

繳交博士學位申請資料 自我檢查表：

姓名/name：

請使用迴紋針、長尾夾、其它方式裝訂，盡量不要使用訂書機，謝謝。

☆備好後請於前方空格打勾V，以確認繳交資料齊全。

☆請依照標示順序裝訂，以利資料審核。

以下請附一份正本

A 文件

1.申請表格一	2.刊登期刊首頁(未刊需附接受函(教授親簽))	3.申請表格二	4.口委名單	5.論文比對結果報告(教授親簽)
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☆申請表一：

※入學年月請參照學號 (ex:N28987001 則 98 為入學年)、月份一律 9 月。

※修業時間、休學時間兩格請填入學至今各佔時間，

ex:民國 98 年 9 月入學、於 101 年 9 月休學 1 學期、於 102 年 9 月畢業，請填，『修業時間：3 年 6 個月 休學時間：0 年 6 個月』。

※『○○○學年度 第○學期 博士學位申請表』若為上學期申請請填當年民國年；若為下學期申請，請填前一民國年。(ex:100/12 申請者 請填 100 年上學期；101/3 申請 請填 100 年下學期 例外：101/1 申請 請填 100 年上學期)。

B 文件：以下各一本(裝訂或夾成一本)

論文集*1	論文初稿*1
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C 文件：以下口試委員資料一份 (若口委均為教授、副教授及指導教授則不用附)

口委資料(若為助理教授、專家學者請附上學經歷及著作目錄資料)*1
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D 文件：以下請各一份並夾於一本

1.個人資料表	2.博班成績單	3.碩班成績單
4.簡歷	5.推薦函	6.組內審查會議記錄

請將以下電子檔資料寄至 z8305001@email.ncku.edu.tw

A 文件	B 文件
C 文件	D 文件

請注意：

☆所有資料請於繳交期限( / )前繳齊，未交則不計入當梯次學位考申請。

☆若有部份資料待補，請於當梯次審查日 ( / )前三天交齊。

☆本表請於繳交申請學位考資料時一併附上。(單獨一張、不與其它文件合併)

# Doctoral Degree Application: Submission Checklist

Name: \_\_\_\_\_

Please secure your documents using paper clips or binder clips. **Do not use staples.** Thank you.

☆ Please check the boxes [  ] as you prepare each item to ensure your application is complete.

☆ Please arrange the documents in the following order to facilitate the review process.

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## Part A: Core Application Documents (Submit ONE Original Copy)

[  ] 1. Application Form I (See filling instructions below)

[  ] 2. Published Journal Article (Front Page)

*(If not yet published, please provide an **Acceptance Letter** personally signed by your advisor.)*

[  ] 3. Application Form II

[  ] 4. List of Oral Examination Committee Members

[  ] 5. Thesis Similarity Check Report (Must be personally signed by your advisor)

## Part B: Thesis Materials (Submit one copy each; bound or clipped together)

[  ] 1. Collection of Research Papers ×1

[  ] 2. Thesis Draft ×1

## Part C: Committee Member Qualifications (One copy each)

*(Note: This is ONLY required if your committee includes Assistant Professors or External Experts. Not required if all members are Professors/Associate Professors or your Advisor.)*

[  ] 1. **External Expert Profiles:** Please provide their CVs, including educational background, work experience, and a list of publications/achievements.

## Part D: Academic Records & Supporting Docs (One copy each; clipped together)

[  ] 1. Personal Data Form

[  ] 2. Doctoral Program Transcript

[  ] 3. Master's Program Transcript

[  ] 4. Resume / CV

[  ] 5. Letters of Recommendation

[  ] 6. Departmental Review Minutes (Official records of your internal progress review)

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## Digital Submission

Please email the digital files of **Parts A, B, C, and D** to: **z8305001@email.ncku.edu.tw**

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 **Quick Guide for Application Form I:**

- **Enrollment Date:** Check your Student ID (e.g., N28**98**7001 = ROC Year **98**). Enrollment month is always **September (09)**.
  - **Study Period & Leave of Absence:** Enter the total time since you enrolled.
    - *Example:* Enrolled Sept. Year 98, took a 1-semester leave, graduating Sept. Year 102.
    - *Fill in:* **Study Period:** 3 Years 6 Months / **Leave of Absence:** 0 Years 6 Months.
  - **Academic Year & Semester:**
    - **If applying in the 1st Semester (Fall):** Applying in Dec (Year 100) or Jan (Year 101) **Year 100, 1st Sem.**
    - **If applying in the 2nd Semester (Spring):** Applying in March (Year 101) **Year 100, 2nd Sem.**
- Rule:** Use the **current** ROC year. **AY (Academic Year)**
- *Example:* Applying in **Dec. 2011 (Year 100)** .*Fill in:* "AY 100, 1st Semester"
  - *Example:* Applying in **March 2012 (Year 101)**. *Fill in:* "AY 100, 2nd Semester"
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**⚠ Important Deadlines:**

1. All materials must be submitted by the deadline (**Year**\_\_\_\_ / **Month**\_\_\_\_ / **Day**\_\_\_\_). Late or incomplete submissions will not be accepted for this session.
  2. Any missing documents must be provided at least **3 days before** the review date (**Year**\_\_\_\_ / **Month**\_\_\_\_ / **Day**\_\_\_\_).
  3. **Submit this checklist** as a separate cover sheet (Do not bind it with other documents).
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