Doctoral Degree Examination Procedures

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|  | Description | Remarks |
| 1 | Application deadline:  November 30th for the first semester  　April 30th for the second semester  Required application documents:   1. Doctoral degree examination application form (My NTU→Students→Courses   → Online Application System for the Oral Thesis/Dissertation Defense)   1. Doctoral Degree Examination Application Form (department form)  * Submit to the Department for preliminary verification→ Signed by the advisor→ verified by the division responsible professor.  1. Credit evaluation form (attach transcripts) 2. Member list of Examination Committee (must include Advisory Committee members. If an oral examination committee member is an Associate Professor or holds positions of lower level, he/she is required to provide his/her academic experience and list of publications (except for faculty members and advisory committee members in the Department) 3. Publication list 4. Dissertation draft (submit CD or e-mail to [tcshen@ntu.edu.tw](mailto:tcshen@ntu.edu.tw)) 5. 7. Proof of co-authorship | * 1. The Examination Committee must include members of the Advisory Committee   2. Students who cannot take the scheduled examination must fill in the examination withdrawal form before the deadline of withdrawal.   3. Withdrawal deadline:   ＊ January 31st for the first semester  ＊ July 31st for the second semester |
| 2 | Confirm examination date and location | Inform the Department Office 2 weeks prior to the examination |
| 3 | Send letter of notice, letter of invitation, and dissertation draft to Committee members | 2 weeks prior to the examination |
| 4 | Students should prepare the following forms before  the examination:  1. Two copies of the Doctoral Dissertation Certification by Oral Defense Committee  2. Examination evaluation sheet (number of copies depends on the number of committee members)  3. Examination score record sheet   * 1. Receipt of transportation fees (signed by the   respective committee member) | Provided by the Department Office |
| 5 | Meal preparation on behalf of Committee members if necessary | Only if the exam time exceeds 12:30 pm |
| 6 | Return completed forms | Same items as Procedure No. 4 |
| 7 | For information regarding the procedures for leaving the university, please refer to the examination announcement (latest announcements by the Department Office)  Instructions for graduation   1. Graduation checklist 2. Instructions for dissertation abstract 3. Instructions for online uploading of dissertation abstract |  |
| 8 | Return final version of dissertation confirmation form and obtain the certificate verifying a pass grade for the dissertation (signed by the Department Chair) |  |
| 9 | Bookbinding of the dissertation with the certificate |  |
| 10 | Submit the dissertation grade to the Academic Office (submitted from the department) |  |
| 11 | Submit the CD to the department (Ms. Joling Wang). Complete the Department’s online procedure for leaving the university, please fill out the questionnaire for leaving the university.（Ms. Chia-Shine Pan (Vicky), department office） |  |
| 12 | Complete the Department’s procedure for leaving the university |  |
| 11 | Submit the hard copy of the dissertation to the library | Deadline: August 20th |