

Regulations Governing the Formats of Graduate Thesis at National Tsing Hua University

Amended & Approved by the 7th Academic Affair Meeting in the Academic Year of 1996

1. Sequence of the Thesis:

- (1) Front Cover
- (2) Letter of Recommendation from the Thesis Advisor & Review and Approval Letter from Examination Committee
- (3) Abstract
- (4) Preface or acknowledgement
- (5) Table of Contents.
- (6) Thesis Body.
- (7) References & Appendices
- (8) Back Cover

2. Number of Copies:

1. Two copies of completely identical thesis should be submitted.
2. Each department, institute or college may set individual regulation to require more copies or English version.
3. All the theses will be reviewed by the Examination Committee and will be kept by the school. They shall not be returned to the students.

3. Front Cover:

Including the topic, department or institute, student number, student's name, thesis advisor's name and the month/year of the submission (Both Chinese and English should be used for the topic, student's name and thesis advisor's name). The formats are determined by the Academic Affair Office.

4. First Page:

The wordings of Letter of Recommendation from the Thesis Advisor and the Review and Approval Letter from the Examination Committee, which are shown as follows:

◆Letter of Recommendation from the Thesis Advisor◆

[Department(Institute) The thesis was proposed by Miss/Mr. _____,
which was written under my instructions and submitted for review upon my approval.]

Professor

(Signature)

Date/Month/Year

◆Approval Letter by the Examination Committee◆

[Department, Faculty The thesis proposed by Miss/Mr. _____ with the
topic of (TOPIC) passed the standards set by the Committee for a Master Degree.]

Examination Committee Chairperson (Signature)
 Member (Signature)

Date/Month/Year

5. Abstract: Both Chinese and English versions should be concise and succinct. They should include:

- (1) Key Arguments
- (2) Methodology or Procedures
- (3) Results & Conclusions. No more than one page.

6. Preface or acknowledge: Written on another page (Optional).

7. Table of Contents: Including abstract, titles of each chapter, appendix, references & page numbers sorted out in order.

8. Layout: Contents should be laid out chapter by chapter clearly.

9. Paper: 150-pound simile paper should be used for the front and back covers. White, photocopy paper of A4 size for all the other pages.

10. Fonts: Computer layout, in black, 2-cm margins. Punctuations required for texts. No deletions or stains allowed. Page number is required at the bottom of each page.

11. Illustrations: Required to plot out with instruments or photos (plate-making), numbered in order and descriptions at the bottom of the illustrations.

12. References: Including first and last names of the authors, titles and number of volumes, number of pages, years of publications and publishers.

13. The conventions of different disciplines should follow the detailed rules set out by individual departments or institute.

14. Staple: The thesis should be stapled into volumes and note at the back as follow:

National Tsing Hua University
 ... (Doctoral or Master's) Thesis (Title) (Name)
.....Department (Institute)