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| Submit & Review | → | Print Authorization Form | → | Graduation Procedure |

Notice for e-Format Thesis

- ✅ Content Format
- ✅ PDF File Required Information
- ✅ Convert Word to PDF

Content Format

▸ ## Content Formats

We suggest you to edit with Word and save as *.doc format in order to facilitate the PDF conversion.

When writing your thesis/dissertation, we suggest you using the built-in fonts in Windows.

▸ ## For English fonts

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▸ ## Image formats

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➢ Please convert the whole document into One PDF file.
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Your thesis/dissertation PDF file must contains the following items:

1. Cover Page (Title Page)
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4. Abstract
5. Preface or Acknowledgements (Optional)
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Convert Word to PDF - Tool

▸ Converting Tool: Use Adobe Acrobat as the conversion tools. Please use computers with this software installed for converting your thesis/dissertation.

▸ Computers (with Adobe Acrobat) are available at:

  ➢ Department Office: Please contact each Department Office.

  ➢ First Floor of Library: Online Resources Area.

  ➢ Computer Center (RB 5F).

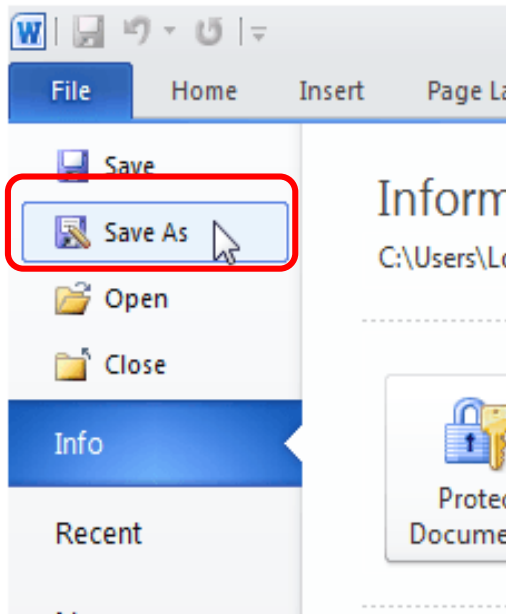Scan Recommendation & Qualification Form (A4 size) and insert into your PDF file.

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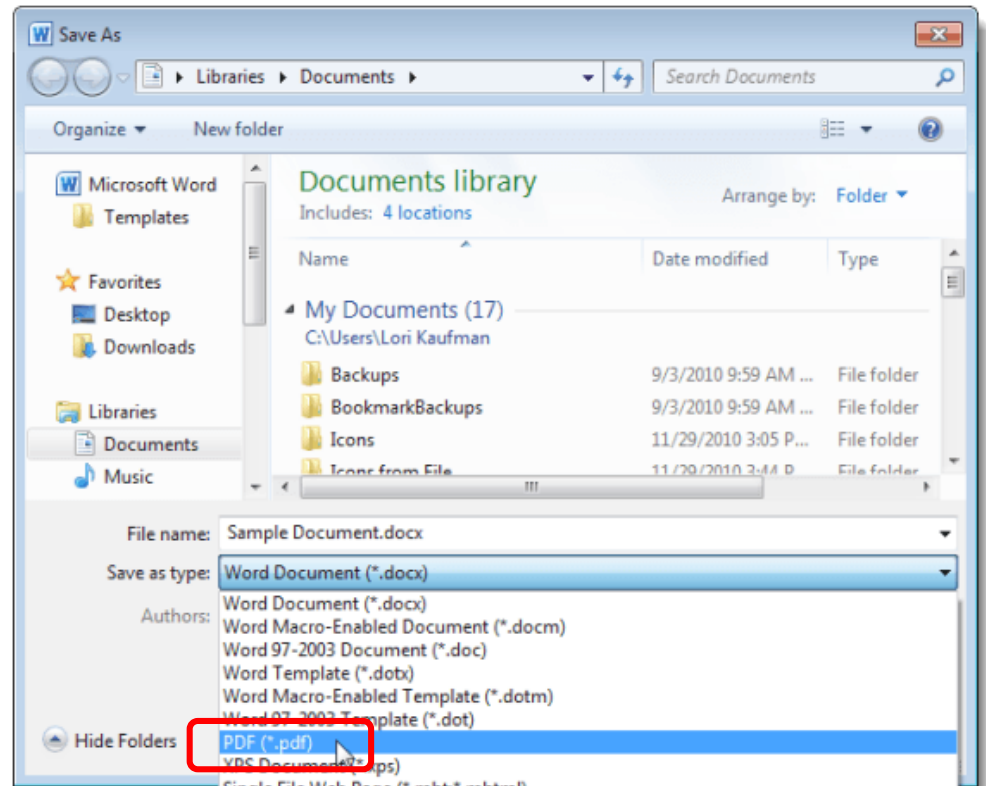**Use your phone camera to scan. Mobile Document Scanning App.**

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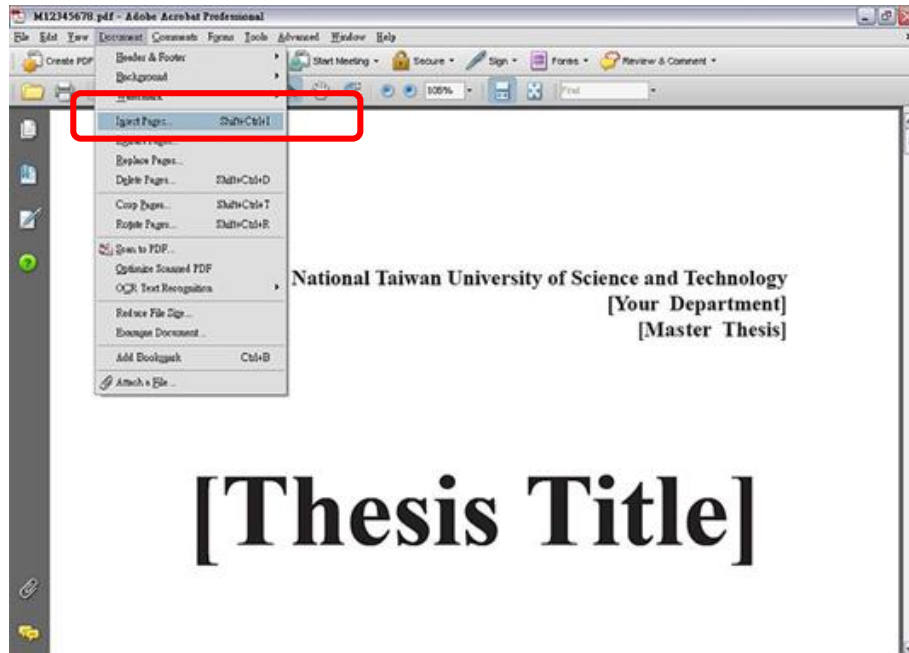**1. On the File tab, select the Save As option in the list on the left.**

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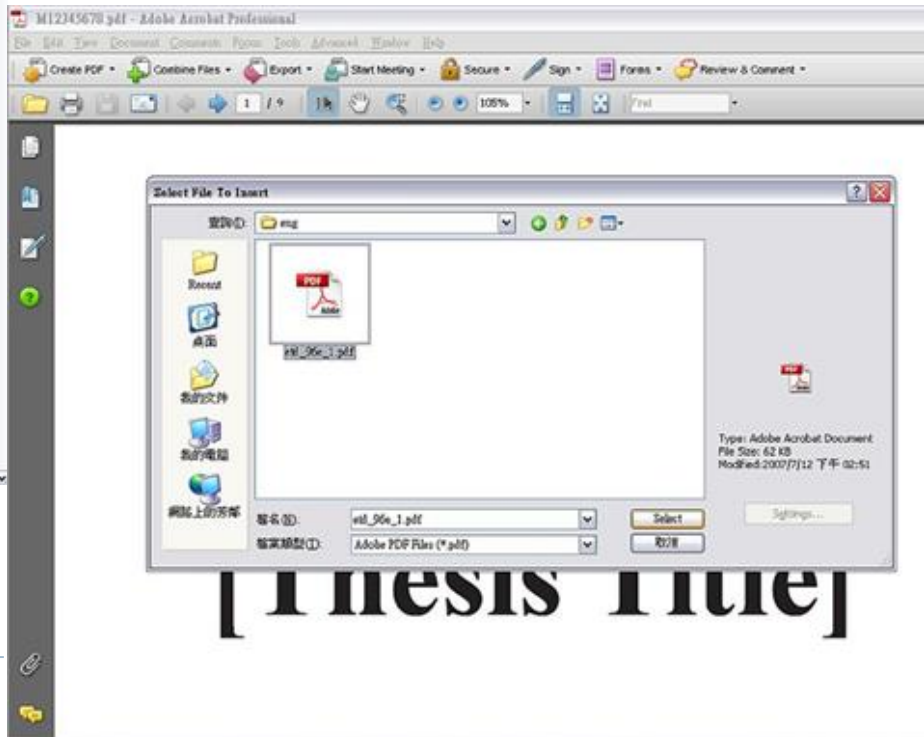**(*.pdf) from the Save as type drop-down list.**

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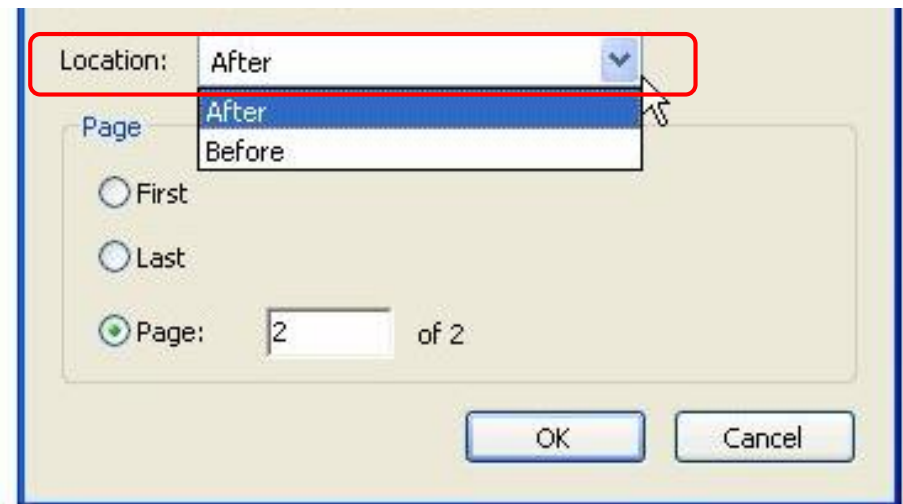
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Semester	Please select (First semester, Second semester)
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Date of defense approval	Please type date of thesis defense
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Keywords (in English)	keywords in English
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Abstract (in English)	Abstract of thesis in English.
Table of contents	Table of Contents.
Reference	Type the References.

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4.摘要	Abstract
5.序言或誌謝辭 (非必備)	Preface or Acknowledgements (Optional)
6.目錄 (目次)	Table of Contents
7.論文正文	Full-Text of your Thesis/Dissertation
8.參考文獻及附錄	References and Appendix

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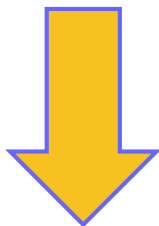
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A hard copy

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