

## Qualifying Exam Detailed Procedures

### One month before the exam

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

**\*Note:** You must have at least 3 committee members on your qualifying exam committee, but no more than 5. *Meanwhile, your advisor cannot serve as a committee member.* The committee chair, who will be elected by the Qualifying Oral Exam committee, shall convene the exam. Additionally, please confirm the exam time with your committee members before submitting the application.

2. After confirming all the details, including exam date, time, and venue, please submit all the required documents to the SCST office via email one month before the 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 your application and proposal to your committee members via email. The committee members will review and score it over a two-week period. The passing grade is 70 out of 100. The SCST office will inform you 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