

Qualifying Exam Detailed Procedures

One month before the exam

1. Please make sure to discuss and confirm with your advisors about your proposal and committee members.

***Note:** You must have at least 3 committee members in your qualifying exam committee, but no more than 5. All from the same institution is acceptable. *Meanwhile, your advisor cannot be the chair of your committee.* The committee chair, who will be elected by the Qualifying Oral Exam committee, shall convene the exam.

2. After confirming all the details, including exam date, time, and venue, please submit all the required documents to the SCST office one month before the day of your oral exam.

***Note:** please book a meeting room by yourself for the oral exam.

- a. Application form.
- b. Transcripts.
- c. Personal CV.
- d. Proposal.

After submitting the application

The SCST office will submit the applicant's proposal to the committee members. The committee members will review and score it for two weeks. The passing grade is 70 out of 100. The SCST office will inform the applicant of the result by email.

***Note:** The oral exam can only be conducted after the proposal is approved by the Qualifying Oral Exam committee.

One day before the oral exam

Please prepare the following documents:

1. Grading Sheet for Oral Exam for each committee member.
2. Passing Certificate / Certificate Form for Oral Exam.

After the oral exam

If passing the exam, please submit all documents to the SCST office after the oral exam.

* The required forms can be downloaded on the SCST website→Download→NYCU Form / NTU Form