

# HOW TO UPLOAD THESIS AND LEAVE CAMPUS

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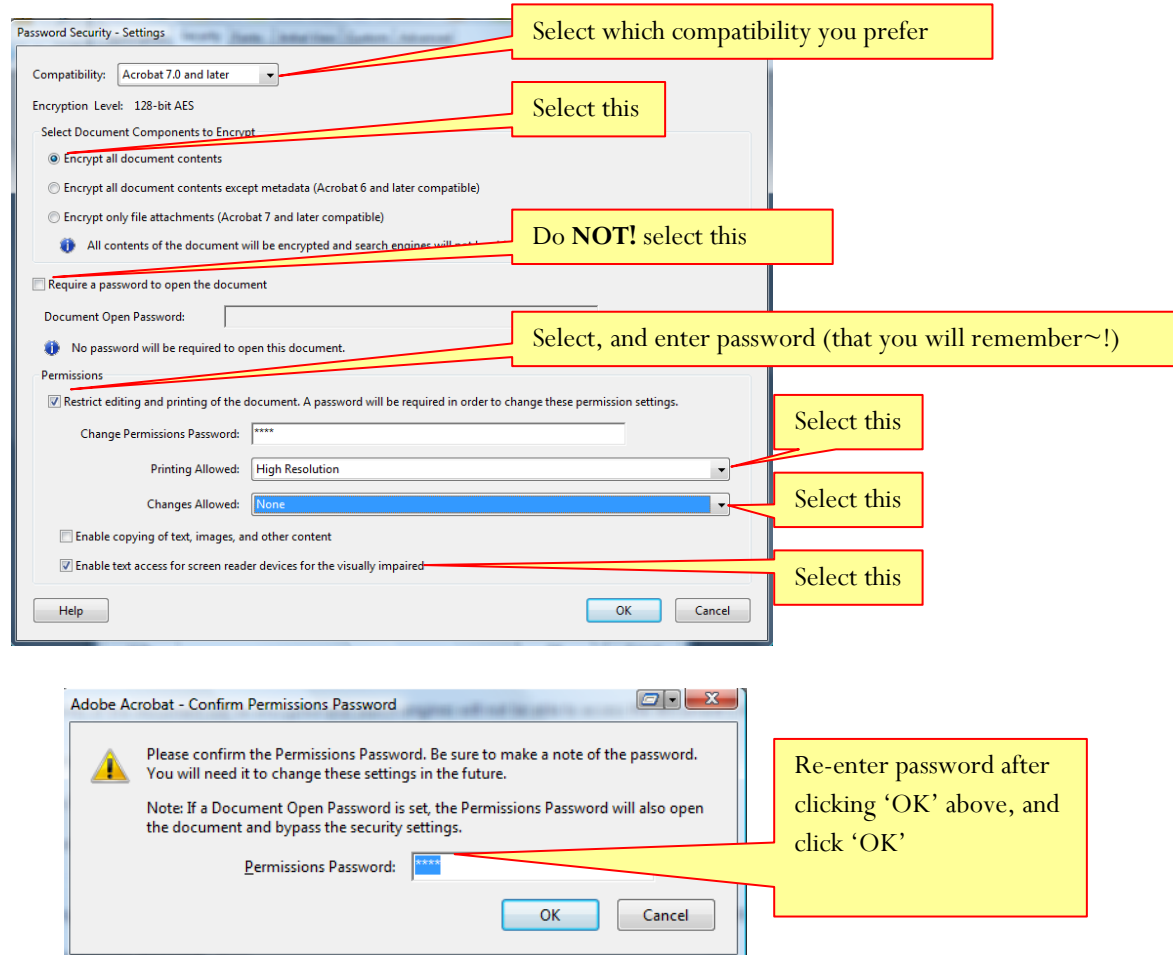
## Step 1. Revise, Format Check, and Print Thesis after Final Defense

- Revise your thesis according to your committee's comments.
- Ensure all your pictures/figures are in .jpeg or .gif picture format (do not use .bmp or other formats)
- Email your completed thesis in word format – along with your compressed EndNote library – to the Format Checking Center for a final format check.
- Two certificates (one English, one Chinese) from final defense:
  - Get them signed by your advisor(s), committee members, and the chairman.
  - Scan the signed certificates *NOTE: ENSURE TITLE ON CERTIFICATES IS SAME AS TITLE ON YOUR THESIS.*
  - Insert image into your thesis/combine into one PDF; needs to go after title page (English first) .
- Take combined PDF to print shop.
  - The book cover style must follow the IIMBA format. Please refer to a senior's thesis.
  - Prepare 2 hardcopies and 1 paperback copy (see Step 3 below).
    - To save as PDF you can either use the SaveAsPDF add-on for word 2007, or 'print' to PDF  
*NOTE: SOME STUDENTS HAVE HAD THEIR THESIS REJECTED DUE TO AN ISSUE WITH THEIR WATERMARK WHEN TRYING TO UPLOAD IF THEY USED SAVEASPDF ON MACS*

## Step 2. Upload the final version of the thesis as a PDF soft copy\* to the library

### 2.1 Prepare your Combined PDF Document

- Check all your course credits and grades with the Office of the Registrar (International students) / Evening Education Division (Local students)
  - Ensure you have completed 45 course credits and 6 thesis credits.
- Make sure your thesis defense score has already been sent from the IIMBA Office to the Registrar.
- Please consult the library's online Guide in English for the regulations and manual for the uploading system (<http://etds.lib.ncku.edu.tw/files/2009110008.pdf>) for extra assistance if necessary.
- In the (combined) PDF document, hit "Ctrl+d"
  - On Description tab: Copy in your thesis title into the 'Title' spot.
  - If you wish to protect your PDF document so people cannot copy content, follow these steps:
    - On Security tab select: Security Method 'Password Security'



**Step 2.2 Login <http://etds.lib.ncku.edu.tw/etdsystem/submit/submitLogin>**

- Use your NCKU email ID to upload.

*(If you have not yet activated your NCKU email account, please go to the Computer and Network Center to apply for your NCKU email with your student ID card before uploading your thesis; NCKU computer center is located on the 2<sup>nd</sup> floor across the street from the back of our department building, in the same campus as the Main NCKU library – Cheng Kung Campus.)*

*(Batch 100 and before students: your email ID is your student ID number less the last digit; Batch 100 and after: your email ID is your full student ID)*

登入系統 → 輸入論文資料 → 設定口試委員名單 → 上傳論文 → 選擇是否授權 → 送出審核

以由「成功入口」所取得之 E-mail 帳號密碼登入系統，  
Mail Server欄位為「mail.ncku.edu.tw」。  
97 學年度(含)之前入學者，帳號為學號的前 8 碼 (學號去掉最後 1 碼)  
98 學年度(含)起入學者，帳號為學號全部共 9 碼；英文字母皆為  
帳號密碼有問題者，請洽詢計網中心 (分機 61010)。  
(「成功入口」系統說明，請參閱：http://www.cc.ncku.edu.tw/po

學號:   
密碼:

[登入系統繳交論文前注意事項](#)  
[成功大學電子學位論文系統提交說明](#)  
[電子檔案格式](#) [新增線上學位畢業說明](#)

1. Example: Student ID is RA6967817  
=> Username: ra696781  
(Omit the last digit of your student ID for Batch 100 and before; do not omit it for Batch 101 and after).
2. Password: same password as your NCKU email password.
3. Click Enter [登入]

After you login, wait for 1 minute. The system will automatically enter the second step.

登入系統 → 輸入論文資料 → 設定口試委員名單 → 上傳論文 → 選擇是否授權 → 送出審核

請輸入您的論文基本資料!  
附註及備用信箱為非必備欄位，其他皆為必備欄位。

系統識別號	U0026-2411200910553500
中文論文名稱	<input type="text" value="The relationship between..."/>
英文論文名稱	<input type="text" value="The relationship between..."/>
校院名稱	成功大學
學院名稱	<input type="text" value="管理學院"/>
研究所名稱	<input type="text" value="國際管理碩士在職專班"/>
畢業學年度	<input type="text" value="98"/>
學期	<input type="text" value="1"/>
出版年	<input type="text" value="98"/>
研究生中文姓名	<input type="text" value="溫巧巧"/>
研究生英文姓名	<input type="text" value="Johanna Owen"/>
電子郵件信箱	<input type="text" value="ra696781@mail.ncku.edu.tw"/> <input checked="" type="radio"/> E-mail不公開 <input type="radio"/> E-mail公開

Thesis title: type the same information in both

Select the 6<sup>th</sup> one (as shown here): College of Mgmt

Select the 1<sup>st</sup> one (as shown here): IIMBA

Select your graduation year; semester (Fall = 1; Spring = 2); and year printed the thesis [note: 98 = 2009]

Your Chinese name is required

Your English name: Givenname Familyname

Enter your email (RA account not required), and whether you want your email to be public (ie. if someone wishes to contact you regarding content in your thesis): Left selection: not public; Right selection: public

Not required

備用電子信箱

Degree (1<sup>st</sup> selection): Master

學號 ra696781

學位類別 碩士

Language: Middle selection (English)

語言別 英文

口試通過日期 2009 年 5 月 18 日

Final defense date: Year, Month, Date

Number of pages

論文頁數 124 (請輸入頁碼編排的最後一碼)

中文關鍵字 (If no record for this field, please key in "none") none

Chinese keywords – enter 'none'

英文關鍵字 Internal customer service; Internal service quality (請以半形字)

Copy in keywords from your thesis – change commas to semi-colons (;)

中文摘要 (If no record for this field, please key in "none") none

Chinese abstract – enter 'none'

英文摘要 (4) Importance-performance grids are used to apply the findings to a specific local municipal hospital. The results show that the Accounting Department's perceptions align with that of their internal customers in which areas the Accounting Department should make efforts in order to have the most impact on their overall level of internal service quality. The limitations of the study must be taken into consideration when evaluating the above interesting and significant results.

Copy in abstract from your thesis

目次 (含頁碼)	ACKNOWLEDGEMENTS I ABSTRACT III TABLE OF CONTENTS V LIST OF TABLES VIII LIST OF FIGURES XI CHAPTER ONE INTRODUCTION 1 1.1 Research Backdrop. 1 1.2 Research Purpose and Scope. 2 1.3 Research Structure and Process. 4 CHAPTER TWO MANAGING INTERNAL SERVICE QUALITY 5
參考文獻	Aigbedo, H., & Parameswaran, R. (2004). Importance-performance analysis for improving quality of campus food service. <i>International Journal of Quality &amp; Reliability Management</i> , 21(8), 876-896. Anderson, E. W., Fornell, C., & Lehmann, D. R. (1994). Customer satisfaction, market share, and profitability: Findings from Sweden. <i>The Journal of Marketing</i> , 58(3), 53-66. Ashkenas, R. (1999). Creating the boundaryless organization. <i>Business Horizons</i> , 42(5), 5-10.
附註	

Copy in table of contents from your thesis

Copy in reference list from your thesis

Not required

Press: Next

下一步

暫存

Save (return within 30 days to continue)

## Step 2.3 Committee member information

Committee list for your reference (you can copy-paste)

English name	Chinese name	Email
Jeh-Nan Pan	潘浙楠	jnpan@mail.ncku.edu.tw
Wann-Yih Wu	吳萬益	wanyi@mail.ncku.edu.tw
Hsi-An Shih	史習安	hashih@mail.ncku.edu.tw
Shao-Chi Chang	張紹基	schang@mail.ncku.edu.tw
Jeng-Chung (Victor) Chen	陳正忠	victor@mail.ncku.edu.tw
Hsin-Hong Kang	康信鴻	hhkang@mail.ncku.edu.tw
Chin-Ho Lin	林清河	linn@mail.ncku.edu.tw
Ann Shawing Yang	楊曉瑩	annsyang@mail.ncku.edu.tw
Don Jyh-Fu Jeng	鄭至甫	jeng@mail.ncku.edu.tw
Tsingzai Wu	吳清在	tsingzai@mail.ncku.edu.tw
Victor B. Kreng	耿伯文	kreng@mail.ncku.edu.tw
Kevin P. Huang	黃國平	hwangis@mail.ncku.edu.tw
James Stanworth	王慕容	jamesstanworth@btinternet.com
Cheng-Chang Lin	林正章	cclin@mail.ncku.edu.tw
Hsuan-Chu Lin	林軒竹	hsuanchu@mail.ncku.edu.tw
Jun-Ren Chen	陳俊仁	chenc4@mail.ncku.edu.tw
Yung-Ming Shu	蘇永明	yungming@mail.ncku.edu.tw

English name	Chinese name	Email
Keh-Chin Chang	張克勤	kcchang@mail.ncku.edu.tw
Bo-Ywe Lee	李伯岳	ywe55@yahoo.com.tw
Ching-Fu Chen	陳勁甫	cfchen99@mail.ncku.edu.tw
Oliver Yau	游漢明	mkyau@mail.ncku.edu.tw
Jrjung Lyu	呂執中	jlyu@mail.ncku.edu.tw
Shih-Chieh Fang	方士杰	fangsc@mail.ncku.edu.tw
Shan-His Hsu	徐珊惠	nckustudents@gmail.com

Fill in for each committee member:

請輸入口試委員資料! 中文職稱皆必備  
指導教授的中英文姓名、電子郵件信箱必  
共同指導教授的中英文姓名必備  
若您找不到口試委員的中文職稱, 請來

指導教授  
 指導教授  
 共同指導教授  
 口試委員

第1筆

口試委員中文姓名 \*

口試委員英文姓名 \*

口試委員中文職稱 \* 指導教授

口試委員電子郵件信箱 \*

Advisor

Joint or Co-Advisor

Committee Member

Chinese Name

English Name:  
Givenname Familyname

Committee  
Member's email

第2筆

口試委員中文姓名 \*

口試委員英文姓名 \*

口試委員中文職稱 \* 指導教授

口試委員電子郵件信箱 \*

(先輸入名, 再輸入姓, 如: Ming-Wen Li 李明文)

第3筆

口試委員中文姓名 \*

口試委員英文姓名 \*

口試委員中文職稱 \* 指導教授

口試委員電子郵件信箱 \*

(先輸入名, 再輸入姓, 如: Ming-Wen Li 李明文)

增加口試委員輸入框

下一步

Add another  
committee member

Next Step

上傳論文注意事項:

1. 請以『整篇論文』為一個上傳，並請仔細校對各章節頁碼須與論文目次頁碼相符。
2. 請注意，提交電子論文應包含書名頁，摘要，目次，內文與參考文獻；輸入論文基本資料中之目次應包含頁碼，以符合審核要求。
3. 若您尚未準備好檔案，請先 [登出](#) (系統將為您儲存之前您輸入的資料) 進行轉檔作業，謝謝您！

請上傳pdf檔案！

上傳檔案  No file chosen

1. Browse for your PDF file  
2. Click Upload (上傳)

Upload confirmed

上傳檔案 已上傳成功! ncku-98-ra696781-1.pdf

上傳成功，請點選下一步。

Next Step

您已成功上傳檔案！請點選下一步 選擇是否授權！

檔案名稱	檔案大小 (bytes)	操作
ncku-98-ra696781-1.pdf	40173	<input type="button" value="刪除"/>

Ensure it is the correct file; if not, select 'delete' (刪除) and 'back' (回到上一頁)

Next Step

## Step 2.4 Access permissions and royalty fee requests

 成功大學電子學位論文服務  
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登入系統 → 輸入論文資料 → 設定口試委員名單 → 上傳論文 → 選擇是否授權 → 送出審核

校內  
請選擇論文全文上載校內網路公開時間：


- 授權書繳交後立即公開
- 授權書繳交後一年後公開
- 授權書繳交後兩年後公開
- 授權書繳交後三年後公開
- 授權書繳交後四年後公開
- 授權書繳交後五年後公開
- 自訂公開時間，自 2009 年 01 月 01 日起公開

下一步

### Internal NCKU access:

1. Instant access
2. After 1 year
3. After 2 years
4. After 3 years
5. After 4 years
6. After 5 years
7. After a specific time (year, month, date)

Next Step

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校外  
您是否願意有償授權的剝離 / 列印電子全文服務？  
目前同意授權比例：92.86%

- 同意有償授權。享有權利金的回饋，權利金捐贈校務發展基金指定用於圖書館館務使用
- 同意有償授權。享有權利金的回饋，權利金通知本人領取
- 同意無償授權。
- 不同意授權。

下一步

### Royalty Fee Option:

The school is authorized to grant access to my electronic thesis, and

1. Royalty fees to be donated to the school library as a development fund (default)
2. Royalty fees to be paid to the author. If you choose to get the royalty fee for yourself, you need to fill out the complete contact information in the authorization form – see below.
3. Do not require royalty fees.

If you do not agree that the school can grant access to your e-thesis, select 4, and fill out the form when clicking 'next'.

請輸入您的聯絡資訊，以便與您聯絡權利金回贈事宜。  
提醒您！若您的聯絡資料有變更，請與圖書館聯繫更新您的聯絡資料，若權利金超過一年後無法給付，則自動將此筆款項捐贈給成功大學校務發展基金指定用於圖書館館務使用。

常用E-Mail:

聯絡電話: 1.  2.

聯絡地址:

下一步

If you select '2' above, enter the following info below

Contact email

Contact phone numbers

Contact land address

請選擇論文全文上載校外網路公開時間：

- 授權書繳交後立即公開
- 授權書繳交後一年後公開
- 授權書繳交後兩年後公開
- 授權書繳交後三年後公開
- 授權書繳交後四年後公開
- 授權書繳交後五年後公開
- 自訂公開時間，自 2009 年 01 月 01 日起公開

下一步

Next Step

External access:

1. Instant access
2. After 1 year
3. After 2 years
4. After 3 years
5. After 4 years
6. After 5 years
7. After a specific time (year, month, date)

您好：  
電子學位論文服務的推行，需要您論文著作的授權支持。您的授權除了可以增加此知識資料庫的豐富性外，更藉由網路資訊的傳播，將您的研究結果廣為流傳，提高您論文的曝光率與被引用次數。

由於您剛剛已選擇不同意授權，本服務基於學術的傳播與知識的分享，希望您再考慮一下您的選擇，如果您的論文內容有專利權或其他因素之考量，在選擇同意授權後，您可以依照專利權時間選擇論文線上開放使用時間；若您願意支持授權，請點選『回上一頁』改變您的授權內容，若您決定不予授權，也請填寫下列問卷，作未來來相關計畫執行的參考。謝謝您！

本人的論文不同意授權對應/列印電子全文服務的原因如下：(可複選)

- 內容有專利權考量的相關因素
- 論文僅為階段性完成部分結果，尚待更多研究結果累積始得對外發表
- 內容有相關機密資料，不宜對外公開
- 論文乃共同創作，有著作權相關的考量
- 此論文並非個人滿意之論文
- 指導教授不同意

其他原因，請說明：

Back

Next

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下一步

If you select 4 above, select your reason for never granting external access to your e-thesis.

1. Select top button if you have finished uploading your thesis
2. Click submit (完成)

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請選擇您要儲存資料，還是立即提交審核。

立即提交審核  
 先儲存資料

完成

1. Select 2<sup>nd</sup> button if you still need to edit something
2. Click submit (完成)

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請作最後確認您的電子論文資料是否都已完備!  
(以紅色粗體標註的欄位尤其重要!)

附註及備用信箱為非必備欄位，其他皆為必備欄位。  
外籍生若無中文論文名稱，請將英文名稱填入。若無中文摘要及中文關鍵字，請於欄位裡輸入none。

系統識別號	U0026-1112200917343500
中文論文名稱 (If there is no Chinese title, please key in English title)	Managing Internal Service Quality in Taiwan: Accounting Departments as Service Providers
英文論文名稱	Managing Internal Service Quality in Taiwan: Accounting Departments as Service Providers
校院名稱	成功大學
學院名稱	管理學院
研究所名稱	國際管理碩士在職專班
畢業學年度	98
學期	2
出版年	98
研究生中文姓名	溫巧巧
研究生英文姓名	Johanna Owen (先輸入名，再輸入姓，如：Ming-Wen Li 李明文)
電子郵件信箱	為了有效寄送論文審核通知書，請確認您輸入的E-Mail 是否正確，謝謝!

確認完畢 暫存

It requests you to look over your submitted information a final time. Check the info to make sure it's correct, and scroll to the bottom.

Hit this if you want to complete the uploading process.

Hit the other one if you want to save the info and come back later.

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聯絡電話：(06)2757575#65773  
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After you finish, you need to wait 2-3 working days for your thesis to be checked by the E-Thesis Dissertation System. They will send an email to you when it has been approved.

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### Step 3. Leaving Campus

- **Print out Access Authorization form** as received in your email from the library after successful upload.
  - Search for your thesis on the E-Thesys system.
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  - Print the *Digital Thesis Display Authorization Form*
    - If delayed access to the printed version is requested by your professor, you must print the *Printed Thesis Display Authorization Form* as well
  - Have you and your advisor sign the form(s)
  - Submit to the library staff when you submit the hard copy of your thesis.
- **Download the Leave Application form:** <http://campus1.ncku.edu.tw/leave/>.
  - Input Student ID & Password (normally the last 4 Digits of birth date/example: date of birth: May 20 (Password: 0520); OR the same as your course selection password).
  - Save the Acrobat (.pdf) file and print it in order get the proper signatures.

**畢業生離校手續查詢系統**

**注意事項**

- 進修學士班(含夜間部)及碩士在職專班, 領學位證書, 請至夜間教務組辦理(ext. 51000)
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  2. 成績送達教務處(ext. 50120)
  3. 未欠學雜費(ext. 50613)
  4. 歸還圖書 (ext. 65760), 歸還儀器財務 (請洽相關單位)
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請輸入學號及密碼

學號: ra6967435  
密碼: ●●●●●●  
(密碼同選課密碼)

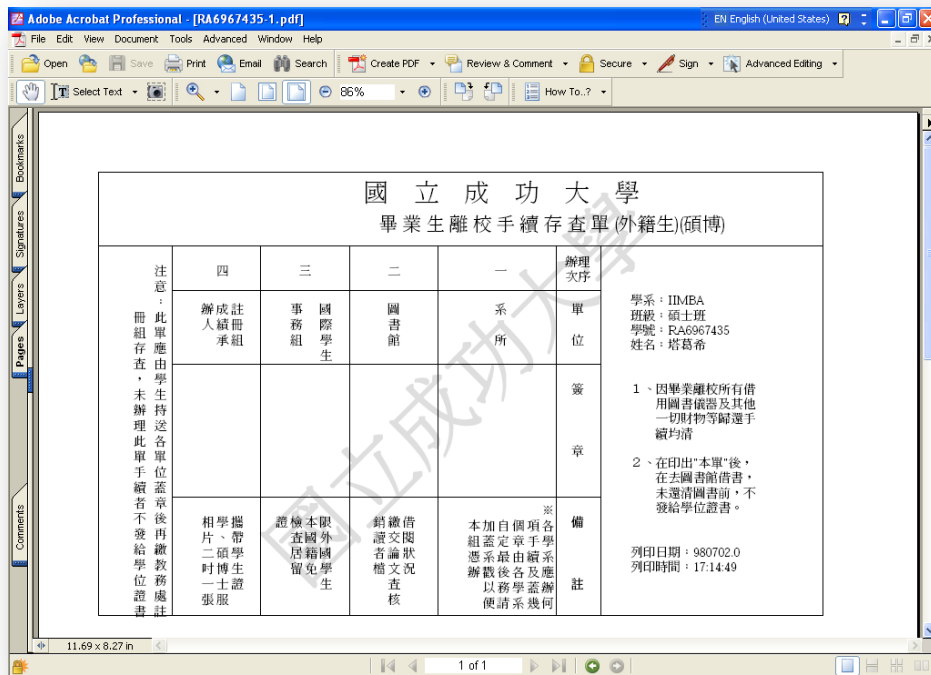
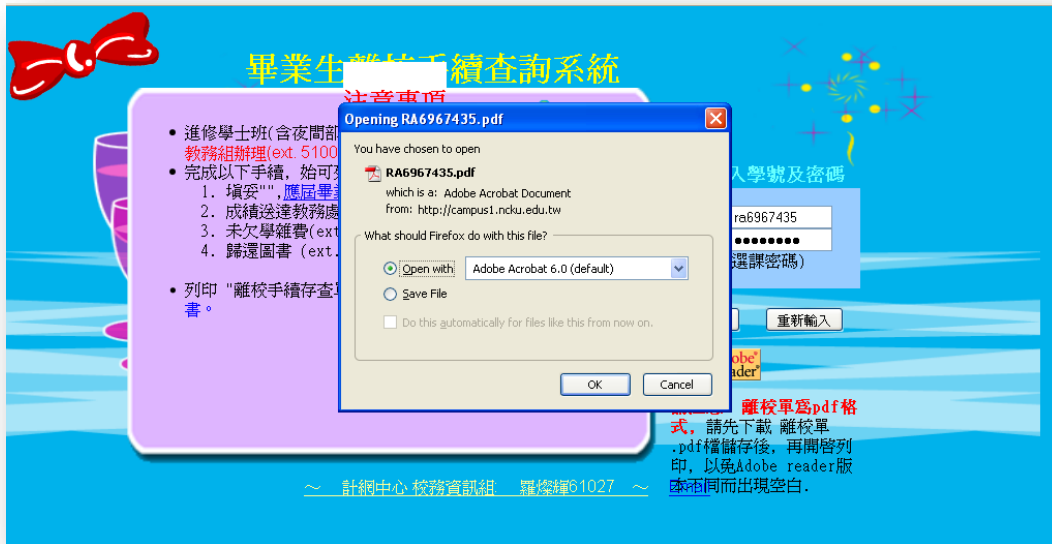
確定 重新輸入

Get Adobe Reader

請注意: 離校單為pdf格式, 請先下載 離校單.pdf檔儲存後, 再開管列印, 以免Adobe reader版本不同而出現空白。

~ 計網中心 校務資訊組 羅燦輝61027 ~

*If you cannot login here, most likely you have something outstanding with the dorm-office or a library book that has not been returned.*



- The leave application form needs 4 stamps by the following, and for you to submit your thesis copies:
  - IIMBA Office: 1 hardcopy and 1 paperback copy
  - Library: 1 hardcopy
  - OIA
  - Registrar office counter 9 (International Students) / Continuing Education Center (Taiwanese students): Leave application form (to get your Diploma).
    - If you did not take and submit a grad photo through the IIMBA office yet (photo of you wearing the NCKU Master Graduation gown) you can get them taken at the Fuji Photo store on the corner of DaXue Road and ShengLi Road; costs approximately NT\$ 350.

*If you get the message below, you typed your student ID or password incorrectly:*

#### 畢業生離校手續查詢

##### 注意事項

- \* 進修學士班(含夜間部)及 碩士在職專班, 領學位證書, 請至夜間教務組辦理(ext. 51000)
- \* 完成以下手續, 始可列印 "畢業生離校手續存查單"
- 1. 填寫 "" (應屆畢業生意向調查表)生涯發展組 (ext.50480)
- 2. 成績送達教務處(ext.50120)
- 3. 未欠學雜費(ext.50613)
- 4. 歸還圖書(ext.65760), 歸還儀器財務 (請洽相關單位)

查詢結果:

學號或密碼錯誤, 請重新輸入!!

[回成功大學 畢業生離校查詢系統](#)