

# NATIONAL SUN YAT-SEN UNIVERSITY

## Department of Computer Science and Engineering Guidelines for Implementation of Master's and Doctoral Seminars

Issued by the Department General Meeting on January 11, 2006.

Amended and approved by the Department General Meeting on April 18, 2014.

Amended and approved by the Department General Meeting on February 10, 2020.

- I. The present directions are established to regulate the implementation of master's and doctoral "Seminar" courses.
- II. The present directions are applicable to students in the Department of the Computer Science and Engineering (hereafter referred to as "the Department") who take "Seminar" course.
- III. Students will receive a "F" as their grade for the course if they fail to attend at least 12 lectures or be present for three fourths of the lectures during the semester (lecture number is rounded up to the nearest whole number).
- IV. Students must personally sign in for each lecture. If attendance is signed by others, both the absent student and the proxy shall receive a "F" as their grades.
- V. Slides of the lecture can be downloaded in the "Lecture Announcements" section of the Department's website once approved by the lecturer.
- VI. Students should submit their reflection report for each lecture by the end of the day.
- VII. Semesters scores reflect the written report scores.
- VIII. The present regulations shall be implemented following approvals of department general meetings. The same procedure shall be carried out when amendments are to be made.