國立中山大學資訊工程學系

學士班專題製作課程實施要點

Guidelines on the Implementation of Special Topics Laboratory Courses in the Undergraduate Programs in the Department of Computer Science and Engineering

一、為規範本系學士班「專題製作實驗(一)」及「專題製作實驗(二)」課程實施方式，特訂定本要點。

These guidelines are established to regulate the implementation of the "Special Topics Laboratory (I)" and "Special Topics Laboratory (II)" courses in the undergraduate programs in the Department of Computer Science and Engineering (hereafter referred to as "the Department").

二、本要點實施對象為本系學士班修習「專題製作實驗(一)」及「專題製作實驗(二)」課程之學生。

These guidelines apply to all undergraduate students of the Department who wish to undertake the "Special Topics Laboratory (I)" and "Special Topics Laboratory (II)" courses.

三、本系學士班專題課程由本系老師輪流擔任該課程任課老師。系上所有老師均有義務指導學生進行專題製作，每位老師指導學生人數以 3 至 6 人 為原則。

3. Faculty members of the Department alternatingly teach the "Special Topics Laboratory" courses of the undergraduate programs. All faculty members are obligated to advise students on their projects. Each faculty member may advise three to six students in general.

四、每組專題學生人數以 2 至 4 人為原則。一般班學生與全英班學生不得混班同組。

4. Each group should consist of 2 to 4 students in general. Students from the Department's Chinese program and all-English program are not allowed to be in the same group.

五、專題課程結束前，由本系舉辦專題製作成果比賽以及舉行成果展。比賽及成果展相關事宜由任課老師負責籌辦。

5. Before the end of the "Special Topics Laboratory" courses, the Department shall organize a Special Topics Competition and Exhibition. Faculty members teaching

the courses are responsible for all matters related to the competition and exhibition.

六、實施時程如下：

6. The implementation timeline is as follows:

(一)2 月底以前學生須確定指導老師以及訂定專題製作題目，並繳交「專題製作登記表」。

(1) Students shall find an advisor, determine their project topic, and submit the "Special Topics Laboratory Application Form" before the end of February.

(二) 6 月中旬學期結束前各組繳交期中報告，並評定學期成績。

(2) All groups shall submit midterm reports before the end of the semester in mid-June and receive their semester grades.

(三)專題進行期間，由各指導老師負責控管進度。暑假期間亦繼續執行專題製作。

(3) During the project period, advisors are responsible for monitoring the progress of each group. Groups are expected to continue working on their projects throughout the summer vacation.

(四)每年舉辦專題競賽及成果展示，各組須報告及展示，並繳交期末成果報告（含紙本與電子檔），以評定成績。

(4) The Special Topics Competition and Exhibition shall be held annually. Each group must present and exhibit their projects at the event and submit a final project report (both written and electronic copies) for grading.

七、專題競賽：

7. Special Topics Competition:

(一)由校內、外老師、專家共同組成競賽評審委員會。競賽評審委員如有擔任參賽者之專題指導老師，須迴避所指導專題組別。

(1) A Competition Review Committee shall be formed, comprising faculty members from National Sun Yat-sen University, other universities, and relevant experts. Committee members who are advisors of any students may not evaluate groups that include their own advisees.

(2) Participants must submit a written report and obtain approval from their advisors to qualify for participation.

(二)參賽同學須繳交書面報告並取得專題指導老師之同意後，始可參加專題競賽。

(2) Participants must submit a written report and obtain approval from their advisors to qualify for participation.

(三)競賽當日全組同學除公（差）假、喪假外均應出席，病假則須檢附公立醫院住院證明，無故不到者，專題競賽成績以零分計算。

(3) All group members must attend the competition unless on approved business or funeral leave. Students on sick leave must submit a medical certificate issued by a public hospital. Students absent without approval

will receive a grade of zero.

（四）評分標準：

(4) Evaluation criteria:

1. 實體製作之完整性

    i. Completeness of the final project

2. 原創性

    ii. Originality

3. 實用性

    iii. Practicality

4. 簡報解說

    iv. Presentation and Explanation.

（五）必要時可依特色分群組評比。

(5) If necessary, groups may be evaluated separately based on their characteristics,

八、進度報告：

8. Progress Report:

（一）每學期須與指導教授進行至少四次進度報告。

(1) Students must report their progress to their advisors at least four times per semester.

（二）每次進度報告應填寫本系所公布之「專題製作」討論進度表，且經指導教授確認簽名，並於本系所公布之日期前繳交至系上承辦人員。

(2) Each report shall use the "Special Topics Laboratory Discussion Progress Form," which can be downloaded from the Department's website. The form must be signed by the advisor and submitted to the Department office by the designated date.

（三）未依規定準時繳交進度報告二次(含)以上者，學期成績將以不及格論。

(3) Students who fail to submit their progress report twice will receive a grade of "F."

九、書面報告：

9. Written Report:

（一）期中期末報告的格式參照一般學術論文的格式，至少 20 頁。

(1) Midterm and final reports shall follow general academic paper formats and contain at least 20 pages each.

（二）專題製作之各種表格及報告格式均以 A4 直式橫書，英文字大小 12-14 點，中文字 12-14 點，字行距 1.5 倍行高為原則。

(2) Reports must be in A4 format, portrait orientation with horizontal layout. Text (Chinese and English) should be 12–14 pt. with 1.5 line spacing.

（三）書面報告內容至少應包含摘要（須含團隊成員主要貢獻說明，格式則於賽前公告）、簡介、研究方法、研究成果、結論（不含程式）及參考文獻，其他格式則由指導老師訂定之。

(3) Report contents must include an Abstract (listing primary contributors; format will be provided by the Department prior to the competition), Introduction, Methodology, Results, Conclusion (excluding applications), and References. Heading formats are set by the advisor.

（四）期末書面報告另須包含評審委員之意見，該報告須經由指導老師簽認同意。

(4) Final reports must include feedback from the Review Committee and be approved and signed by the advisor.

十、專題成績：

10. Grading:

（一）專題競賽暨成果展由競賽評審委員會評選優勝隊伍，給予獎勵。

(1) The Competition Review Committee selects and awards winning groups at the Special Topics Competition and Exhibition.

（二）專題製作的第一個學期成績由指導老師與任課老師共同評定，各佔50%；第二個學期成績則以指導老師 25%、任課老師 25%、競賽成績佔50%。

(2) "Special Topics Laboratory" courses are graded collectively by the advisor(s) and faculty members in charge of the course. In the first semester, the evaluation is 50% by the advisor and 50% by the faculty member in charge. In the second semester, evaluation is 25% by the advisor, 25% by the faculty member in charge, and 50% based on competition results.

十一、本要點經系務會議通過後實施，修正時亦同。

11. These guidelines shall be implemented following approvals at the Department Council. Amendments to these guidelines shall follow the same procedure.