

National Central University, Department of Life Sciences

Doctoral Degree Student Study Regulations

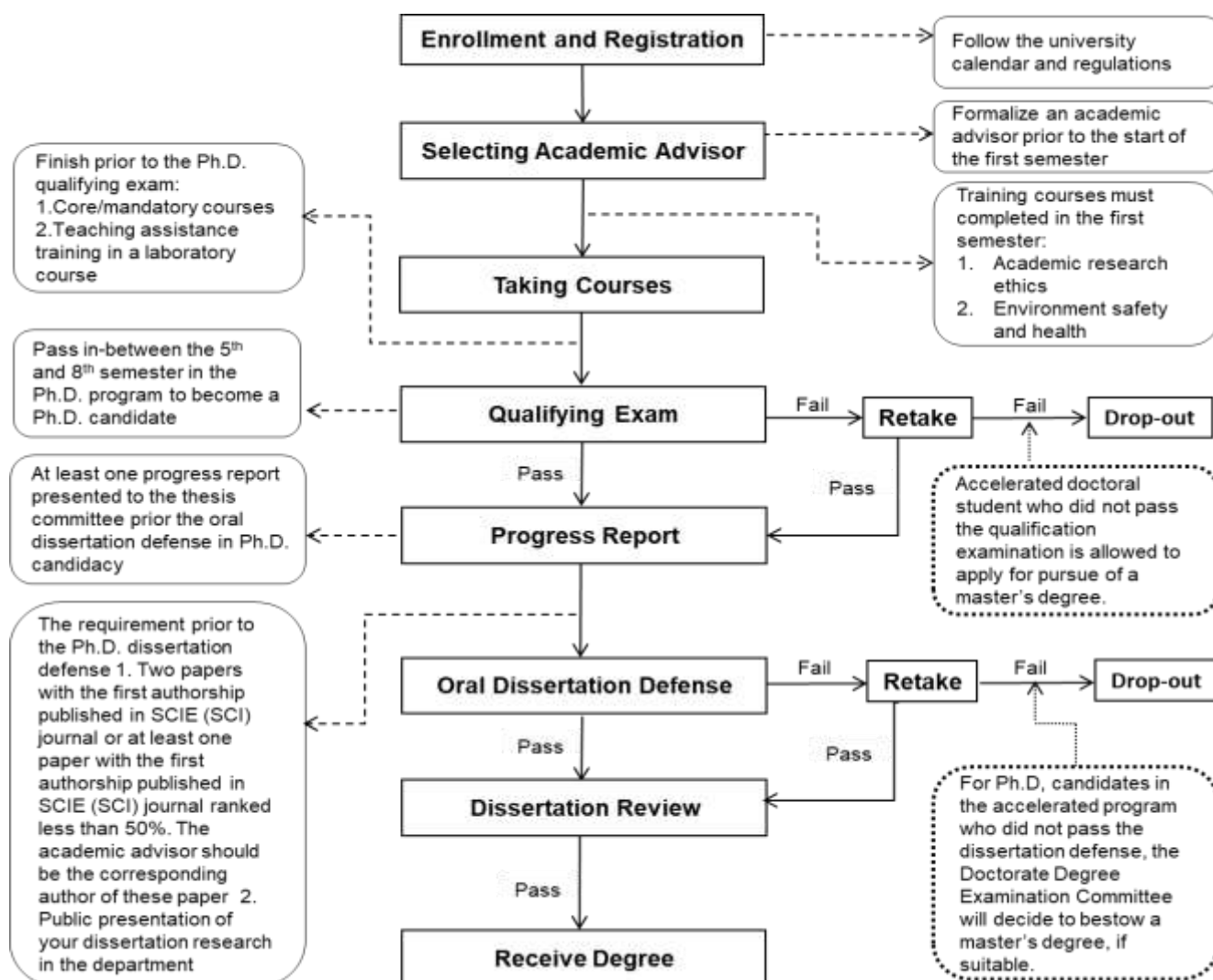
Passed by the Department Affairs Committee on Apr.12,2005
 Amended by the Department Affairs Committee on Apr.16,2008
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 Amended by the Department Affairs Committee on Jul. 29,2008
 Approved by the Academic Affairs Committee on Jan.7,2009
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 Approved by the Academic Affairs Committee on Oct.13,2020
 Amended by the Department Affairs Committee on Feb.22,2022
 Ratified in the College Curriculum Committee on May 11,2022
 Approved by the Academic Affairs Committee on Jun.15,2022

Article 1 General

This regulation is established according to related regulation from the National Central University Study Regulations and National Central University Regulations on the Degree Examinations for Postgraduate Students.

Article 2 Education Operation Program Guidelines



Article 3 Academic Advisor

1. Newly enrolled students should select an academic advisor prior to the first day of the starting semester and notify the department chair. An academic advisor will be assigned by the department chair if a newly enrolled student is unable to find one.
2. The academic advisor must be a full-time faculty from the department or a research fellow from a collaborative in joint graduate program. If the dissertation advisor is a research fellow from a collaborative institute, the student must find a department faculty to be a collaborative advisor.

The spouse, in-laws, and close relatives of the graduate student cannot be the advisor of the graduate student.

3. Dissertation Advisor's Responsibilities

- A. To be responsible for the graduate student's academic guidance—including course selection, reading, research experiment, developing dissertation, and etc.
- B. To be responsible for the life guidance of the graduate student. The advisor's approval is required for a student's application for academic suspension with or without student status, graduation, and etc.
- C. To attend meetings related to the examination of the student's academic work.
- D. To recommend the committee members of various examination committees for the advisee.

4. Change Advisor

- A. Due to unforeseen reason(s) for the student to change advisor, or if the advisor for certain reason(s) can no longer advise the student, a change in advisor is allowed once permitted by the previous advisor (or Division Mentor), new advisor, and the department chair.

B. A student whose advisor belonging to the cooperative program must follow the regulations of the cooperative program when he/she intend to change an advisor.

- C. Division Change: Students can apply for changing the division after one year of admission. After changing the division, the student must remain in the new laboratory for at least three years before applying for an oral dissertation defense. Students can only apply for changing the division once during their study period.

D. Application Process: Students must fill out and complete the process of the following two documents in advance,

(1) Application Form for Change Advisor (Appendix 1).: After it has been signed and approved by the previous advisor (or Division mentor), the new advisor and the department chair, the application form should be sent to the department office to be archived.

(2) Advisee's Declaration & Agreement (Appendix 2) in triplicate, one for the previous advisor, one for the departmental office, and one for the graduate student. It states that "without the written consent of the previous advisor, the results of the research project under the guidance of the previous advisor will not be regarded as the results of joint research with the new advisor or any part of the dissertation."

- E. After passing the qualification exam, the advisor change is not allowed.
- F. Direct-admission doctoral student is not allowed to change his advisor.
- G. The international student must be supervised by the primary academic advisor for at least one semester before applying for the change of the academic advisor.
- H. If any graduate student changes his/her thesis advisor without following the procedures specified in Article 3, Item 4, of this Regulations, NCU will not recognize the graduate student's grade for the thesis defense.

Article 4 Credits and Time Limit

1. Total Credits for Graduation

- A. Doctoral students must complete 18 credits within the time limit.
- B. Direct-admission doctoral student must complete 34 credits, including at least 18 credits after becoming a doctoral student.
- C. The dissertation without credit and is not counted in the course credits mentioned above.

2. Required/Core Courses

Course Code	Course Title	Credit(s)
LS7001	Seminar I	2
LS7002	Seminar II	2
LS7003	Seminar III	2
LS7004	Seminar IV	2
LS5027	Topic Seminar I	0
LS5028	Topic Seminar II	0
LS5029	Topic Seminar III	0
LS5030	Topic Seminar IV	0
*LS7007	Advanced Cellular and Molecular Biology	3
*LS7021	Current Topics in Plant and Microbial Biology	3
LS7015	Life Science Teaching Training	0
Note: courses marked with *: <ul style="list-style-type: none"> ● Students who in the Division of Biomedicine are required to take LS7007 Advanced Cellular and Molecular Biology. ● Students who in the Division of Plant & Microbial Environmental Biology are required to take LS7021 Current Topics in Plant and Microbial Biology. 		

3. Teaching Related Experience

- A. Prior to applying for the doctoral qualification exam, students must complete one semester of laboratory teaching assistance training, and as a teaching assistance, the student should be enrolled in a zero credit Life Science Practicum course (LS7015).
- B. Students who hold a laboratory teaching assistance position must be responsible of at least 3 weeks of course per semester.

4. Electives Course and Other Course Enrollment Regulations:

- A. Within the first semester, incoming students must complete a zero credit independent-study course on Academic Research Ethics (including two units of Ethic Responsibility

course and Avoiding Plagiarism course; totaling 4 hours) on the university learning system. Students who do not pass the online courses are not allowed to apply for the degree oral examination.

B. Prior to entering and working in the laboratory, incoming students should carefully read the Laboratory Health and Safety Regulations provided by the university Environmental Safety Center. During the first semester, student must also participate in a Health and Safety Training Workshop held by the university Environmental Safety Center. Students who fail to participate in the workshop will not be allowed to enter the laboratory workplace. Students who fail to participate without a proper reason will lead to a termination of scholarship/grant (stipend) by the department.

C. The courses that students want to take each semester must be approved by the advisor.

D. International students who received an average score of 70 and above in the previous academic year and passed a Chinese course are eligible for application of the National Central University Foreign Student Scholarships.

6. Degree Completion Time Limit

A. The time limit of degree completion for general students is two to seven years. Part-time students who did not complete the required courses within the time limit or have not completed the degree dissertation are allowed a one year extension.

B. The time limit of degree completion for accelerated doctoral student is two to seven years commencing from the date of Ph.D. pursuit.

7. Course Credit Waiver: For detailed information, refer to the Department and the National Central University Course Credit Waiver Guidelines.

Article 5 Progress Report

1. After passing the qualification examination and prior to the oral dissertation defense, students must conduct at least one progress report.
2. Application date: An application must be submitted to the department one week prior to the progress report.(Appendix 4)
3. The progress report committee is recommended by the academic advisor and selected after the approval of the department chair. A total of three to five committee members (including academic advisor and joint-advisor) are selected.
4. Proceeding method: similar to general article publication method, an oral presentation is required to report the progress of the dissertation.
5. The student should submit the progress report to each committee member at least one week ahead of time. The result of the presentation will be signed by each committee member. Afterwards, the official document will be sent to the department office for archiving and a copy will be sent to the academic advisor for archiving.

Article 6 Qualifying Exam

1. Examination Eligibility and Timeframe

A. After completing the core/required courses and approved by the academic advisor,

doctoral students are allowed to apply for the qualifying exam between the 5th to 8th semester of the Ph.D. program.

- B. Application time: A written application (Appendix 3) must be submitted to the department one month prior to the expected examination date, and the qualifying exam must be completed in the applying semester.

2. Examination Topic and Format

- A. The qualifying exam is presented in an oral examination format.
- B. Examination Topic: A three-year research proposal for National Science and Technology Council that is written in English. The research topic selected by the student should be approved by the qualifying exam committee. The research proposal must be complied with the format of National Science and Technology Council and submitted to the qualifying exam committee members two weeks prior to the scheduled examination date. The proposal will be rejected if it does not comply with the specified format.
- C. Grade: the passing grade is an average of 70 and above by the attended committee members; however, examinee will not pass if one third and above of the attending committee members give a failing grade. If the grade received does not meet the standards, examinee is allowed to apply for a re-examination (only one re-examination is allowed). Students who do not pass the qualifying exam prior to the end of the 8th semester of the Ph.D. program will result in expulsion.

3. Qualifying Exam Committee

- A. The qualifying exam committee is recommended by the academic advisor and selected after the approval of the department chair. A total of four to five committee members (including academic advisor and joint-advisor) are selected.
- B. All qualifying exam committee members must conform to the National Central University Regulations on the Degree Examinations for Postgraduate Students.
- C. Academic advisors are ex-officio committee member. A committee member (other than the academic advisor) will be nominated to be the coordinator. Academic advisors shall not assess the qualifying exam.

4. Points of Attention

- A. In order to complete the qualifying exam process, the student must revise the research proposal based on the committee members' comments and submit a copy of completed research proposal to the department for archiving prior to the end of the semester. (Confirmed by the coordinator of the qualifying exam committee on the inside page of the front cover with signature.)
- B. If a student has not passed the qualifying exam by the end of the 8th semester, he/she will be excluded for the Ph.D. program. If for any substantial reason, such as suspension of studies, an extension for passing the qualifying exam will be granted based on the time of suspension.
- C. If a direct-admission doctoral student does not pass the qualifying exam, the student is allowed to apply to continue the master's program after the application has been passed in the Department Affairs Committee and ratified by the university president.

- D. Undergraduate students admitted into a doctoral program through direct admission may apply for transferring to a master's program in the department in a related field by submitting an application form to both the doctoral program in which they are enrolled and the master's program to which they seek to transfer. Their application must be approved by both programs in relevant meetings and then by the president of NCU so that the applicants may transfer to a master's program. The applicants whose applications are approved shall be placed at the first-year level. The period of time for which the applicants have studied in their doctoral program and the record of their suspension of schooling during their doctoral years of study shall not be included in the calculation of the applicants' time limit of study in a master's program.
- E. Students who applied for the qualification examination but is unable to complete it in the regulated semester due to substantial reasons, the student should apply to revoke the qualifying exam application prior to the end of the university academic semester. If the revoke application is overdue, a failing grade will be received.

Article 7 Degree Examination

1. Examination Eligibility: Application is allowed after the following conditions are met:
 - A. Completed the required courses and credits for the doctoral program.
 - B. Pass the qualifying exam.
 - C. Must publish two SCIE(SCI) papers or at least one paper with SCIE(SCI) journal Ranking $\leq 50\%$ with the student as the first author and advisor as the corresponding author. (If the research for the publication was done during the master's degree and if two or more publisher are present, the level of contribution will be decided by the academic advisor.)
2. Degree Examination Submission
 - A. A degree examination application must be submitted during the regulated timeframe of the academic semester. **Students must fill in the degree examination application form online, and submit all documents at the same time including** a copy of the first author of the paper published in SCIE (SCI) journal (must include the Ranking value of the paper), the recommendation letter from the advisor, the draft of the graduation thesis, **the "Digital Receipt" of the "Thesis Originality Check", the certificate of passing academic ethics education course, enclosed document checklist for application of thesis defense (Appendix 5). The degree examination can be held after the approval of the advisor and the chair of the department, and the approval of the President by the Academic Affairs Office. All documents must be archived in the department office. The "Current View" of the "Thesis Originality Check" should be provided for the reference of the oral defense committee member before the oral defense.**
 - B. **The thesis defense can be conducted via video conferencing only under certain circumstances upon approval of the chair of the department. A video recording of the whole process is required during the video interview. The audio and video files of the oral exam should be handed over to the department office for preservation.**
 - C. Student should compose the dissertation based on the *Graduate Student Graduation*

Dissertation Format Regulations and send a draft to each committee member two weeks prior to the oral defense. The graduate student who has changed an advisor should submit one copy of his/her thesis to the previous advisor through the department office 10 days before the thesis defense.

3. Degree Examination Committee

- A. One month before the scheduled exam date, the advisor will follow the university *Doctoral and Master's Student Degree Examination Regulations* to recommend five to nine examination committee members (Must include at least two external committee members). The committee members shall be recommended by the department chair to the NCU president and appointed by the president.
- B. The advisors are ex-officio committee member. A committee member (other than the academic advisor) will be nominated to be the coordinator.
- C. Any modification to the approved examination committee will be based on university regulations.

4. Oral Dissertation Defense

- A. Prior to the oral defense, one must have a public presentation about the dissertation topic.
- B. Doctorate candidates must conduct the oral dissertation defense on campus and at least five members of the degree examination committee must be present. The committee member cannot entrust others to be present on behalf of them and should ask questions regarding the research.
- C. The final score will be the average score given by the present degree examination committee members. The full score is 100 points and the passing grade is 70 points. However, if one third or more of the present committee members give a failing grade, it is equivalent to a failure. Only one assessment is allowed. One reexamination is allowed in the following semester or following year for those who received a failing grade and have not reached the study time limit. If another failing grade is received, the student will be expelled from the university.
- D. Degree examination will take place once a semester. Doctoral students who applied for the degree examination but is unable to complete it in the regulated semester due to substantial reasons, the student should apply to revoke the degree examination application prior to the deadline stated in the university academic calendar. If the revoke application is overdue, a failing grade will be received.
- E. After passing the oral dissertation defense, revision must be made based on the comments given by the oral defense committee members, submit the doctoral dissertation, and a Dissertation Oral Defense Committee Ratification Document must be signed by the committee members that were present for the oral dissertation defense and attach to the dissertation.
- F. Accelerated doctoral student who did not pass the doctoral oral dissertation defense examination may be bestowed a master's degree based on the doctoral degree

examination committee's decision and if the student meets the department master's student standards.

Article 8 Graduation and Departing from the University

1. Submit Doctoral Dissertation: those who passed the degree examination and completed the dissertation ratification process must submit the regulated copies of dissertation, a complete dissertation abstract, and upload a full electronic copy online for archiving.
2. Graduation: Doctoral students of the department who passed the degree examination, completed the dissertation ratification process, and other related process will be bestowed a "Science Ph.D." degree.
3. Departing from the university: Please go to the Office of Registrar (Register Division) website to download the NCU Application Form for Leaving School and proceed with the leave school verification process in sequence.

A. Department:

- I. Clean up the space and equipment of the laboratory. (advisor)
- II. Return the laboratory keys, **experimental results, research records, and the files related to the project, etc.** (advisor)
- III. **Stop building access card and printing card.** (department office)
- IV. Return book and other utilities borrowed from the department. (department office)
- V. Fill-in Career Survey, Graduating Student Exit Questionnaire, and Education Satisfaction Questionnaire. (department office)
- VI. Submit one hardcover copies of your graduation dissertation. (department office)

B. Other:

- I. Finishing the dormitory check-out procedure, and pay the fee: please abide by the rules of NCU Student Housing Service Division.
- II. Library: Return all borrowed books and pay any fines. **Students should upload the electronic file of the dissertation first. If the dissertation cannot be authorized to be opened for viewing immediately, an additional paperback or hardcover dissertation is required.**
- III. Office of Physical Education: Returned borrowed equipment.
- IV. Office of International Affairs (applies only to overseas Taiwanese students and international student)
- V. Division of Registrar:
Students must submit one copy of the graduation thesis in paperback, hand in and verify the student ID card (return after verification), and return it to the student, and receive a graduation certificate.
Those who lost their student ID cards must complete the procedures for reporting the loss and cancellation of their student ID cards before they can receive their graduation certificates.

Article 9 Applicable Students and Supplements

1. This regulation is applicable to all current doctoral students.
2. If inadequate information is realized in this regulation, you should comply with Ministry of Education related regulations.
3. The regulations should enter into force upon approval by the Department Affairs Committee, **the College Curriculum Committee**, and the Academic Affairs Committee. Amendment is processed under the same circumstances.

Application Form for Change Advisor

Department of Life Sciences, NCU

Feb.22,2022

Name		Student No.		Phone	
Program	<input type="checkbox"/> Master's Program <input type="checkbox"/> PhD Program	Division	<input type="checkbox"/> Biomedicine <input type="checkbox"/> Plant & Microbial Environmental Biology		
Cooperative Program Unit	<input type="checkbox"/> Dept. of Life Sciences NCU <input type="checkbox"/> Institute of Molecular Biology, Sinica <input type="checkbox"/> National Health Research Institute Sinica <input type="checkbox"/> Institute of Plant and Microbial Biology, Sinica				
Reason for conversion	Student Signature : _____ Date : _____				
Audit opinion					
Previous Advisor	I agree with the graduate student _____ to change the advisor. <div style="text-align: right;">Signature : _____ Date : _____</div>				
New Advisor	I agree to take over the guidance of _____. <div style="text-align: right;">Signature : _____ Date : _____</div>				
Division Mentor	Graduate students _____ have not yet found a new supervisor, I agree to the administrative documents such as course selection and suspension in the temporary agency until a new supervisor is found. <div style="text-align: right;">Signature : _____ Date : _____</div>				
Director of the Department	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree <div style="text-align: right;">Signature : _____ Date : _____</div>				

Precautions:

1. After students choose an institute that cooperates in graduate education, they can only change the advisor within the same institute. (**Only NCU ⇔ NCU, NHRI ⇔ NHRI, Sinica ⇔ Sinica is allowed**)
2. Master students who have changed labs within the same division (Biomedical or Plant).
3. Students can apply for changing the division after one year of admission. After changing the division, the master student must remain in the new laboratory for at least two years before applying for an oral dissertation defense (three years for PhD students). Students can only apply for changing the division once during their study period.
4. International students cannot change their advisors during the first semester.
5. A copy of the thesis should be approved and signed by the previous advisor 10 days before the degree examination is held. The previous advisor could appeal if there is any dispute regarding Advisee's Declaration & Agreement. The previous advisor should file an appeal to the program five days before the oral exam. After the appeal is filed, the oral exam will be suspended; the decision will be made by the departmental Committee within one month.
6. Students must fill out The Advisee's Declaration & Agreement — one for the previous advisor, one for the departmental office, and one for the graduate student.
7. If any graduate student changes his/her thesis advisor without following the procedures specified of these Regulations, NCU will not recognize the graduate student's grade for the thesis defense.

Advisee's Declaration & Agreement Department of Life Sciences, NCU

● Advisee's Declaration

I, _____ (Student ID: _____) , would like to change my advisor from _____ (Name) to new advisor. Before receiving former's approval, joint research or achievement generated with the former will not be my main body of mine with new advisor. I hereby declare.

Student's signature: _____

Date: _____ (Y/M/D)

● Agreement

I, _____ (Party A) and my advisor _____ (Party B), both agree the item listed below regarding the right of disclosure of our joint research result or achievement.

☐ Both parties could disclose research result or achievement.

☐ The right of of disclosure is belonged to Party _____.

Party A's signature : _____

Date : _____ (Y/M/D)

Party B's signature : _____

Date : _____ (Y/M/D)

Notice:

1. A copy of the thesis should be approved and signed by the previous advisor 10 days before the degree examination is held. The previous advisor could appeal if there is any dispute regarding Advisee's Declaration & Agreement. The previous advisor should file an appeal to the program five days before the oral exam. After the appeal is filed, the oral exam will be suspended; the decision will be made by the departmental Committee within one month.
2. If any graduate student changes his/her thesis advisor without following the procedures of these Regulations, NCU will not recognize the graduate student's grade for the thesis defense.
3. Three countersigned original copies of each of the above-mentioned documents should be prepared— one for the previous advisor, one for the departmental office, and one for the graduate student.

國立中央大學生命科學系博士生資格考試申請表

Appendix 3

Application Form for a Qualification Exam Department of Life Sciences, NCU

申請日期 Date of Application : ____年 Year ____月 Month ____日 Day

壹、學生填寫部分 I. Student's information:

★ 申請資格考試應附歷年成績單正本乙份。To apply for the qualification examination, one copy of the one copy of the original transcript of all academic years must be attached.

姓名 Name	學號 Student ID No.	電話 Phone	學期別 Semester
組別 Division	身分別 Student Status	<input type="checkbox"/> 一般生 Full-time Student <input type="checkbox"/> 在職生 In-service Student	
論文題目 Thesis Title			

★ 資格考試委員資料—資格考試委員共四至五人(須包含指導教授及共同指導教授)

Qualification Examination Committee Members: A total of four to five members (must include advisors and co-advisors).

姓名 Name	最高學歷(學校名稱及學位) Highest Education Level (the degree and the name of the university from which the degree was acquired)	服務單位 Department/Institute	職稱 Academic Rank	資格符合 Qualified	備註 Remark

說明 Instruction :

- 博士資格考試委員非擔任教授、副教授、中研院院士、中研院研究員或副研究員者，資格符合欄請註明「符合本系提聘標準」，並請系主任核章。
If any commissioner on the PhD Qualification Examination Committee is not a professor, an associate professor, an academican at Academia Sinica, a research fellow at Academia Sinica, or an associate research fellow at Academic Sinica, please fill in the column of "Qualified" with the statement as follows: "Qualified according to the department's standard of appointment." The seal of the director of the department should be affixed to the column of "Qualified."
- 請於考試委員資料備註欄註明指導教授。指導教授不得擔任主持人。
Please mark the advisor in the column of "Remark." The advisor should not serve as the host of the committee.
- 指導教授為當然委員。由資格考試委員互推指導教授以外之一人擔任召集人，指導教授不得評定考試成績。
Academic advisors are ex-officio committee member. A committee member (other than the academic advisor) will be nominated to be the coordinator. Academic advisors shall not assess the qualification examination.
- 如有特殊情形需填寫視訊舉行口試申請表，經系主任簽准後得以視訊方式辦理口試。舉行視訊口試時需全程錄音錄影，並將影音檔留存於系辦公室。
If there are special circumstances, it is necessary to fill in the application form for the video-based oral examination, and the video-based oral exam can be held after the approval of the department chair.. The video-based oral exam must be recorded and video-recorded, and the audio and video files must be kept in the department office at the end of the oral exam.

貳、系辦公室審查 II. Preliminary Review of the Department Office

課程學分 Core Credits	<input type="checkbox"/> 該生已修本系規定必修課程學分共____學分。 The student has acquired ____ credits for graduation in total according to the regulations of the Department of Life Sciences. <input type="checkbox"/> 該生目前已通過必修____學分；選修____學分，本學期應修____學分；課號： The student has currently acquired ____ credits of obligatory courses and ____ credits of elective courses. ____ credits should be acquired in this semester. The course numbers of those courses to be taken are: _____		
考試日期及時間 Examination Date/Time		考試地點 Exam classroom	
指導教授 Thesis Advisor	共同指導教授 Co-Advisor	系辦公室 Department Office Administrator	系主任 Department Chair

學生於通過資格考後，須依照委員的意見修改研究計畫書，並提交資格考委員審查通過，於當學期結束前送交一份研究計畫完成稿（經資格考召集人於封面內頁簽名確認）予系辦存留，以完成資格考試程序。

To complete the qualification examination process, after passing the qualification examination, students must revise the research proposal based on the committee member's comments and submit a completed research proposal to the department for archiving prior to the end of the semester.

國立中央大學生命科學系博士生論文進度報告申請表
Application Form for a Dissertation Progress Report
Department of Life Sciences, NCU

Appendix 4

申請日期 Date of Application : ____年 Year ____月 Month ____日 Day

壹、學生填寫部分 I. Student's information:

中文姓名 Chinese Name		英文姓名 English Name		學號 Student ID No.		電話 Phone	
組別 Division			身分別 Student Status	<input type="checkbox"/> 一般生 Full-time Student <input type="checkbox"/> 在職生 In-service Student			
<input type="checkbox"/> 第一次進度報告 first progress report		<input type="checkbox"/> 第二次進度報告 2nd progress report		<input type="checkbox"/> 第三次進度報告 3rd progress report		<input type="checkbox"/> 第四次進度報告 4th progress report	
論文題目 Thesis Title							

★ 進度報告委員資料—進度考委員三至五人(須包含指導教授及共同指導教授)

Progress Report Committee Members: A total of three to five members (must include advisors and co-advisors).

姓名 Name	最高學歷(學校名稱及學位) Highest Education Level (the degree and the name of the university from which the degree was acquired)	服務單位 Department/Institute	職稱 Academic Rank	資格符合 Qualified	備註 Remark

說明 Instruction :

- 進度報告委員非擔任教授、副教授、中研院院士、中研院研究員或副研究員者，資格符合欄請註明「符合本系提聘標準」，並請系主任核章。
If any commissioner on the PhD Progress Report Committee is not a professor, an associate professor, an academician at Academia Sinica, a research fellow at Academia Sinica, or an associate research fellow at Academic Sinica, please fill in the column of "Qualified" with the statement as follows: "Qualified according to the department's standard of appointment." The seal of the director of the department should be affixed to the column of "Qualified."
- 請於委員資料備註欄註明指導教授及主持人。Please mark the advisor and the Chairman in the column of "Remark."
- 依本系 105.11.01 系務會議決議，博士班進度報告委員 3-5 位(含指導教授及共同指導教授)，生科系支付一次進度報告費用，校內委員每位 1000 元，校外委員每位 1500 元，交通費需檢據核實支付。According to the resolution of the departmental Committee on 105.11.01 of the department, there are 3-5 members (including supervisors and co-advisors) for the progress report Committee. The Department of Life Sciences pays one time progress report fee of NT\$1,000 for each on-campus member and NT\$1,500 for each off-campus member. The transportation fee must be accompanied by a receipt.
- 學生於通過資格考之後，於畢業口試前應提一次進度報告。After passing the qualification examination and prior to the oral dissertation defense, students must conduct at least one progress report.
- 申請時間：於進度報告一週前填寫申請表向系辦提出申請。Application date: An application must be submitted to the department one week prior to the progress report.
- 進行方式：依照一般發表期刊論文之型式，以口頭報告方式進行論文進度報告。Proceeding method: similar to general article publication method, an oral presentation is required to report the progress of the dissertation.
- 學生應於進度報告至少一週前將書面報告繳交給各委員。其報告評分結果由委員會列冊簽字，正本交由本系辦公室存檔，影本送指導教授存檔。The student should submit the progress report to each committee member at least one week ahead of time. The result of the presentation will be signed by each committee member. Afterwards, the official document will be sent to the department office for archiving and a copy will be sent to the academic advisor for archiving.

貳、教學單位審查 II. Preliminary Review of the Applicant's Department

報告日期及時間 Examination Date/Time		報告地點 Exam classroom	
指導教授 Thesis Advisor	共同指導教授 Co-Advisor	系辦公室 Department Office Administrator	系主任 Department Chair

簽核順序：指導教授&共同指導教授→系辦公室承辦人→系主任

Order of Signing: Thesis Advisor & Co-Advisor→ Department → Director of the Department

**Doctoral Student Enclosed Document Checklist for Application
of Degree Examination
Department of Life Sciences, NCU**

A. Filled-in by the student

Filed Date: ____ Year ____ Month ____ Day

Name		Division	
Telephone		Student ID	
Dissertation Topic			

B · Department Office Preliminary Trial

Items	Checklist Content	Validator Signature
Graduation Credits	<input type="checkbox"/> Student has already taken the department regulated graduation credits of ____ credits. <input type="checkbox"/> Already Passed ____ core credits; ____ elective credits. ____ Credits taken this semester; course ID: _____. Please enclose a transcript.	Department Office :
Other Elective Regulations	Already self-studied and passed Academic Research Ethics (including two units of Ethic Responsibility course and Avoiding Plagiarism course; totaling 4 hours)	Department Office :
Teaching Assistant	1. Teaching assistant for _____ course in ____ semester of the ____ academic year. 2. Passed the Life Science Practicum in ____ semester of the ____ academic year.	Department Office :
Qualification Exam	Passed the qualification exam in the ____ semester of the ____ academic year.	Department Office :
Progress Report	Processed the progress report in ____ semester of the ____ academic year.	Department Office :
Dissertation Publication	Published __ SCI dissertation(s) as the first author (enclose dissertation copy) 1. 2.	Advisor :
Public Speech	Scheduled for the ____ semester of the ____ academic year to give a public speech on the dissertation topic. Topic : Date/Time : ____ Year ____ Month ____ Day ____ O'clock Location : <u>Science Building 5, Room-</u>	Department Office :
Dissertation Draft	Please enclose one dissertation draft.	Advisor :
Letter of Recommendation for Advisor	Please enclose one letter of recommendation.	Advisor :