

# 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 H1140509003  
號

Date: May 9, 2025

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(Ext. 3575)

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**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 9, 2024 from Registration Section of Office of Academic Affairs.

II. The important dates for submitting final, defended dissertation/thesis in electronic format in the second semester of the academic year 2024 are as follows:

1. **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 August 20, 2025(Wednesday).**

b. Format review due: **17:00 on August 25, 2025(Monday).**

2. **Master's and Doctoral students whose defense scheduled in the first semester of the academic year 2024:**

a. Dissertation/thesis submission due: **24:00 on July 23, 2025(Wednesday).**

b. Format review due: **17:00 on July 28, 2025(Monday).**

**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>]

VI. The OLIS will host three workshops on research introduction, including Turnitin and submission of dissertation/thesis. Students who are expected to submit their

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dissertation/thesis in the second semester of the academic year 2024 are welcome to attend one of the workshops.

1. Google Meet: 14:00 on Tuesday, May 20, 2025.  
(<https://meet.google.com/yqx-kygn-xaf>).
2. Google Meet: 14:30 on Wednesday, May 21, 2025.  
(<https://meet.google.com/yqx-kygn-xaf>).
3. Smart Classroom in Main Campus: 14:30 on Thursday, May 22, 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。/2025/05/09 15:26:49

閱覽諮詢組[劉錦蕙][意見]擬如承辦人所擬，陳核。/2025/05/09 15:31:11

圖書與資訊處[李崇道][意見](李崇道代判作業)如劉組長擬。/2025/05/09 15:33:23