

National Taiwan Normal University Department of Geography

Ph.D. Students Graduation Process Checklist

This list is intended to provide Ph.D. graduate students with the necessary requirements for graduation and guide them in their completion of their degree. The list is intended only for guidance ; applying for the degree examination should follow the process laid out in the graduating student handbook and other relevant methods of NTNU.

Procedure	Details	Record of Completion (Checked by the auditor)	T.A. signature (With time denoted)	Rem arks
Apply for Thesis Advisor	The student must complete the thesis advisor application no later than the end of second semester. When changing a thesis advisor, please redo the application and make a record of the change.	<input type="checkbox"/> Thesis advisor (Name: _____)		
		<input type="checkbox"/> Changing thesis advisor (Name: _____) (If necessary)		
Apply for qualification exam for Ph. D. candidates	After two years of study and completion of required credits, the student may apply for the qualification exam. Alternatively, the student may apply for the exam during the semester that they complete all the required credits.	<input type="checkbox"/> Passed the qualification exam		
Assemble oral exam committee	Within a year from the qualification exam, the student must work with thesis advisor to assemble the oral exam committee. The committee shall be drawn up by the thesis advisor and ultimately appointed by the department chair. (The members of the oral exam committee is subject to change. Although the student does not need to re-apply every time, the student should confirm the members when applying for the thesis oral examination.)	First application : _____		
		Second application : _____		
		Third application : _____		
Apply for commencement of research	Once the thesis plan has been approved by the oral examination committee, the student may commence research. ※At this stage, the student should have completed, at a minimum, the thesis outline and summary (including research purposes, perspectives, research processes, etc.), which should demonstrate the concept, chapter arrangement, and literature review relevant to the thesis.	<input type="checkbox"/> Thesis plan has been approved by the oral examination committee		
Thesis progress report	The student must report on the thesis progress every year. After each report has been reviewed and commented on by the thesis advisor, the student shall provide the report to the oral exam committee members for reference. (Each student must collect these files and provide them to committee members during the first and second thesis proposal for reference.) The progress report should show the process of the creation of the thesis, experimental design, current results and the expect results, etc.	<input type="checkbox"/> Date of the first report : _____		
		<input type="checkbox"/> Date of the second report : _____		
		<input type="checkbox"/> Date of the third report : _____		
		<input type="checkbox"/> Date of the fourth report : _____		
		<input type="checkbox"/> Date of the fifth report : _____		
		<input type="checkbox"/> Date of the sixth report : _____		
First	At this stage, the student should have completed, at a minimum, the thesis	<input type="checkbox"/> Thesis Proposal (first presentation) time :		

