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Checklist before you submit your Printed Thesis / Dissertation

項目Item	勾稽check	裝訂順序Binding Order	是否必備Mandatory or not	說明 Instructions
裝訂前Before Binding	<input type="checkbox"/>	樣式 Binding style and front cover color	必備 Mandatory	方式--平裝+上光(膠膜)即可；顏色：碩士--米黃色 / 博士--淺藍色 Binding: Paperback with lamination (gloss finish) Cover Color: Master's Thesis - Light Brown / Doctoral Dissertation - Light Blue 需以審核通過之論文電子檔送印紙本論文。黑白 / 彩色，單面 / 雙面印刷不限 The printed thesis must be produced based on the approved electronic version . There are no restrictions on black-and-white or color printing, or single-sided or double-sided printing.
	<input type="checkbox"/>	內文(摘要及全文) Fulltext and abstract		
1.論文名稱 Title of thesis / dissertation	<input type="checkbox"/>	(無)(None)	必備 Mandatory	紙本論文與每張授權書中的中/英文論文名稱需一致 The title of thesis/dissertation is the same as authorization letter's.
2.紙本論文 Content	<input type="checkbox"/>	(1)論文封面 Wrapper/ Front cover	必備 Mandatory	須有校名、中英文論文名稱、系所、學號、本人中英文姓名、指導老師中英文姓名、口試年月 Front Cover should include School Name, the Title of the Thesis (Chinese and English), Full Name of the Department or Graduate Program, Student ID Number, Student's Name (Chinese and English), Advisor's Name (Chinese and English), Date of Pass the Oral Defense (ROC format).
	<input type="checkbox"/>	(2)空白頁 Blank page		
	<input type="checkbox"/>	(3)書名頁 Title page	必備 Mandatory	內容同封面 Same as on the cover
	<input type="checkbox"/>	(4)授權書 Authorization Form	必備 Mandatory	請由清華大學博碩士論文庫列印(清大紙本和電子檔授權書，以及國家圖書館授權書已整合為同一份) Printed from the NTHU Dissertations & Theses Repository System (the NTHU print and electronic authorization forms and the National Central Library authorization form have been merged into one document).
	<input type="checkbox"/>	(5)指導教授推薦書 Advisor Approval Form	必備 Mandatory	可影本，「(5)推薦書」之日期需早於或等於「(6)審定書」 Photocopy is acceptable, and the date of "Advisor Approval Form" should be earlier than or equal to the date of the "Final Thesis/Dissertation Review Form".
	<input type="checkbox"/>	(6)考試委員審定書 Final Thesis/ Dissertation Review Form	必備 Mandatory	
	<input type="checkbox"/>	(7)中英文摘要 Abstract	必備 Mandatory	
	<input type="checkbox"/>	(8)序言或誌謝辭 Acknowledgment		
	<input type="checkbox"/>	(9)目錄/目次 Table of Content	必備 Mandatory	
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	<input type="checkbox"/>	(12)附錄 Appendix		
	<input type="checkbox"/>	書背標示 Spine Labeling	必備 Mandatory	校名、系所名、碩/博士論文、論文名稱、姓名、畢業學年度 School Name, Department Name, Master or Doctoral Degree, Title of the Thesis / Dissertation, Author's Name, Academic Year of Graduation.
3.論文延後公開 申請書 Application for Embargo of Thesis/ Dissertation	<input type="checkbox"/>	不須裝訂 Don't bind	若延後公開 必備 Required if the publication is postponed	若有申請延後公開，請至清華大學博碩士論文庫列印延後公開申請書及相關佐證文件，送交系所主管審閱，並請系所主管於延後公開申請書上核章後，連同論文一併繳交至圖書館。 需繳交兩本論文，其中一本須夾附核章後的申請書與佐證文件正本，由圖書館轉交國家圖書館；另一本則夾附影本，留存於清華大學圖書館典藏。 請注意，申請書與佐證文件需以夾附方式放入論文中，毋須裝訂。 「If you have applied for an embargo, download and print both the "Application for Embargo of Thesis/Dissertation" and the supporting documents from the NTHU Dissertations & Theses Repository. Submit both to your department chair for review; the chair only needs to sign/stamp the application form. Then submit the signed application form, supporting documents along with your thesis to the library.」 Two hard copies of the thesis must be submitted: one copy should include the original application form and supporting documents with the required signature and/or stamp, which will be forwarded to the National Central Library; the second copy should include photocopies of the same documents and will be archived at the NTHU Library. Please note: the documents must be inserted loosely into the thesis and should not be bound.