Graduation Process Description for Ph.D. Students in the Department of Forestry (Updated on 24 June 2024)

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| Procedure | Application Time | Application Forms | Required Documents | Workflow |
| (1) Written examination of basic disciplines | ◎Application in March, Exam in April  ◎Application in October, Exam in November | 1. "Application form for participation of doctoral students of the Department of Forestry in the written examination of basic disciplines" (Download from the Forestry Department website → Student→Course→PhD programs→Degree Requirements) | None | 1. The advisor invites 3-5 committee members (including the advisor if applicable) to set questions and grade the exam. 2. Exam questions and answer sheets are submitted to the department office for registration. |
| (2) Qualification examination | ◎Application in July, Exam in September  ◎Application in January, Exam in March  Note: Students must complete at least 20 required course credits (excluding 4 credits for the research seminar and 12 credits for the dissertation) | 1. "Application for PhD Students Doctoral Candidate Evaluation" (Download from the Registration Section → Forms Download → Graduate School - Ph.D. Dissertation Exam Related Forms → F2-56 Application for PhD Students Doctoral Candidate Evaluation) 2. "List of Doctoral Candidate Evaluation Committee Members" (Download from the Forestry Department website → Regulations & Downloads → Forms Download) (Word file should be emailed to Ms. Wang: chihyu@nchu.edu.tw) | One copy of the transcript | 1. The committee list is reviewed by the Department’s Faculty Evaluation Committee. 2. Confirm the exam date and location, and notify the department office to prepare the "Appointment Letter" and "Expense write-off document". 3. Three days before the exam, provide the committee members’ car license plate numbers to the department office to arrange for campus parking exemptions. 4. After the exam, submit the following documents to the department office:   (1) Expense write-off document,  (2) Doctoral Candidate Qualification Assessment Score Sheet (Download from the Forestry Department website),  (3) F2-57 Notification for PhD Students Passing Doctoral Candidate Evaluation (Download from the Registration Section). |
| (3) Oral examination | Application is typically submitted in April and September for end-of-semester defenses.  Note: The qualification exam and dissertation defense may be conducted within the same semester. | 1. Submit an online application through the university's Academic System → Graduation & Departure Procedures → Degree Examination System. (Academic ethics certification must be uploaded.) |  | 1. Please refer to the Forestry Department website → Student→Course →PhD programs→Degree Requirements → Postgraduate Oral Examination and Departure Information) |