

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.

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

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

Amended and approved by the Department General Meeting on January 29, 2016.

Amended and approved by the Department General Meeting on November 16, 2016.

- 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 two to six students. A group of special topics may comprise no 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 period of composition, the advisor is responsible for managing progress of each group. 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 present and exhibit their topics in the event, and submit an end-of-semester outcome report (including written and electronic copies) for grading.
- 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. Should Committee members be advisors of students, they may not evaluate groups with their advised students in.
 - 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 business or funeral leaves. Members on sick leaves must submit a medical certificate issued by hospitals.

Students absent from the competition without official approvals will receive zero as their grades.

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 at least four times per semester.
- B. In each report, students shall complete the “Special Topics in Practice Discussion Progress Form” which may be downloaded from Department’s website. The form must be signed by the student’s advisor and then submitted to the department office prior to the disclosed date.
- C. Students failing to submit their progress report twice will receive “F” as their grades.

VIII. Written Report:

- A. Formats for mid-term and final report shall be consistent with general academic paper formats. Pages for each report shall be 20 or above.
- 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 contents 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 heading is set by the advisor.
- D. Final written reports must include feedbacks provided by the Review Committee and must be approved and signed by the advisor.

IX. Grading:

- A. The Competition Review Committee selects a winning group in the “Special Topics in Practice Competition and Outcome Exhibition” and awards incentives accordingly.
- B. Special topics in practice are collectively evaluated by advisors and faculty members in charge of the course for the first semester, each weighing 50%. For 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.