

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.

- 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 wish to undertake "Seminar" courses.
- III. Students are required to attend at least 12 lectures or be present for $\frac{3}{4}$ of the lectures in the semester (lecture number is rounded up to the nearest whole number) to pass the semester.
- IV. Students must personally sign in for each lecture. If attendance is signed by another student, both the absent student and the proxy shall fail the semester.
- V. Slides of the lecture can be downloaded in the "Lecture Announcements" section of the Department's website once approved by the lecturer.
- VI. Reflection report:
 - A. Master's programs: Students are required compose a report following their attendance of a seminar and submit it to their TAs in the following seminar.
 - B. Doctoral programs: Students are required to complete two full reports (5 to 15 typed pages). The date of submission shall be disclosed by the responsible faculty member in the semester.
- 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.