

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

Procedure	Application Time	Application Forms	Required Documents	Workflow
(1) Written examination of basic disciplines	<p>☉Application in March, Exam in April</p> <p>☉Application in October, Exam in November</p>	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	<p>1. The advisor invites 3-5 committee members (including the advisor if applicable) to set questions and grade the exam.</p> <p>2. Exam questions and answer sheets are submitted to the department office for registration.</p>
(2) Qualification examination	<p>☉Application in July, Exam in September</p> <p>☉Application in January, Exam in March</p> <p>Note: Students must complete at least 20 required course credits (excluding 4 credits for the research seminar and 12 credits for the dissertation)</p>	<p>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)</p> <p>2. "List of Doctoral Candidate Evaluation Committee Members" (Download from the Forestry Department website → Regulations &amp; Downloads → Forms Download) (Word file</p>	One copy of the transcript	<p>1. The committee list is reviewed by the Department's Faculty Evaluation Committee.</p> <p>2. Confirm the exam date and location, and notify the department office to prepare the "Appointment Letter" and "Expense write-off document".</p> <p>3. Three days before the exam, provide the committee members' car license plate numbers to the department office to arrange for campus parking exemptions.</p> <p>4. After the exam, submit the</p>

		should be emailed to Ms. Wang: chihyu@nchu.edu.tw)		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)