

Thesis/Dissertation submission check list

1. Thesis and Dissertation System

- Chinese and English names of graduate students
 - If international graduate students don't have Chinese name, please input English name.
- 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 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 delayed disclosure of thesis/dissertation,
 - i. Delayed disclosure is only for 3 reasons allowed: thesis/ dissertation

pertaining to the national secret, applying for patents, and withheld according to the law. Postponement maximum: 2 years

ii. Fill 「 Asia University Thesis Dissertation Delayed Disclosure Application Form 」 & National Central Library 「 Application for Embargo of Thesis/Dissertation 」 (download from thesis system)

iii. Provide approval documents for delayed disclosure

iv. Provide thesis/dissertation delayed disclosure approval committee minutes

- If applying for patent, all option & Reason for Delayed Disclosure in 「 Asia University Thesis Dissertation Delayed Disclosure Application Form 」 & National Central Library 「 Application for Embargo of Thesis/Dissertation 」 should be included, and students need to scan and upload these 2 signed forms to thesis system at the step 2, and set the public date.

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: