

Points to Note in Conducting the Doctoral Candidate Qualification Oral Examination

※ 【If Qualified, will be sent to Doctoral Program Council for Review】

1. Completion of coursework requirements of the graduate school.
2. Passed the two subjects of the written examination qualification exam.
3. Photocopy of the announcement of passing or proof of exemption application.
4. One journal paper accepted by a graduate school-recognized journal.
 - (1) Attach a copy of acceptance proof.
 - (2) Attach the journal's ranking (whether it is recognized by the graduate school)
5. Has taken a foreign language proficiency test, attaching the original certificate (will be returned after verification) or foreign academic credentials or recognized overseas studies.

※ 【Before the Exam】

6. After the Doctoral Program Council and confirmation of the oral examination committee members, students need to create receipts for the examination fee and transportation expenses of the committee members.
7. **Please send electronic files or hard copies to the graduate school office assistant to create appointment letters.**
 - ※ The graduate school provides a subsidy of 6000 NTD for examination fees. Any remaining balance is the responsibility of the student.
 - Examination Fee: 1500 NTD for each external committee member, 1000 NTD for each internal committee member.
 - Transportation expenses: Depending on the choice of train or high-speed rail for external committee members. Students can decide for themselves
8. Examination fees and transportation fees receipts (Please provide evidence for graduate school assistance in verifying expenses)
9. Five committee members: half (3 out of 5 must be professors); one-third (at least 2) must be external committee members.
10. When providing an initial draft of dissertation to the committee members, please remember to include an invitation letter.
11. One Week before the examination:
 - (1) Post an examination notes (poster size can be customized)
 - (2) Inform the office of the examination date to avoid scheduling conflicts in the meeting room.

※ 【On the Examination Day】

1. Complete evaluation forms (prepare N copies) and a comprehensive evaluation form (1 copy), to be provided to the oral examination committee (N=number of committee members)
The comprehensive evaluation form is filled out by the advisor, who appoints a committee member as the convener.
2. The results are submitted by the advisor.
3. The receipts will be verified by the office after the examination.
4. Prepare tea and refreshments on your own
5. Complete the examination and record the scores before the end of the semester.