**NCKU Institute of Ocean Technology and Marine Affairs**

**Ph.D. Qualification Examination Procedure**

1. The advisor shall convene the exam committee in accordance with the Implementation Regulations for Doctorate Degree Examination of the IOTMA.
2. Minutes of Meeting for Ph.D. Written Qualification Examination (Table 1): A meeting is held to designate the subjects and the estimated time of completion for the written examination.
3. Score Record for Ph.D. Written Qualification Examination (Table 2): The advisor collects the question paper and answer sheet of the written examination, registers the score, and then decides whether the doctoral students passes the written examination.
4. If a doctoral student passes the written examination, an oral examination will be scheduled on another day. A doctoral student who fails the written examination shall submit the Minutes of Meeting for Ph.D. Written Qualification Examination (Table 1), Score Record for Ph.D. Written Qualification Examination (Table 2), question paper, and answer sheet to the office of IOTMA for archive to complete the examination procedure.
5. After the oral examination, please submit the Minutes of Meeting for Ph.D. Written Qualification Examination (Table 1), Score Record for Ph.D. Written Qualification Examination (Table 2), Record for Ph.D. Oral Qualification Examination (Table 3), question paper, and answer sheet to the office of IOTMA for archive.