

Department of Communication Engineering, National Central University

The Process for Graduating and Leaving the Doctoral Program

Procedure	Deadline	(Suggest)Best Application Period	Applicants Need to Do
Graduation Qualification Review ↓	Suggest: 1. Fall semester: before 31st Oct. 2. Spring semester: before 30th April	6 weeks before the pre-oral exam	→ Application Documents : 1. Application Form for Graduation Qualification Review, and required documents. 2. Doctoral Dissertation Work Review Form. → Send the electronic files of the aforementioned documents via email: ncu35500@ncu.edu.tw
Preliminary Oral Defense Examination ↓	After the committee's approval and review, but 3 days before the pre-oral exam	2 weeks before the pre-oral exam On the day of the pre-oral exam	→ Application Documents : Application Form for Pre Oral Defense Examination → Please inform the clerk of CE Office about your pre-oral examination date and location. → Documents to prepare : Ph.D. Thesis Pre Oral Defense Evaluation Form → After the pre-oral exam , submit the document to the clerk, whether you pass or not.
Final Oral Defense Examination ↓	✕The deadline for postgraduate students to apply for degree examinations listed on the school calendar : 1. Fall semester is in late December. 2. Spring semester is in late June.	4 weeks before the final oral exam	→ Preparation before applying : 1. Thesis comparison(similarity below 25%): https://portal.ncu.edu.tw/system/turnitin https://rapid.lib.ncu.edu.tw/libweek/guide/en/04-1.html (Draft)[The Report of National Central University Student Thesis Similarity Check] 2. Pass the test: https://ethics-s.moe.edu.tw/login/s/ 3. Inform the clerk of your oral examination time and location. 4. Advisor's Recommendation for Postgraduate Students (form04-05E) . →Upload and submit together through the (NCU Portal) application system. → Apply on NCU Portal : https://portal.ncu.edu.tw/login

Procedure	Deadline	(Suggest)Best Application Period	Applicants Need to Do
			1.Login in > [iNCU] > [Eform Link Application Query] > [(Academic > Register >)Degree Exam Application] Fill in all fields, upload attachments, and then submit.
		After the application process is completed...	→ The department office will notify applicants to collect: 1. Letter of appointment for the oral examination committee. 2. Official invitation letter. 3. List of expenses for the oral examination.
Final Oral Examination Guidelines	※The deadline for Postgraduate Students' Degree Examinations End listed on the school calendar: 1.Fall semester is in late January. 2.Spring semester is in late July.	The day before the final oral examination	→ The applicant must download and prepare the documents: https://pdc.adm.ncu.edu.tw/eng/forms.asp (4. Thesis Format for Doctoral Program) 1. PhD Degree Examination Report (Examination Paper) 2. Doctoral Degree Examination Score Paper 3. Verification Letter from the Oral Examination Committee
		On the day of the final oral exam	→ Set up the necessary equipment and prepare documents. → Documents: A. PhD Degree Examination Report B. Doctoral Degree Examination Score Paper C. Verification Letter from the Oral Examination Committee D. List of expenses for the oral examination → After the final oral examination, please submit the aforementioned documents to the office.
Receiving The Degree Certificate ☒	※The deadline for Postgraduate Students to Apply for Leaving School and to Receive Diplomas listed on the school calendar: 1.Fall semester is 31 st Jan., 2024.	1 week before your graduation and departure from the school	→ The thesis revisions are completed and uploaded: A. Confirm the formatting of the thesis. B. How to uploaded: https://rapid.lib.ncu.edu.tw/libweek/guide/en/04-1.html#02 → Please use the online graduation procedure system, make queries online, and

Procedure	Deadline	(Suggest)Best Application Period	Applicants Need to Do
	2.Spring semester is 31 st July, 2024.		finish the following graduation procedures: (NCU Portal > log in > Quick Window > Service Desk(iNCU) > Academic > Register > School leaving System) →Fill out the questionnaire for the Dept. of CE : https://www.ce.ncu.edu.tw/gdsys/auth/login →Go to the CE Office: A. One paper copy of the thesis. B. (Final Version)[The Report of National Central University Student Thesis Similarity Check] C. [Graduation Form of the Communication Engineering, NCU]. →Go to the Division of Registrar(Teaching & Research Building, 4F) : A. One paper copy of the thesis. B. The student ID card. →Receiving the degree certificate ! (when you have completed the above steps)