

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	→Application Documents : Application Form for Pre Oral Defense Examination →Please inform the clerk of CE Office about your pre-oral examination date and location.
		On the day of the pre-oral exam	→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 29 th Dec., 2023. 2. Spring semester is 28 th June, 2024.	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/index.html Upload and submit together through the (NCU Portal) application system. 2. Inform the clerk of your oral examination time and location. 3. Advisor's Recommendation for Postgraduate Students (form04-05E). →Apply on NCU Portal: https://portal.ncu.edu.tw/login 1. Login in > [iNCU] > [Eform Link Application Query] > [(Academic > Register >)Degree Exam Application] Fill in all fields, upload attachments, and then submit.

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		After the application process is completed...	<p>→The department office will notify applicants to collect:</p> <ol style="list-style-type: none"> 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	<p>※The deadline for Postgraduate Students' Degree Examinations End listed on the school calendar:</p> <ol style="list-style-type: none"> 1. Fall semester is 12th Jan., 2024. 2. Spring semester is 12th July, 2024. 	The day before the final oral examination	<p>→The applicant must download and prepare the documents:</p> <p>https://pdc.adm.ncu.edu.tw/eng/forms.asp</p> <p>(4. Thesis Format for Doctoral Program)</p> <ol style="list-style-type: none"> 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	<p>→Set up the necessary equipment and prepare documents.</p> <p>→Documents:</p> <ol style="list-style-type: none"> 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 <p>→After the final oral examination, please submit the aforementioned documents to the office.</p>
<p>Receiving The Degree Certificate</p> <p>☑</p>	<p>※The deadline for Postgraduate Students to Apply for Leaving School and to Receive Diplomas listed on the school calendar:</p> <ol style="list-style-type: none"> 1. Fall semester is 31st Jan., 2024. 2. Spring semester is 31st July, 2024. 	1 week before your graduation and departure from the school	<p>→The thesis revisions are completed and uploaded:</p> <ol style="list-style-type: none"> A. Confirm the formatting of the thesis: https://pdc.adm.ncu.edu.tw/Form/form/form04-02-1.pdf B. How to uploaded: https://rapid.lib.ncu.edu.tw/libweek/guide/en/04-1.html#02 <p>→Please use the online graduation procedure system, make queries online, and finish the following graduation procedures: (NCU Portal > log in > Quick Window > Service Desk(iNCU) > Academic ></p>

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			<p>Register > School leaving System) https://pdc.adm.ncu.edu.tw/postM/post/reg/1130215_1.pdf →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. National Central University Student Departure Consent Form. →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)</p>