

“Fu Si-nian Award” and “President Award”  
Bachelor’s Thesis Submission Procedures

1. Please follow Article 7 “Recipient of Fu Si-nian Award and President Award shall follow the announced procedures and claim award after submitting the research paper (including electronic file) to the National Taiwan University Library” of Evaluation Criteria of National Taiwan University Undergraduate Research Paper Award.
2. Review of research paper format in digital form (see procedures below)
3. Time for the submission of hard-copy research paper: 9:00-12:00, 13:00-17:00  
Monday to Friday (electronic document should be uploaded in advance)  
Place for the submission of hard-copy research paper: circulation desk on the 1<sup>st</sup> floor of NTU Library (please contact: Mei-ling Guo, phone: 02-33662366)
4. Submission procedures: From the beginning of June to the end of July

The Office of Academic Affairs announces the list of “Fu Si-nian Award” and “President Award” recipients, and sends the list to the Reader Services Division of NTU Library.

5. Award recipients:
  - (1) Send the awarded research paper in \*.pdf form to **ntuetds@ntu.edu.tw** for format review.  
Email topic: [Undergraduate Research Paper Award Recipient — (department) + (student name) + (student ID)]
  - (2) The Library will reply after approval, with watermarked research paper and an authorization form in electronic form attached to the email. Please print and sign the authorization form.
  - (3) Print one copy of reviewed and watermarked research paper and signed authorization form, and submit to the circulation desk on the 1<sup>st</sup> floor of NTU Library. After submission, collect proof of submission.
  - (4) Award recipients reimburse the cash award with the proof of submission.

(5) The Library deposits the research paper (hard copy) and upload the electronic document to NTU Institutional Repository.