

Inter-unit Notification

Issued by: Office of Library and Information
Services

Affairs To: Master's and Doctoral students,
Department Chair, and Administrative
Staff

☒ No Need to Reply

Ref. No.: 圖資聯字第 H1141028002 號

Date: October 29, 2025

Staffer-in-charge: Chih-Hsiung Chang
(Ext. 3575)

Email: derek@isu.edu.tw

Subject: For a final, post-defense submission of dissertation and thesis, please be sure to read the following information thoroughly.

Description:

- I. The deadlines of completing the graduate student checkout procedure: please refer to an announcement on September 5, 2025 from Registration Section of Office of Academic Affairs.
- II. The important dates for submitting final, defended dissertation/thesis in electronic format in the first semester of the academic year 2025 are as follows:
 1. **Master's and Doctoral students whose defense scheduled in the first semester of the academic year 2025:**
 - a. Dissertation/thesis submission due: **24:00 on January 21, 2026(Wednesday).**
 - b. Format review due: **17:00 on January 28, 2026(Wednesday).**
 2. **Master's and Doctoral students whose defense scheduled in the second semester of the academic year 2024:**
 - a. Dissertation/thesis submission due: **24:00 on January 21, 2026(Wednesday).**
 - b. Format review due: **17:00 on January 28, 2026(Wednesday).**

It is your responsibility to submit a dissertation/thesis in the correct format and allow time for revisions to be completed in order to meet deadlines.
- III. Required items and documents to complete the library checkout procedure:
 1. A valid student ID card,
 2. **A dissertation/thesis abstract signed by both the advisor(s) and the student,**
 3. **A copyright authorization for electronic dissertation/thesis signed by the student,**
 4. **One hardcover copy of dissertation/thesis.**
- IV. Notices on the hardcover copy of dissertation/thesis:
 1. **No watermark contained,**
 2. **Black cover,**
 3. **A copyright authorization for dissertation/thesis signed by the advisor(s).**

The hardcover copy can be printed right after passing the oral defense and having the final revision. Students do not have to wait for the library approval of electronic format.
- V. The forms of dissertation/thesis submission are available on the "Electronic Dissertation & Thesis Service" website, [<https://reurl.cc/2Ka9DX>]

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VI. The OLIS will host three workshops on Countdown to Graduation—Turnitin and Submission of the Dissertation/thesis. Students who are expected to submit their dissertation/thesis in the first semester of the academic year 2025 are welcome to attend one of the workshops.

1. Google Meet: 14:30 on Tuesday, November 18, 2025.
(<https://meet.google.com/yqx-kygn-xaf>).
2. Google Meet: 14:30 on Wednesday, November 19, 2025.
(<https://meet.google.com/yqx-kygn-xaf>).
3. Smart Classroom in Main Campus: 14:30 on Thursday, November 20, 2025.
Online Registration: <https://forms.gle/MnGw9A8KbrHX4WvW6>

VII. The Turnitin system and thesis submission videos can be watched on the Moodle Learning System, <https://moodle.isu.edu.tw/>. The search method is after entering the system → Roam Network servers → Others → 線上課程_Online Course → 圖書與資訊處_OLIS → ISU06120008_研究特攻隊.

簽核紀錄：

閱覽諮詢組[張智雄][意見]陳請鈞長核示。/2025/10/28 16:16:07

閱覽諮詢組[劉錦蕙][意見]本案擬如張智雄組員所擬，陳請鈞長核示。/2025/10/28
17:02:06

圖書與資訊處[李崇道][意見](李崇道代判作業)如劉組長擬。/2025/10/29 15:15:34