

Thesis/Dissertation submission check list

1. Thesis and Dissertation System

- ☐ Chinese and English names of graduate students
 - ☐ **Chinese name should follow the name showed in the Education Management System.**
- ☐ Thesis and dissertation title in English and Chinese(if have)
- ☐ Advisor(s) name and email(s)
- ☐ Chinese and English names of defense committee members in separate columns (including Advisor)
- ☐ Date of defense which is the same with the date of approval letter
- ☐ Degree
- ☐ Academic year of graduation
- ☐ Page count (either the last page number of thesis/dissertation or total PDF pages will be ok.)
- ☐ Chinese /English Keyword in separate columns
- ☐ Chinese / English Abstract
- ☐ Table of Content (list of table & list of figure included)
 - ☐ Page number check
- ☐ Reference
- ☐ Upload full text PDF with watermark and scanned approval letter of defense attached
- ☐ Set the electronic full text open access date
 - Print out **the authorization form in one page** at the step 3 of the submission.
 - The authorization form signed by the advisor and the student. **The signature by typed, signature file or stamp is invalid.**
 - Upload the signed authorization form to the system before clicking “Submit”.
 - Students should also hand in this form when submit thesis hard copy

to library.

- ☐ If you need to apply for embargo of thesis/dissertation,
 - i. Embargo of thesis/dissertation is only for 3 reasons allowed: **thesis/dissertation pertaining to the secret, applying for patents, and withheld according to the law**. Postponement maximum: **5 years**. Applications must be submitted one at a time if needed.
 - ii. Please attach the completed 「**Application for Embargo of Thesis/Dissertation**」 and provide **certification documents for embargo during the thesis defense oral examination, for review and signature by the defense committee**.
 - iii. The documents mentioned above should **be scanned and uploaded to thesis system at the step 2, and set the public date**. The original ones should be submitted to the library for library review procedure.

2. Hardcopy

- ☐ 2 thesis/dissertation copies
- ☐ Cover color (paper type: Cloud blue 、glue mount & glue film)
- ☐ Title page
- ☐ Approval Letter of thesis/dissertation defense
- ☐ English Abstract
- ☐ Acknowledgement- According to personal needs, the location is in accordance with the regulations
- ☐ Table of Content (list of table & list of figure included)
- ☐ Page number check
- ☐ Hardcopy without watermark
- ☐ The thesis/dissertation should not contain personal information, such as email, phone number, address, ID number, etc.

Signature of the graduate:

Department: