

# NATIONAL SUN YAT-SEN UNIVERSITY

## Thesis Management Regulations

Approved by the 10<sup>th</sup> Administrative Council Meeting on January 9, 2013, Fall Semester of Academic Year 2012/13.

Amended and approved by the 6<sup>th</sup> Administrative Council Meeting on April 29, 2020, Spring Semester of Academic Year 2019/20

Article 1 National Sun Yat-sen University (NSYSU) has established the following regulations for the preservation of academic assets, management of theses, and in response to technological trends of information digitalization.

Article 2 NSYSU graduate students must compose theses following “Format Regulations for Graduate Thesis.”

Before leaving university, graduate students must submit paper copies and upload the entire thesis in electronic format to the NSYSU library for archiving purposes.

Article 3 Before leaving university, graduate students must log in to NSYSU Electronic Theses & Dissertation Service system, fill out the basic information, and upload PDF files that contain the entire thesis that is identical to the paper copies. Please print out the thesis power of attorney form, which must be signed by the student and his/her research supervisor.

After NSYSU library has verified the information, a notice will be sent to advise the student to submit the paper copy and the signed power of attorney form to the library.

Article 4 Thesis authorization scope and period are as follows:

I. Students must agree to authorize the thesis to NSYSU library free of charge and non-exclusively. The authorizer also authorizes NSYSU library to replicate, publicize, and transmit an entire thesis (including the abstract) via microfilm, disks, or digital methods at any location, at any time, and for any number of times. The authorizer also authorizes readers to conduct non-profit online search, review, download, and print.

II. Before publishing electronic theses, graduate students are advised to discuss with their research supervisor regarding theses public availability period, authorization, and funds, divided into:

i. Print Format:

1. “Currently Public”, “Delay Public for 1-3 Years” certificate must be signed by the student and his/her research supervisor.
2. “Delay Public for 4-5 Years” certificate must be accompanied by proofs regarding confidentiality, patent, or copyright according to laws and regulations, which must be signed by the student, research supervisor, and department supervisor.

ii. Electronic Format:

1. “Currently Public”, “Delay Public for 1-3 Years” certificate must be signed by the student and his/her research supervisor.
2. “Delay Public for 4-5 Years”, “Other” certificate must be accompanied by proofs regarding confidentiality, patent, or copyright according to laws and regulations, which must be signed by the student, research supervisor, and department supervisor.

“Other” is limited to 6-10 years.

Article 5 If a student intends to adjust thesis contents or change the scope of authorization

after leaving the university, additional applications must be submitted.

Article 6 After collecting all electronic theses of the school year, NSYSU library shall send the electronic theses and abstracts to the National Central Library.

Article 7 Present regulations shall be implemented following approvals of executive council meetings and the authorization of the principal. Such similar procedures shall be carried out if amendments are to be made.