred to in the preceding paragraph shall be determined in accordance with the Regulations Governing the Procedures for Determining the Name of Degrees in Different Categories at Each Level and the Criteria for Degree Conferral and Determinations of Works as a Substitute for a Thesis/Dissertation issued by the Ministry of Education.

- III. The procedure for electronic theses/dissertations collection is as follows:
 1. Before applying for graduation, graduate/PhD students shall log in the Theses and Dissertations of National Cheng Kung University System(hereinafter referred to as the “Theses/dissertations system”) to type the abstract, scope of authorization and other related matters of their thesis/dissertation, and upload a PDF copy of their thesis/dissertation, or work, proof of achievement

accompanied by a written report, a technical report or a professional practice report as a substitute for a thesis/dissertation. If the aforementioned work or proof of achievement are stored in a disk, disc or other electronic storage medium, graduate/PhD students may submit their work or proof of achievement in such form.

2. After the submission of related items on the Theses/dissertations system, the Library will review the format of the thesis/dissertation. Students will receive an email notification regarding completing the graduation procedure once their electronic thesis/dissertation has been approved. However, if there is something incorrect or missing after reviewing, the Library will inform the student to revise or resubmit required items.
 3. Before graduate/Ph.D. students, following the email notification as referred to the provision in the preceding paragraph, come to the Library for graduation process, they shall print by themselves their electronic thesis/dissertation along with Copyright License Agreement and have their advisor and themselves signed. Subsequently, submit a paper thesis/dissertation (dissertation in hardback/thesis in softback and shiny cover) or electronic storage medium as a substitute for a thesis/dissertation to the Library.
- IV. The Library shall periodically transmit the electronic files of theses/dissertations or as a substitute for a thesis/dissertation and metadata to the National Central Library.
- V. These guidelines shall come into force upon the approval of Academic Affairs Meeting; the same shall apply to any amendment thereto.