

TKU Guidelines for Thesis and Dissertation Writing Format

Secretariat Regulation No. 1100000020 (07/07/2021)

1. TKU Guidelines for Thesis and Dissertation Writing Format is formulated for the graduate students whose required credits are completed and who apply for the qualification assessment.
2. The cover paper: 100 lbs. of orange paper for master's thesis with black font printing; black hardcover for Ph.D. dissertation with bronzing font printing.
3. Thesis/dissertation cover and spine format:
 - (1) The thesis/dissertation cover paper can employ either vertical or horizontal font with A4 size paper as below:

(a) Vertical Type:

中華民國 年 月	研究生： 撰	(論 文 題 目)	指導教授：	淡 江 大 學 (系 、 所 名 稱) 碩 士 論 文
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(b) Horizontal Type

淡江大學(系、所名稱)碩士論文	
指導教授：	
(論文題目)	
研究生：	撰
中華民國	年 月

- (2) The thesis/dissertation spine must indicate the university's name, the department or institute's name, the title of the thesis/dissertation, and the student's name.
4. The thesis/dissertation title page should attach the Doctoral (Master) Degree

6. If the contents of the thesis/dissertation involve national security, patent application, or special law regulations, and is recognized by the degree examination committee and the departments, graduate institute or study program that the thesis /dissertation must remain undisclosed or may not be published within a certain period of time (up to five years as a principle); students should then fill out the “Tamkang University National Library Dissertation/Thesis Delayed Exposure/Off-Shelf Application Form” and affix supporting documents within the dissertation/thesis. The Office of Academic Affairs will then submit the files to the National Library for processing.
7. A full-text digital file of the thesis/dissertation should be uploaded to the “Tamkang University Digital Thesis/Dissertation Service System Database.”
8. After being approved by the review committee, three paper copies of the thesis/dissertation (one of them should contain the original copy of the Doctoral (Master) Degree Examination Committee’s Signature Form) should be submitted for a review and approval of the format by the corresponding department, graduate institute or study program and the TKU Chueh-Sheng Memorial Library. Then the final procedure for leaving the school should be transacted at the Office of Academic Affairs.
9. Master’s or doctoral degree students in the artistic, technological applications, or athletic research fields, who used innovative works or proof of achievement together with a written report or a technical report as a substitute for a thesis, or master’s students who submitted a technical report as a substitute for a thesis, should on the cover page, spine and abstract of the report indicate “Written Report,” “Technical Report,” or “Professional Practical Report.” They should provide an abstract and the format of the report shall be determined by the department, graduate institute, or study program.
10. If any parts of the listed regulations are not clear, please refer to the related degree conferring principles.
11. The guidelines will take effect on the date of publication after being passed in an academic affairs meeting and approved by the TKU President. The same applies to any later amendments made.