

# NATIONAL SUN YAT-SEN UNIVERSITY

## Department of Computer Science and Engineering Guidelines for Implementation of Undergraduate Special Topics in Practice

Approved by the Department General Meeting on December 26, 2001.

Amended and approved by the Department General Meeting on December 29, 2004.

Amended and approved by the Department General Meeting on April 23, 2008.

Amended and approved by the Department General Meeting on December 23, 2009.

Amended and approved by the Department General Meeting on November 15, 2013.

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

- I. The present guidelines are established to regulate implementation of undergraduate “Special Topics in Practice” courses.
- II. The present guidelines are applicable to undergraduate students in the Department of the Computer Science and Engineering (hereafter referred to as “the Department”) who wish to undertake the “Special Topics in Practice” courses.
- III. Faculty members of the Department alternately teach the undergraduate “Special Topics in Practice” courses. All faculty members are obligated to advise students on special topics in practice. Each faculty member may advise a maximum of four students. A group of special topics may not comprise more than three members unless otherwise specified by the department chair.
- IV. Prior to the completion of the “Special Topics in Practice” course, the Department shall arrange a special topic in practice competition and outcome exhibition. Faculty members in charge of the course are responsible for all matters relevant to the competition and exhibition.
- V. The implementation timeline is as follows:
  - A. Students shall find an advisor, set their special topics, and submit the “Special Topics in Practice Application Form” before the end of February.
  - B. All groups shall submit their reports before the end of the semester in mid-June and have their semester grades evaluated.
  - C. During the composition process, the advisor is responsible for managing the topic practice progress. Composition continues throughout the summer vacation.
  - D. The Special Topics Competition and Outcome Exhibition shall be held in November and December each year. Each group is obligated to speak and exhibit their topics in the event, and submit an end-of-semester outcome report (including written and electronic copies) for review.
- VI. Special Topics Competition:
  - A. Faculty members from National Sun Yat-sen University and other universities, as well as relevant experts shall form a competition review committee. Committee members that are advisors of students competing in the competition may not judge their own groups.
  - B. Participants must submit a written report and gain approvals from their advisors to qualify for participation.
  - C. All group members must attend the competition unless they are on work or funeral leaves. Members on sick leaves must submit proofs of admissions from hospitals. Undue absence shall relieve no points in the competition.
  - D. Evaluation criteria:

1. Completeness of the final product
2. Originality
3. Practicality
4. Presentation and Explanations

E. Evaluation method: Evaluations are conducted in order.

VII. Progress Report:

- A. Students must report their progress to their advisors four times per semester.
- B. In each instance, students shall complete the “Special Topics in Practice Discussion Progress Form” disclosed on the Department’s website, which must be signed by their advisors. The form shall be submitted to the department office prior to the disclosed date.
- C. Students that fail to submit their progress report twice shall fail the semester.

VIII. Written Report:

- A. Mid-term and end-of-term report formats are consistent with general academic paper formats. Reports shall be no less than 20 pages.
- B. All special topic reports must be composed in A4 format using a portrait orientation and horizontal layout. English and Chinese characters must be between 12 and 14 pt. at a line spacing of 1.5.
- C. The content of the written report must comprise an Abstract (including primary contributors to the special topic report; formats shall be disclosed prior to the competition), Introduction, Methodology, Results, and Conclusion (applications not included), and Reference section. The format of each section is set by the advisor.
- D. End-of-term written reports must include feedbacks provided by the Review Committee. The report must be approved and signed by the advisor.

IX. Grading:

- A. The Competition Review Committee shall select a winning group in the Special Topics in Practice Competition and Outcome Exhibition and award incentives accordingly.
- B. Special topics in practice are collectively evaluated by advisors and faculty members in charge of the course in the first semester, each weighing 50%. In the second semester, topics are collectively evaluated by advisors, faculty members in charge of the course, and competition results, weighing 25%, 25%, and 50%, respectively.

- X. The present guidelines shall be implemented following approvals of department general meetings. The same procedure shall be carried out when amendments are to be made.