Signed on Date:\_\_\_\_\_\_\_\_(year)\_\_\_\_\_\_(month)\_\_\_\_\_\_(day)

Subject: PhD. candidate, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, of the Department of Materials Science and Engineering plans to apply for a PhD. Degree Examination and wishes for approval.

Explanation:

1. The PhD. Degree Exam Qualification Committee of the Department of Materials Science and Engineering has approved doctoral candidate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_’s application for the PhD. degree exam. The meeting record is as attached.
2. The following documents are attached:

□ PhD. Degree Dissertation Examination Application

□ Recommendation Letter from thesis advisor

□ List of the PhD Degree Examination Committee Members

□ Abstract and Draft of Dissertation

□ Transcript

□ Other(s):

1. After approval, please forward the documents to the Personnel Office for preparing the letter of appointment to the committee

Sincerest submission.

Assistive Offices: Office of Academic Affairs, Personnel Office (Secondary Assist)

|  |
| --- |
| The \_\_\_\_\_ Decisive Action |
| Administrative Office 　Assistive Office 　　　　 Decisive Action  Thesis advisor Section of Graduate Studies President  Department Chair Provost  Dean of College Personnel Office |