

TKU Guidelines for Thesis and Dissertation Writing Format

Secretariat Regulation No. 1140000039 (09/12/2025)

(英文譯本僅供參考，法規之實施概以中文版為準。)

The English version is provided for reference only. The practice of the regulations shall be based on the Chinese version.)

Article 1

TKU Guidelines for Thesis and Dissertation Writing Format are established to govern matters related to thesis preparation by graduate students who have completed the required credits and are eligible to apply for a degree examination.

Article 2

Thesis cover requirements: Master's theses shall use 100-pound orange paper for the cover, with text printed in black. Doctoral dissertations shall be hardbound with a black cover and gold-stamped lettering.

Article 3

Thesis cover and spine format:

1. The thesis cover paper may be in either portrait or landscape orientation and shall be A4 size, as specified below:

(1) Portrait Orientation:

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

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 spine shall indicate the name of the University, the name of the academic department or graduate institute, the title of the thesis, and the student's name.

Article 4

The first page of the thesis shall include a bound copy of the “Doctoral (Master’s) Degree Examination Committee’s Signature Form” and the Thesis Authorization Form. The format of the “Doctoral (Master’s) Degree Examination Committee’s Signature Form” shall be as follows:

學 系
_____研究所 博士班 _____君所提之論文
(題目),
經本委員會審議,認為符合博士資格標準。
學位考試委員會 主任委員_____ (簽章)
委員_____

中華民國 年 月 日
表單編號: ATRX-Q03-001-FM039

Article 5

The subsequent pages of the thesis shall include, in sequence, abstracts in Chinese and English. Each abstract should be between 500 and 1,000 words and should address the research objectives, literature review, research methodology, research content, and research findings. The format shall be as follows:

1. Format of the Chinese Abstract

論文名稱：	頁數：
校系(所)組別：淡江大學	學系(研究所) 組
畢業時間及提要別：	學年度第 學期學位論文提要
研究生：	指導教授：
論文提要內容：	
關鍵字：	
表單編號：ATPX-Q03-001-FM030	

2. Format of the English Abstract

Title of Thesis: (Triple space)	Total pages:
Key word: (Double space)	
Name of Institute : (Double space)	
Graduation date: (Double space)	Degree conferred:
Name of student:(in English) (Double space)	Advisor: (in Chinese)
Abstract:	
表單編號: ATRX-Q03-001-FM031	

Article 6

Where a thesis involves confidential information, a patent application, or matters that may not be disclosed pursuant to law, the students shall submit an application for delayed public access prior to applying for the degree examination. Where the thesis advisor, degree examination committee, and the relevant academic department, graduate institute, or degree program determine that the thesis may be withheld from public access for a specified period, the student shall complete the “Application for Embargo of Thesis/Dissertation” and attach to the thesis the supporting documentation duly approved and stamped by the relevant academic department, graduate institute, or degree program. The Office of Academic Affairs shall submit the application and supporting documentation to the National Library for processing.

Each application for embargo of the electronic full text and printed copy of a thesis or dissertation may be granted for a maximum period of five years and shall be submitted separately for each extension. For the second and any subsequent applications, approval

shall again be obtained from all members of the original Degree Examination Committee, or the application shall be reviewed and approved by the department or graduate institute affairs meeting of the department or graduate institute in which the student was originally enrolled.

Article 7

The electronic full text of the thesis shall be uploaded to the “Tamkang University Digital Theses and Dissertations System” in accordance with University regulations.

Article 8

Upon approval and certification of the thesis by the Degree Examination Committee, the student shall submit two printed copies of the thesis, one of which shall contain the original copy of the Degree Examination Committee Signature Form. Following approval by the relevant academic department, graduate institute, or degree program and subsequent review by the TKU Chueh-Sheng Memorial Library, the student shall complete the final procedure for leaving the school with the Office of Academic Affairs.

Article 9

For master’s and doctoral programs in the arts, applied sciences and technology, or sports, where a student’s master’s thesis or doctoral dissertation is replaced by a work or evidence of achievement accompanied by a written report, or by a technical report, or where a master’s thesis is replaced by a professional practice report, the terms “Written Report,” “Technical Report,” or “Professional Practice Report,” as applicable, shall be used in place of “Thesis” or “Dissertation” on the cover, spine, abstract, and other relevant sections. An abstract shall be included, and the format of the report shall be prescribed by the respective academic department, graduate institute, or degree program.

Article 10

Matters not provided for in these Guidelines shall be governed by the *Degree Conferral Act*, the *Regulations Governing the Procedures for Establishing Degree Titles*, *Requirements for Degree Conferral*, and *Recognition of Alternatives to Master’s Theses and Doctoral Dissertations*, and other applicable laws and regulations.

Article 11

These Guidelines shall take effect on the date of promulgation upon approval by the Academic Affairs Meeting. The same shall apply to any amendments thereto.