

## 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
<b>Apply for Thesis Advisor</b>	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)		
<b>Apply for qualification exam for Ph. D. candidates</b>	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		
<b>Assemble oral exam committee</b>	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 : _____		
<b>Apply for commencement of research</b>	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		
<b>Thesis progress report</b>	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 : _____		
<b>First presentation (thesis proposal)</b>	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 Proposal (first presentation) time : _____ (Prepare the oral examination committee members recommendation, and the Ph. D. thesis proposal application form. Along with the proposal (7 copies),		

		the student shall hand all documents to the department office to complete the application.)		
		<input type="checkbox"/> Passed the first presentation (thesis proposal)		
<b>Attention</b>	The first and second thesis presentations must occur at least four months, or one semester, apart.			
<b>Second presentation (thesis speech)</b>	At this stage, the student must have completed the thesis draft. The student shall give a speech that demonstrates the research and creation of your thesis. The student may apply for the second presentation of thesis after the contents of the thesis have been approved by the oral examination committee. Three-fifths (inclusive) of the oral exam committee members should be present at the thesis speech presentation (foreign committee members may attend using video conferencing).The student must obtain approval of more than two-thirds of the oral exam committee that were in attendance at the speech in order to apply for the final oral exam required for degree completion.	<input type="checkbox"/> Thesis Speech (second presentation) time : _____ (Prepare <u>the oral examination committee members recommendation</u> , and <u>the Ph. D. thesis speech application form</u> . Along with the long abstract of thesis draft (7 copies), the student shall hand all documents to the department office to complete the application.)		
		<input type="checkbox"/> Passed the second presentation (thesis speech)		
<b>Academic Journal Papers Published</b>	Before applying for the final oral examination, the student must have published <b>Either</b> two papers in academic journals with anonymous judging systems during the school year and one of the papers should be published in a journal accredited by the school, <b>OR</b> a paper in a journal indexed by SSCI, TSSCI, SCI, EI, AHCI, THCI Core, and SCOPUS. ( <i>If the paper is co-authored, the student is required to be the first or correspondent author</i> ). Offprints or acceptance letters for the published papers should be included when the student applies for the final oral examination. If the student applies for the exam using acceptance letters, the student shall send out the finalized paper before the exam. If the student cannot verify that the journal editor has received the finalized paper ( <i>ex. official letters from the journal editor or screenshots showing the paper has been uploaded</i> ), the student is not allowed to take the final exam.	<input type="checkbox"/> Published two papers in academic journals with anonymous judging systems Paper 1 : published at 【 _____ 】 Accepted or published time : _____ Paper 2 : published at 【 _____ 】 Accepted or published time : _____		
		<input type="checkbox"/> Published in SSCI 、 TSSCI 、 SCI 、 EI 、 AHCI 、 THCI Core 、 SCOPUS Paper : published at 【 _____ 】 Accepted or published time : _____		
<b>Apply for thesis oral examination</b>	With the completion of all procedures above and the approval of the thesis advisor, the student may apply for the oral examination.	<input type="checkbox"/> Application for thesis oral examination (Time): _____		