

# NATIONAL SUN YAT-SEN UNIVERSITY

## Thesis Management Regulations

Approved by the 10<sup>th</sup> Executive Council Meeting on January 9, 2013, 1<sup>st</sup> Semester of Academic Year 101.

Amended by the 6<sup>th</sup> Executive Council Meeting on April 4, 2020, 2<sup>nd</sup> Semester of Academic Year 108.

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

Article 2 NSYSU graduate students must compose theses in accordance with “Format Regulations for Graduate Theses.”

Before leaving university, graduate students must submit paper copies and upload entire theses as digital format to NSYSU library for archiving purposes.

Article 3 Before leaving university, graduate students must login to NSYSU Electronic Theses & Dissertation Service system, enter basic information, and upload PDF files that contain entire theses that are 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 shall be sent to advise the student to submit the paper copy and the signed power of attorney form to the library.

Article 4 Theses 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, during any time, and for any number of times. The authorizer also authorizes readers to conduct non-profit online searches, reviews, downloads, and printing.

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”, “Public for 1-3 Years” certificate must be signed by student and his/her research supervisor
2. “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 student, research supervisor, and department supervisor.

ii. Digital Format:

1. “Currently Public”, “Public for 1-3 Years” certificate must be signed by student and his/her research supervisor
2. “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 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 files of entire 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.