

The Flow Chart of the Studying Process

The International Ph.D. Program in Taiwan and Transcultural Studies
College of Liberal Arts, National Chung Hsing University

國立中興大學台灣與跨文化研究國際博士學位學程 修業流程

【2022/8/3 revised】

The minimum time of study is 2 academic years. The maximum time of study is 7 academic years (not including the maximum 2 academic years for legitimate leave of absence). The passing grades for a Ph.D. student's academic and ethical performances are 70 points respectively, based on the 100-point grading scale.

★Regulations to comply with:

- [NCHU Doctoral Program Regulations](#) (Provided online by NCHU; Chinese and English)
- [NCHU Implementation Guidelines for Doctoral Degree Examination](#) (Provided online by NCHU; Chinese and English)
- [Graduation Requirements](#) (Provided online by the Ph.D. Program; Chinese and English)
- [Executive Regulations for the PhD Candidacy Qualifying Examination](#) (Provided online by the Ph.D. Program; Chinese and English)

The first semester of the first academic year

► For a new student, the application for credit waiver and transfer shall be submitted by the end of the week specifically set for course enrollment/withdrawal. The application for credit waiver and transfere can be done only once.

★Regulations to comply with:

- [The NCHU Executive Regulations for Credit Waiver and Transfer](#) (Provided online by NCHU; Chinese)
- ◎ The Application Form: [G-48 The Graduate Students' Application Form for Credit Waiver and Transfer](#) (Provided online by NCHU; Chinese and English)

The second semester of the first academic year

► Choose a Ph.D. dissertation adviser no later than the end of the first academic year. Submit the adviser's signed document of agreement to the Program. After being approved by the director, the document shall be submitted to the Registrar's division. If a student fails to do so, he/she shall be required to drop out of school for one semester.

- ◎ The Application Form: [G-13 The Notification Form for the Adviser](#) (Provided online by NCHU; Chinese)

► If it is necessary to invite other professors off-campus or outside of the College of Liberal Arts as co-advisors, one of the advisors must be a full-time assistant professor or higher of the College of Liberal Arts, and an application form for co-advising of doctoral candidate must be approved by the Academic Affairs Committee of the Ph.D. Program.

- ◎ The Application Form: [Application for Increasing an off-campus or outside of the College of Liberal Arts Common Thesis Advisor](#) (Provided online by the Ph.D. Program; Chinese and English)

► If a student is thinking to change his/her adviser, he/she needs to fill “The Form of Changing an Adviser,” which needs to be signed by the previous adviser, the new adviser, and the director. The Form shall be submitted to the Registrar’s division. If the student’s adviser is unable to fulfil his/her responsibilities because of being sick, quitting the teaching job, retirement, going abroad or any other reasons, the student needs to fill “The Form of Changing an Adviser,” to be signed by the new adviser and the director and submit it to the Registrar’s division.

◎ The Application Form: [G-58 The Form of Changing an Adviser](#) (Provided online by NCHU; Chinese).

The first semester of the second academic year

► As a student, you are required to take the 6-credit “Ph.D. Dissertation Writing” course during the enrollment and withdrawal week. You need to finish the course in two semesters in order to earn the total 12 credits. Even though you do not have to take any other courses, you still need to take this course in compliance with the process of enrollment and course selection.

The Ph.D. candidate qualification evaluation

► To apply for the Ph.D. candidate qualification evaluation, you need to have earned 18 or 20 credits (enrolled in/after 2021 February-the 110 academic year) (not including the 12 credits for the Ph.D. Dissertation Writing course), have submitted the proposal for the dissertation writing, which has been agreed and accepted by the adviser. After passing the qualification evaluation by two thirds or more of the majority of votes from the Oversight Committee (for more information about the Committee, see the document titled: “The Oversight Committee Member List for the Ph.D Candidate Qualification Evaluation”), the applicant can start applying for the degree defense examination.

► A student who plans to apply for the Ph.D. qualifying written examination shall submit his/her application no later than the end of the second semester of his/her fourth academic year at NCHU. Students enrolled in/after 2022 February (the 111 academic year) must sit the oral examination within 6 months of passing the written examination. The Ph.D. candidate qualification evaluation is to be held once every semester. **An applicant is required to submit their PhD candidate qualifying examination application before November 30 in the fall semester or before May 31 in the spring semester of an academic year.** Applications cannot be accepted outside this timeframe.

★ Regulations to follow:

● [Executive Regulations for the PhD Candidacy Qualifying Examination](#) (Provided online by the Ph.D. Program; Chinese and English), [The Flow Chart for the Ph.D Candidate Qualification Evaluation](#) (Provided online by the Ph.D. Program; Chinese and English)

◎ The Application Forms: [The Application Form for Qualifying Written Examination](#), [A Checklist for the Ph.D Candidate Qualification Evaluation Application](#), [The Application Form for Ph.D Candidate Qualification Evaluation](#), [List of Doctoral Candidate Evaluation Committee Members](#), [Notification for PhD Students Passing Doctoral Candidate Evaluation](#).

The Ph.D. degree defense examination

► To apply for the Ph.D. degree defense examination, the applicant needs to meet the following requirements:

1. Having completed at least 2 academic years of study (up to the semester wherein the applicant submits the application for the degree defense examination)
 2. Having earned at least 32 credits(enrolled in/after 2021 February-the 110 academic year), including 12 credits for required and elective courses and 12 credits for the “Ph.D. Dissertation Writing” course.
 3. Having published an article in an English journal abroad, a journal certified as that of the second tier or of a higher level by the Ministry of Science and Technology’s Center for Humanities and Social Sciences, or a THCI CORE journal. Submit the published article to the Program Affairs Committee for verification.
 - ◎The Application Form: [Application Form for the Verification of an Article Published at a Journal](#) (Provided online by the Ph.D. Program; Chinese and English).
 4. Having presented an English paper at a conference home or abroad. Submit the presented conference paper to the Program Affairs Committee for verification.
 - ◎The Application Form: [Application Form for the Verification of a Paper Presented at a Conference](#) (Provided online by the Ph.D. Program; Chinese and English).
- *NOTE: It is not required to fulfil both Item 3 and Item 4. As long as one of the two options is accomplished, it will do.
5. Having passed the Ph.D. candidate qualification evaluation.

► Log in to the Office of Academic Affairs’ website ➔ Online Course Selection ➔ The Course Selecting System Website. Next, upload the title of your Ph.D. dissertation and print out the “Application Form for Degree Defense Examination” (Before submitting it, you need to discuss with your adviser the list of examiners and the time and date for the degree defense examination; The examiner list shall include at least five members; at least one third of the members shall be from universities other than NCHU (one member is your adviser and two or more members from the other universities; part-time teachers of NCHU are not other universities). Fill in the application form with information required and have the form signed by the adviser. The information shall include that of the published article or the presented conference paper and the certification of “Education on Academic and Research Ethics” (enrolled in/after 2016 February-the 105 academic year). Submit the printed application form at least 22 days prior to the degree defense examination date. Send an e-copy of the application to transculture@dragon.nchu.edu.tw. Prepare 5 print copies of your Ph.D. dissertation and submit one to each examiner by yourself.

★ Regulations to comply with:

- [NCHU Implementation Guidelines for Doctoral Degree Examination](#) (Provided online by NCHU; Chinese and English)
- ◎The Application Form: [G-7 The Application Form for Taking the Degree Defense Examination](#) (Provided online by NCHU; Chinese and English)
- ◎The Form: [The NCHU Format for Degree Dissertation Writing](#) (Provided online by NCHU; Chinese and English)

►Based on the academic calendar issued by the Registrar’s Division, the important dates for oral defense examination application approximately starts from the fifth week. **Applications will not be accepted by the Ph.D. Program after the deadline. December 10 for the first semester and June 10 for the second semester are the respective deadlines for the oral defense examination application.** (Note that the application shall b

e submitted earlier if weekends or holidays get into the timeframe for the oral defense examination application.)

►The Program will prepare snacks, tea, and coffee for the examiners and the examinee on the day for the oral defense examination. If the examiners and the examinee have missed their meals, the Program will get 6 meal boxes available for them.

►If the oral defense examination is unable to proceed as scheduled due to reasons arising from the applicant's side and it happens that the applicant has not gone beyond the maximum academic years of study, the applicant should submit "The Notification of Cancelling Oral Defense for Ph.D. (Master) Degree Examination," signed by the adviser and the director, to the Registrar's Division. After this process of registration is done, the applicant can later again request the application for the Ph.D. degree examination.

◎The Application Form: [Thesis Examination Cancel Notice](#) (Provided online by NCHU; Chinese and English)

The process of leaving NCHU after graduation

►The applicant who has taken the degree defense examination shall submit "The Result Notification of Ph.D Dissertation Examination" by the end of August of each academic year (for those submitting their dissertations in the second semester) or by the starting day of the second semester (for those submitting their dissertations in the first semester). Simultaneously, the applicant can start the process of leaving NCHU after graduation. The graduation date is set in the month of the semester wherein the oral defense examination is successfully done (in either June or January). But if the applicant does not take any other courses than "Dissertation Writing" and have finished the process of leaving NCHU in the month in the semester wherein the oral defense examination is successfully done (in either January or June), the date for graduation and the Ph.D. degree endowment can be set in the month wherein he/she has finished the process of leaving NCHU. If the applicant fails to submit the Result Notification of Ph.D. Dissertation Examination and fails to finish the process of leaving NCHU, he/she needs to get registered officially again the following semester, wherein the date for graduation and the Ph.D. degree endowment is to be set in the month he/she has done the required process of leaving NCHU.

►Starting from the second semester of the 2017 academic year, the applicant for graduation needs to submit his/her dissertation to an evaluation process called "Originality Contrast." 1. Before the oral defense examination, the applicant shall enter his/her dissertation into the "Turnitin System" and submit the evaluation result to the oral defense examination committee for review. 2. When going through the process of leaving NCHU, the applicant is required to submit two print copies of dissertation, along with one print-out copy of the electronic version of "The Result of Originality Contrast" to the library. The library's website for Turnitin System is located at:

<http://www.lib.nchu.edu.tw/index.php/libpubservice/turnitin>

►The applicant, after successfully passing the oral defense examination, shall revise his/her dissertation in accordance with the examiners' suggestions. After the revision is done, submit "Procedural Form for Leaving NCHU after Graduation from a Master's or Ph.D Program," signed by the adviser, along with a PDF

copy of the dissertation (its content is exactly the same as the print counterpart), to the Program to finish the first step of the process of leaving NCHU.

◎The Application Form: [Leaving Confirmation for Graduate students](#) (Provided online by NCHU; Chinese and English)

◎[Letter of Authorization](#) (if a graduate is unable to proceed with the above leaving process) (Provided online by NCHU; Chinese and English).

►The process of leaving NCHU includes the online submission of an electronic copy of dissertation to the library's [Electronic Degree Dissertation System](#). The reviewer shall get the review done within two workdays and email the review result to the applicant. If the review result is positive, the reviewer will attach a PASS certificate to the email to the applicant. The applicant can open the attached certificate, print it out, and sign it. Three print copies of authorization should be included in the print dissertation. The authentic copy of the authorization shall be submitted when the applicant is preparing the process of leaving NCHU. Besides, the applicant shall submit two print copies of dissertation, impressed with the Program's official stamp, along with the page carrying the adviser's and the examiners' signatures, to the library for archiving. You can call the library for help with this matter if problems arise.

*This flow chart is based on a variety of executive regulations established by NCHU or the Ministry of Education. Use with discretion. If errors arise from the above statement, consult the official Chinese versions or related regulations established by NCHU or the Ministry of Education.