

Guidelines for Embargoing Printed Master's and Doctoral Theses

I. Review Process

Theses and dissertations are public by default. An embargo may be requested if the thesis or dissertation involves confidential information, patent-related matters, or legal restrictions on disclosure, subject to approval by the thesis examination committee and the department or institute. The embargo period must be reasonable and supported by certification documents with concrete evidence.

II. Review Criteria

- Confidential or legally restricted matters: Applicable laws or concrete factual evidence must be provided.
- Patent-related matters: A patent application number or relevant application explanation must be provided.

III. Embargo Period

- Each embargo may be approved for up to five years and must be applied for separately.
- From the second application onward, approval by the original thesis examination committee or the relevant departmental/institute meeting is required.

IV. Application Procedure

1. Before the thesis defense, log in to the [Online Application for Embargo of Printed Thesis/Dissertation](#) and print two original copies of the application form.
2. Prepare two original copies of the required certification documents.
3. Submit the application form and certification documents for review and signature by all examination committee members at the thesis defense.
4. Obtain official approval from the department or institute.
5. Submit the application form, certification documents, and finalized printed thesis to the department office and the University Library when completing graduation clearance.

V. Certification Documents

Certification documents must provide concrete evidence supporting the need for an embargo. If no specific format is required by the department or institute, the [Library's format](#) may be used. Examples include:

- Confidential matters: Documents showing a manuscript submission ID; confidentiality agreements for industry–academia collaboration or research outcomes.
- Patent-related matters: Documents showing a patent application number or application explanation.
- Legal restrictions: Applicable laws or regulations restricting disclosure.

- No evidence available yet: A detailed written explanation of the reason for the embargo.

VI. Notes

- If the application content changes, the application form must be reprinted.
- For patent-related cases, retain a copy of the approved application form and submit it with the Patent Disclosure Form to the Intellectual Property and Technology Transfer Office.

國立臺灣科技大學 博碩士紙本論文延後公開作業說明

一、 審核機制

學位論文以公開為原則；如論文內容涉及機密、專利事項或依法不得提供，並經學位考試委員及系所審核確認者，得申請延後公開。延後公開應有合理期限，並須檢附相關具體事實之證明文件。

二、 審核要件

- 涉及機密或依法不得提供：須提出適用法規或具體事實證據。
- 專利事項：須提供申請專利案號或提出相關申請說明。

三、 延後公開年限

- 每次申請延後公開最長為五年，且須逐次申請。
- 第二次起之申請，仍應取得原所有學位考試委員或經原就讀系所之系(所)務等會議審核確認。

四、 申請流程

1. 學位考試前登入「[紙本論文延後公開申請系統](#)」，填寫並列印申請書正本二份。
2. 依延後公開原因，檢附相關證明文件正本二份。
3. 學位考試時，提交申請書及證明文件，供全體考試委員審核並簽名。
4. 系所核章確認。
5. 辦理離校手續時，將申請書、證明文件及定稿後的紙本論文，一併繳交至系所辦公室及圖書館。

五、 證明文件

證明文件應提供具體事實，足以支持延後公開的必要性；如系所未另訂格式，得參考[圖書館提供之格式](#)。具體事實舉例如下：

- 涉及機密：提供包含投稿稿件編號 (Manuscript ID) 之電子郵件、文件或截圖；或產學合作案保密協定、研發成果保密合約或其他機密條款的相關文件。
- 專利事項：提供包含專利申請案號之電子郵件、文件或截圖，或相關申請說明。
- 依法不得提供：因法律規定而限制公開，須提出適用的法規依據及說明。
- 尚無具體事實可資證明者：如尚未取得投稿稿件編號或專利申請案號...等，應自行具體說明申請延後公開的原因，作為證明文件。

六、 注意事項

- 申請內容如有變更，請務必重新登入系統列印申請書。
- 專利申請者，核章後的「紙本論文延後公開申請書」務必自行影印留存，連同「專利申請揭露書」繳交產學處智財技轉中心。