

# Chang Gung University Thesis/Dissertation Format Guidelines

## 1. Thesis/Dissertation should be bound in the following order:

- Front Cover (and Spine) (See Appendix A, Appendix B)
- Inside Cover (See Appendix A)
- Thesis Delayed Release Request Form. (optional) (See Appendix C)
- Recommendation Letter from the Thesis Advisors (See Appendix D)
- Thesis/Dissertation Oral Defense Committee Certification (See Appendix E)
- Preface or Acknowledgment
- Abstract and 5-7 keywords in Chinese
- Abstract and 5-7 keywords in English
- Table of Contents (See Appendix F)
- List of figures
- List of tables
- Main text of the thesis/dissertation
- Bibliography or References
- Appendix
- Back cover

## 2. Front Cover (and Spine) (See Appendix A, Appendix B)

1. Front cover: The name of the university (in Chinese and English), name of the department/institute, academic degree, thesis/dissertation title, author, advisor and date (year and month) of graduation.
2. Spine: The name of the university, name of the department/institute, academic degree, thesis /dissertation title, author and academic year of graduation.

## 3. Thesis Delayed Release Request Form. (optional) (Appendix C)

1. If you wish to request a temporary delay of the public release of your thesis or dissertation because of the application for patents and other special considerations, please download the Thesis Delayed Release Request form from Application for delayed public release of thesis/dissertation, fill it out, sign it, and then submit it to the CGU library.
2. Insert the photocopied form in the paper copy of the thesis/dissertation following the title page. Electronic files for CGU library needless to attach.

## 4. Recommendation Letter from the Thesis Advisors (See Appendix D)

## 5. Thesis/Dissertation Oral Defense Committee Certification (See Appendix E)

Where the thesis/dissertation defense has passed the review of the examination committee and the thesis/dissertation needs to be modified, the master/doctoral student must make the modification based on the comments of the examination committee members. The student can submit the thesis/dissertation only after the advisor has signed and approved the thesis/dissertation oral defense committee certification.

6. Acknowledgment: The student may express his/her appreciation for the inspiration or assistance that other people gave or thoughts about the thesis/dissertation on this page. The preface and acknowledge shall be concise and not more than one additional page, if needed.

7. 中文摘要 Chinese Abstract : Chinese abstract

8. English Abstract : The English abstract.

9. Table of Contents (See Appendix F):

This page contains the title of each chapter and section, references, appendixes and their page numbers.

10. List of figures: This page contains the title of each figure and their page numbers.

11. List of tables: This page contains the table of each chapter and section and their page numbers.

12. Main text of the thesis/dissertation:

- The department/institute may develop a special format to meet the requirements of specific academic disciplines, but the main structure of the format must comply with the Regulations.
- The thesis must be printed on both sides of A4 white paper if the thesis exceeds 80 pages. For thesis less than 80 pages, single sided printing is acceptable.

13. Bibliographies / References: The department/institute may develop a special format to meet the requirements of specific academic disciplines.

14. Back cover: The thesis/dissertation must be well bound in the form of a book.

15. Paper

- 180lb paper should be used for the front cover and the back cover. Color for the front

and back covers: dark blue ( ), except otherwise specified.

-Paper used for the thesis printing should be A4, white, 70lb paper (front and back covers excluded).

-Margins

- Please left-bind the thesis/dissertation.

- Four margins of the page must be: Top: 3.2cm, Left: 3.8cm, Right: 2.5cm, Bottom: 2.5cm.

16. Font :

-Chinese: font Kaiti (MingLiU and DFKai-SB), size 14, 1.5 spacing.

-English: font Times New Roman, size 14, with 1.5 spacing

17. Page number :

- Use lower-case Roman numerals to number the pages: Abstract, Table of Contents, List of Figures and List of Tables, each of which begins on a new page.

- Use Arabic numerals to number the rest of the pages: Main text of the thesis ( ), Bibliography or References, and Appendix.

-Page number should be centrally placed at the bottom of each page.

(4 cm Margin from the top, **all text must be centered**)

( 附件1 ) Appendix A



<Title of the Thesis> (Times New Roman and font size 18, 1.5 lines spacing)

Submitted by  
< Given name Family name of Student>

(Times New Roman and font size 18, 1.5 lines spacing)

Advisor: Given name Family name of SUTD Advisor, Ph.D.

(Times New Roman and font size 18, 1.5 lines spacing)

Singapore University of Technology and Design, Singapore

Co-advisor: Given name Family name of CGU Advisor, Ph.D.

(Times New Roman and font size 18, 1.5 lines spacing)

Chang Gung University, Taiwan

A thesis submitted in partial fulfillment of the requirements of the SUTD and CGU  
Dual Master Program in Nano-Electronic Engineering and Design (NEED)

Month, 20xx

( 3cm Margin from the bottom )

CGU-SUTD Nano-Electronic Engineering and Designs	(9-11pt)	
Master Thesis (Title of Thesis)	(12-14pt) 1 or 2 rows	
Author	(12-14pt)	
○(Year). ○(month) .	(12-14pt) Oral Defense, Arabic numerals	

(附件3)  
Appendix C

# 長庚大學暨國家圖書館學位論文延後公開申請書

## Application for Embargo of Thesis/Dissertation

申請日期：民國\_\_\_\_年\_\_\_\_月\_\_\_\_日

Application Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (YYYY/MM/DD)

申請人姓名 Applicant Name		學位類別 Graduate Degree <input type="checkbox"/> 碩士 Master <input type="checkbox"/> 博士 Doctor	學號 Student ID Number	
系所名稱 School / Department			畢業年月 Graduation Date (YYYY/MM)	民國____年____月____/
論文名稱 Thesis / Dissertation Title				
延後公開原因 Reason for Embargo (請檢附相關證明文件) Please attach relevant supporting documentation.	<input type="checkbox"/> 涉及機密，請說明： Contains information pertaining to the secret. Please specify. <input type="checkbox"/> 專利事項，申請案號： Filing for patent registration. Registration number: <input type="checkbox"/> 依法不得提供，請說明： Withheld according to the law. Please specify.			
申請項目 Options	<input type="checkbox"/> 紙本論文延後公開 Delay public access to the printed copies of my thesis, but leave the online bibliographic record open to the public.			
公開日期 Delayed Until	民國____年____月____日 ____/____/____ (YYYY/MM/DD) 依「教育部臺高(二)字第1000108377號函文」，延後公開須訂定合理期限，請依實際需求設定延後公開日期，建議延後公開年限最長為5年。申請延後公開以一次為限，論文一經授權，不得變更。 The postponement of publication period should be no longer than five (5) years. Only one application for a postponement of publication is permissible. Following thesis authorization, no alterations to the power of attorney form are permitted.			

申請人簽名：

Applicant Signature: \_\_\_\_\_

指導教授簽名：

Advisor Signature: \_\_\_\_\_

學校認定/審議系所章戳：

Seal of the Authorization Institute: \_\_\_\_\_

### 【說明 Notes】

- 以上所有欄位請據實填寫並檢附證明文件，缺項或簽章不全者，恕不受理。  
Please ensure that all supporting documents have been correctly completed and signed. Incomplete or unsigned documents will not be accepted.
- 本申請書及證明文件免裝訂於紙本論文內頁，申請校內紙本延後公開請於本校圖書館博碩士論文系統上傳申請書及證明文件；若申請於國家圖書館延後公開，請辦理離校流程時將申請書正本及證明文件併同紙本論文繳交至圖書館流通櫃檯。  
The Embargo application form for CGU need upload into CGU Digital Library of Theses & Dissertations System. If want to Embargo for NCL, when completing school-leaving procedures, the original of the application form, and all supporting documentation(but not bound), should be submitted alongside the thesis to the CGU Library circulation desk.

(以下由國圖填寫 For Internal Use)

承辦單位\_館藏組：\_\_\_\_\_ 日期/處理狀況：

典藏地：\_\_\_\_\_ 登錄號：\_\_\_\_\_ 索書號：

會辦單位\_知服組：\_\_\_\_\_ 日期：\_\_\_\_\_ ☐ 移送並註記，原上架日期：

論文系統：\_\_\_\_\_ 日期：

(附件4) Recommendation Letter from the Thesis Advisor (Appendix D): 2 copies (advisor in SUTD and advisor in CGU)

## Chang Gung University

### Recommendation Letter from the Thesis Advisor

This thesis is by \_\_\_\_\_ (Author) of the graduate program

in \_\_\_\_\_,

entitled: \_\_\_\_\_,

which is written under my supervision, and I agree to propose it for

examination.

Advisor \_\_\_\_\_ (Signature)

\_\_\_\_\_ Year \_\_\_\_\_ Month \_\_\_\_\_ Day

(附件5) Thesis/Dissertation Oral Defense Committee Certification (Appendix E)

# Chang Gung University

## Thesis/Dissertation Oral Defense Committee Certification

This thesis is by \_\_\_\_\_ (Author) of the graduate program

in \_\_\_\_\_,

entitled: \_\_\_\_\_,

who is qualified for master/doctorate degree through the verification of the  
committee.

Convener of the degree examination committee \_\_\_\_\_(Signature)

Committee members \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Department Chair/Program Director \_\_\_\_\_

\_\_\_\_\_Year \_\_\_\_\_Month \_\_\_\_\_Day



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    Section 2 or 1.2 ○○○.....#

Chapter 2 ○○○.....#

    Section 1 or 2.1 ○○○.....#

(and so on)

  

Bibliography or References.....#

Appendix.....#