

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

Amended and approved by 7<sup>th</sup> session of Academic Affairs Meeting for 1996 academic year dated June 12 1997  
Amendment to Points 1~14 by the 4<sup>th</sup> session of Academic Affairs Meeting for 2024 academic year dated May 29 2025

## 1. Order of Contents:

- (1) Cover page
- (2) One blank page
- (3) Title page (identical to the cover page)
- (4) Thesis/Dissertation Authorization Form (complete and print it out via the university's Dissertations & Theses Repository)
- (5) Advisor Approval Form (be printed out from the Academic Information Systems)
- (6) Final Thesis/Dissertation Review Form (be printed out from the Academic Information Systems)
- (7) Abstract in Chinese
- (8) Abstract in English
- (9) Preface or Acknowledgements (optional)
- (10) Table of Contents
- (11) List of Figures (if applicable)
- (12) List of Tables (if applicable)
- (13) Main Text
- (14) References
- (15) Appendices (if applicable)
- (16) Back cover

## 2. Number of Copies:

Students must upload the finalized and approved electronic version of their thesis/dissertation to the university's Dissertations & Theses Repository and submit two identical hard copies to the library. One copy will be sent to the National Central Library for archiving and use, and the other will be retained by the university library for archiving and use.

Departments, institutes or colleges may require additional copies or an English version based on their own regulations.

## 3. Cover, Back Cover, and Spine:

- (1) The cover must include the following (from top to bottom), in both Chinese and English: university name, Master's Thesis or Doctoral Dissertation, title of the thesis/dissertation, department/institute, student ID, author (student's name), advisor and the month and year of the final dissertation approval.
- (2) The back cover must be blank.
- (3) The spine should display in Chinese:  
National Tsing Hua University, Department/Institute  
Master's Thesis or Doctoral Dissertation

Title of the thesis/dissertation

Author (Student's Name)

Graduating Academic Year (in Arabic numerals)

- (4) **Color:** Master's thesis – beige; Doctoral dissertation – light blue. Glossy laminated softcover binding is required.

**4. Required Wording for Advisor Approval Form and Final Thesis/Dissertation Review Form:**

**(1) Advisor Approval Form**

Department/Institute of ○○○○

Mr./Ms. ○○○○ (Student ID: ○○○○) who has submitted the Thesis/Dissertation ○○○○ under my guidance, I approve for the submission to the oral defense committee. The subject and content of the thesis/dissertation are conformed to the professional field of the department (institute, class or program).

The thesis/dissertation meets the standard for the thesis/dissertation originality check set by the department (institute, class or program).

Advisor: ○○○○ (Signature)

Date: YYYY/MM/DD

**(2) Final Thesis/Dissertation Review Form**

Department/Institute of ○○○○

Mr./Ms. ○○○○ (Student ID: ○○○○) who has submitted the Thesis/Dissertation ○○○○ has passed the oral defense and has met the qualifications to be awarded the degree of ○○○○.

Oral defense Committee: Chair: ○○○○ (Signature) Members: ○○○○ (Signatures)

Date: YYYY/MM/DD

**5. Abstract:** The abstract in both Chinese and English should be concise and include:

- (1) Clearly state the main arguments
- (2) Describe the methodology or procedures
- (3) Summarize the results and conclusions (should not exceed one page)
- (4) Include 5–7 keywords

**6. Table of Contents:** Include the following in order: Chinese Abstract, English Abstract, Preface or Acknowledgements, Table of Contents, List of Figures, List of Tables, every chapter and section title of Main Text, References, and Appendices, along with corresponding page numbers.

**7. List of Figures and Tables:** Include figure/table numbers, titles, and page numbers, in the order of appearance. Figure titles appear below the figures; table titles appear above the tables. Numbering should be chapter-based. For example, the second figure and table in the first section of Chapter 3 should be numbered as "Figure 3-1-2" and "Table 3-1-2", and so on.

**8. Formatting and Font:** The contents are arranged in the order of chapter items. The text is typed by computer and written horizontally from left to right in black. It is recommended to type Chinese in 12-point BiauKai font and English in 12-point Times New Roman. Both Chinese

and English should be typed with 1.5 line spacing. The margins of page should be 3 cm at the top, 2.5 cm at the bottom, and 3 cm on the left and right. Punctuation should be added in the text. The whole text should not be smudged or deleted. The page number should be indicated at the bottom of each page.

9. **Paper and Printing:** The thesis/dissertation should be bound into a book after the final thesis/dissertation approval. In principle, it should be printed on 80-pound white A4-size paper (photocopy paper), except for the front and back cover, which should be printed on 150-pound paper. If there is a need for a double-page spread, the paper size can be adjusted by students themselves. However, when printing the paper, it should be folded into A4 size. Double-sided black and white printing is adopted as a principle, but when the number of pages is less than 80, single-sided printing is allowed (color pictures can also be printed on one side). In consideration of the needs of collection, it is recommended to use "acid-free paper".
10. **References:** When citing other article, literature, research paper, etc. in the thesis/dissertation, students should put a note (author's full name, publication year) in parentheses after the quoted text or sentence, and list the author's full name, publication year, document title, volume number, publisher, etc. in the References. For online resources, the data retrieval date and URL should also be listed. The format can refer to the APA format or other international formats specified by the department or institute.
11. Departments/institutes may establish additional detailed formatting rules in accordance with academic norms in their field. Citation formatting must avoid ambiguity to prevent plagiarism issues.
12. The Division of Registration will provide samples of the Cover, Advisor Approval Form, Final Thesis/Dissertation Review Form, Spine, Table of Contents, etc., including font size, character and line spacing, etc., available for download on its website or via the Academic Information Systems.
13. Master's/Doctoral students in fine arts, applied science or technology, or sports field may submit a collection of work or proof of achievements along with a written report, or a technical report instead of a traditional thesis/dissertation for degree consideration. In addition, if the master's program is professional practice, the master's thesis can also be replaced by a professional practice report. The recognition criteria and review of the aforementioned fine arts, applied science or technology, sports or professional practice shall be determined by the respective college's affairs meeting or an equivalent-level meeting and shall be implemented upon approval by a relative academic affairs meeting of university level. Submissions may be in print, disk, CD/DVD, or other digital storage media.
14. These regulations shall be enforced upon approval by the Academic Affairs Meeting.