

# **Rules and Precautions for Writing and Formatting Theses at National Taiwan University of Science and Technology**

Passed in the 211st Academic Affairs Meeting, March 7th, 2023

## **Article 1 Guidelines on Writing a Thesis**

- I. Graduate students (hereafter referred to as “students”) should choose a thesis advisor according to the regulations of their department or graduate institute or degree program, (hereafter referred to as the “department). They may also select scholars or experts to serve as co-advisors. After having selected their advisor(s), students must enter the relevant information on their advisor(s) into the online "NTUST Student Information System". In addition, they have to register their advisor(s) at the department office within the prescribed deadline by submitting a written consent form signed by their advisor(s). To register a co-advisor, relevant supporting documents on the co-advisor's academic and professional experience needs be submitted along with a consent form for co-advising which will be reviewed by the department.
- II. During the initial stage of thesis writing, students must confirm with their advisor whether the thesis topic and content are consistent with the department’s academic area of expertise. Violations of academic research ethics such as plagiarism, fraud, fabrication, ghostwriting, infringement of intellectual property rights, or other academic misconduct, will not be tolerated. If a thesis violates academic research ethics to a significant degree, the degree may be revoked.
- III. Starting from the 112 academic year (Aug. 2023), new graduate students must log into the "Thesis/Dissertation and Advisor Information System" to register the research objectives of their thesis. Students must confirm with their supervisor during the initial stage of thesis writing that the topic and content of their thesis align with the department’s academic field of expertise. Students have to submit their thesis topic and an outline of their research objectives to the department to confirm whether the thesis aligns with the department’s academic field of expertise. This has to be done before the end of the semester prior to the degree exam, or, at the latest, before the deadline of the university-wide course add-and-drop period deadline of the semester of the degree exam. The exact deadline within this period may be specified by their department. An exception holds for departments that conduct oral

examinations for thesis research projects. In that case, students are required to verify that their dissertation is in line with the department's academic field of expertise during the oral examination of the research project. Students who do not comply with these regulations are not eligible to apply for the degree exam.

- IV. If the thesis topic and research objectives have been confirmed by to align with the department's academic field of expertise, but, require modification for some reason, students must log again into the "Thesis/Dissertation and Advisor Information System" to make the necessary changes. During the degree exam, the degree examination committee will re-examine whether the thesis topic and content align with the department's academic field of expertise.
- V. For departments that require a thesis research proposal defense, the format of the research proposal shall be in accordance with the department's regulations.
- VI. Before applying for the degree exam, students have to log into the "Thesis/Dissertation and Advisor Information System" to register the degree examination committee members, print respective forms, and submit the degree exam application to their department in accordance with the department's regulations. For regulations related to graduate degree exams, please refer to <https://www.academic.ntust.edu.tw/p/412-1048-9652.php?Lang=en>
- VII. Before the degree exam, students have to enter the text of their thesis into the electronic originality checker used by the university. They will receive a comparison report which has to be submitted to their advisor and the members of the degree examination committee for reference on the day of the degree exam. The standard for the originality statement shall be in accordance with the regulations of each department. In addition, they must submit the "Graduate Student Thesis Academic Ethics and Authentication of Originality Statement" to the department, which will be filed by the Academic Affairs Office.
- VIII. As part of the school leaving procedures, students have to submit one paperback copy of their thesis to their department for preservation by the National Central Library. In addition, one copy of their thesis has to be

submitted to the university library (doctoral dissertation: hardcover; master's thesis: paperback or hardcover). For regulations on the Electronic Thesis/ Dissertation submission, Application for Embargo of Thesis/ Dissertation, and thesis cover spine & binding please, refer to the website of the university library <https://reurl.cc/Gx3zQ3>.

## Article 2 Formatting the Thesis/ Dissertation

- I. Paper Specification: Width 21 cm, length 29.7 cm (i.e., A4 size); white paper must be used for the internal pages. The style and color of the thesis cover are determined by each department.
- II. Font Specification: The font color should be black. DFKai-SB or PMingLiU font must be used for Chinese characters, Times New Roman is the default font for the Latin alphabet. The thesis title should be in bold and 24pt font size, headings (for the abstract etc.) should be in bold and 20pt font size with two lines of space before the first line of content.
- III. Other layout details: The top margin should be 3 cm, the bottom margin 2 cm, left and right margins 3 cm. Page numbers should be centered at the bottom of each page. The page numbers from the Chinese abstract to the table of contents (inclusive) should be in uppercase Roman numerals (I, II, III), and in Arabic numerals (1, 2, 3) starting from the main text.

## Article 3 Preparing the thesis for submission – Structure

- I. Cover page and spine
- II. Title page
- III. Thesis/Dissertation Recommendation Form
- IV. Qualification Form by Degree Examination Committee
- V. Chinese abstract and 5-7 keywords in Chinese (optional for international students)
- VI. English abstract and 5-7 keywords in English
- VII. Acknowledgments
- VIII. Table of contents
- IX. List of symbols and abbreviations
- X. List of figures
- XI. List of tables
- XII. Main text

### XIII. References

### XIV. Appendices

#### Article 4 Preparing the thesis for submission – Further Instructions

##### I. Cover Page (including spine) and Title Page

The cover page and title page of the thesis must include the following information: Thesis title, the name of the student, the name of the advisor, the name of the university and department, the month and year of graduation, the title of the thesis (For the graduation date, please follow the R.o.C. calendar; students who graduate in July or August should print "June of \*\* year" on the cover). For regulations on the binding and the spine of the printed thesis, please refer to departmental regulations. If there are no specific departmental regulations, please refer to the university library website: <https://reurl.cc/Gx3zQ3>. (Appendix 1 is a sample for reference only)

##### II. Thesis/Dissertation Recommendation Form

After having revised the thesis, the advisor(s) will recommend it to the oral examination committee by signing this form (before the degree exam) (See Appendix 2)

##### III. Qualification Form by Degree Examination Committee

All members of the thesis examination committee have to sign this form to confirm that the thesis has been approved (after the degree exam) (See Appendix 3.)

##### IV. Chinese and English Abstracts

For international students, the submission of a Chinese abstract is optional. The abstract is a concise summary of the thesis, which aims provide readers with a general understanding of the content of the entire thesis through a brief description. The abstract should include a brief statement on the thesis, a description of the research methods, content, results, and 5-7 keywords. It should not exceed 500 Chinese characters or one page. (See Appendix 4 and 5)

##### V. Acknowledgments

In the acknowledgements, authors express their gratitude to individuals or institutions who provided assistance with their research (See Appendix 6.)

##### VI. Table of Contents

The table of contents lists the chapter names in the thesis in order of their

discussion and indicates the page number of each chapter (See Appendix 7)

## VII. List of Figures and Tables

- i. If there are more than five figures or tables in the thesis, a list of figures or tables should be created.
- ii. If the thesis includes a list of figures and a list of tables, the list of figures ( Figure 1-1, Figure 1-2, Figure 1-3 etc. ) should come first, followed by the list of tables ( Table 1-1, Table 1-2, Table 1-3 etc. )

## VIII. Main

Text

Please note that each department may specify its own guidelines on formatting. If the department has not issued specific guidelines, thesis formatting guidelines re as follows:

- i. The main text must be divided into appropriate chapters which should be given suitable titles. The idea of organizing the text into a hierarchy of chapters is to convey in the structure of the content. (Please use numerical structures to indicate the hierarchy: Chinese: 一, (一), 1., (1); English: 1, 1.1, 1.1.1). The title of the thesis and the title of each chapter should be centered, while the sub-section titles should align on the left.
- ii. Chapter titles should be in 20pt font size, subsection titles in 18pt font size. The body text should be in 12pt or 13pt font size, with 1.5 line spacing. The indentation should be two Chinese characters or five English letters. Please note that departmental regulations may be different.
- iii. Proper nouns, abbreviations or special symbols that readers may not understand must be explained the first time they appear. When citing reference materials, the source must be indicated.
- iv. Figures and Tables

The figures and tables should be numbered sequentially, e.g. Figure 1-1 for the first figure in Chapter 1, and Figure 2-3 for the third figure in Chapter 2. Each table and figure should have a concise title without using abbreviations. When referring to a table or figure in the text, the number should be clearly indicated, such as "see Table 1-1" or "as shown in Figure 2-3".

The size of the figures and tables should not exceed the width of the main text. When the width of a figure or table is smaller than the width of the main text, it should be placed in the center. If a figure or table is larger than the paper size of the thesis, it may be included in an appendix.

#### IX. References

The format of references should follow the regulations of the department or instructions by the advisor (such as APA, MLA, Chicago format, etc.). The format of the references throughout the thesis must be consistent. For the format of the references, please refer to the following websites:

<https://jcie.ntust.edu.tw/index.php>

<https://ieeauthorcenter.ieee.org/wp-content/uploads/IEEE-Reference-Guide.pdf>

#### X. Appendix

The appendix may contain materials such as tables and figures that are too detailed to be included in the main text, photocopies of documents, lengthy case studies, or technical notes.

**Disclaimer: In case of discrepancy between the Chinese version and the English version, the Chinese version shall prevail.**

(上留白4公分、以下各行均須置中)

108

(畢業離校年)

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○ 立  
○ 臺  
○ 灣  
○ 科  
○ 技  
○ 大  
○ 學

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(博)  
士  
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(12 pt)

論  
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目  
(14 pt)

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(撰  
寫  
者  
姓  
名)

國立臺灣科技大學○○系(所)

碩(博)士論文(18pt 楷書)

Department or Graduate Institute of ○○(14 pt Times New Roman)

National Taiwan University Science and Technology

Master Thesis/Doctoral Dissertation (16ptTimes New Roman)

(論文中文題目) (18pt 楷書、1.5倍行高)

(論文英文題目)(18pt Times New Roman)

○○○ (撰者中文姓名) (18pt 楷書)

○○○ (撰者英文姓名) (18pt Times New Roman)

指導教授: ○○○ (學位名稱) 或 (職銜) (18pt 楷書)

Advisor: ○○○ (DEGREE) 或 (TITLE) (18pt Times New Roman)

中華民國 ○○ 年 ○ 月 (18pt 楷書)

(month) ○○○○(year) (18pt Times New Roman)  
(下留白3公分)

**Appendix 2**



**博士學位論文指導教授推薦書**  
Doctoral Dissertation Recommendation Form

D1060000

系所： 建築系  
Department/Graduate Institute Department of Architecture  
姓名： 林○○  
Name LIN,O-O  
論文題目： 建築0000000000000之影響  
Dissertation Title aaaaaaaaaaaaaaaaaaaaaaa

係由本人指導撰述，同意提付審查。

This is to certify that the dissertation submitted by the student named above, has been written under my supervision. I hereby approve this dissertation to be applied for examination.

指導教授簽章：

Advisor's Signature

\_\_\_\_\_

共同指導教授簽章（如有）：

Co-advisor's Signature (if any)

\_\_\_\_\_

日期：

Date(yyyy/mm/dd)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_





M10700000



# 碩士學位論文指導教授推薦書

Master's Thesis Recommendation Form

系所： 電子工程系  
 Department/Graduate Institute Department of Electronic and Computer Engineering  
 姓名： 宋○庭  
 Name SUNG, O-TING  
 論文題目： 監控000000000異常偵測  
 Thesis Title aaaaaaaaaaaaaaaaaaaaaa

係由本人指導撰述，同意提付審查。

This is to certify that the thesis submitted by the student named above, has been written under my supervision. I hereby approve this thesis to be applied for examination.

指導教授簽章：

Advisor's Signature

\_\_\_\_\_

共同指導教授簽章（如有）：

Co-advisor's Signature (if any)

\_\_\_\_\_

日期：

Date(yyyy/mm/dd)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Appendix 3**



D1060000



# 博士學位考試委員審定書

Qualification Form by Doctoral Degree Examination Committee

系所： 建築系  
 Department/Graduate Institute Department of Architecture  
 姓名： 林○發  
 Name LIN,O-FA  
 論文題目： 建築000000之影響  
 Dissertation Title aaaaaaaaaaaaaaaaaaaaaa

經本委員會審定通過，特此證明。

This is to certify that the dissertation submitted by the student named above, is qualified and approved by the Examination Committee.

學位考試委員會

Degree Examination Committee

員簽章：

Member's Signatures

_____	_____
_____	_____
_____	_____
_____	_____

召集人簽章：

Committee Chair's Signature

\_\_\_\_\_

指導教授簽章：

Advisor's Signature

\_\_\_\_\_

共同指導教授簽章（如有）：

Co-advisor's Signature (if any)

\_\_\_\_\_

系所（學程）主任（所長）簽章：

Department/Study Program/Graduate Institute Chair's Signature

\_\_\_\_\_

日期：

Date(yyyy/mm/dd)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_



M10700000



# 碩士學位考試委員審定書

Qualification Form by Master's Degree Examination Committee

系所： 電子工程系  
 Department/Graduate Institute Department of Electronic and Computer Engineering  
 姓名： 宋○庭  
 Name SUNG, O-TING  
 論文題目： 監控0000000異常偵測  
 Thesis Title aaaaaaaaaaaaaaaaaaaaa

經本委員會審定通過，特此證明。

This is to certify that the thesis submitted by the student named above, is qualified and approved by the Examination Committee.

學位考試委員會  
Degree Examination Committee

委員簽章：

Member's Signatures

_____	_____
_____	_____
_____	_____
_____	_____

指導教授簽章：

Advisor's Signature

\_\_\_\_\_

共同指導教授簽章（如有）：

Co-advisor's Signature (if any)

\_\_\_\_\_

系所（學程）主任（所長）簽章：

Department/Study Program/Graduate Institute Chair's Signature

\_\_\_\_\_

日期：

Date(yyyy/mm/dd)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

## Appendix 4

# ○○○○○○○○方法之研究

研 究 生：吳 ○ 謙  
指 導 教 授：王 ○ 煌  
時 間：111 年 6 月

## 論 文 摘 要

摘要為論文的精簡概要，其目的是透過簡短的敘述使讀者大致瞭解整篇報告的內容。內容應包含論述重點、方法或程序、結果等及關鍵詞5-7個，以不超過500字或一頁為原則。

關鍵字：自動化、重複性、多階段

title of the thesis

**ABSTRACT**

Aaa  
aa

Key word : aaaa 、 bbb 、 cccc

# 誌 謝

所有對於研究提供協助之人或機構，作者都可在誌謝中表達感謝之意。

# **Acknowledgement**

The acknowledgement has nothing to do with the thesis, and it is the statement of gratitude to the people and institutions that helped in the research. The texts depend on each student because the people and institutions that helped may differ.

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