

# NATIONAL SUN YAT-SEN UNIVERSITY

## Institute of Education Regulations for Seminar Implementation

Approved by the 11<sup>th</sup> Institute General Meeting on July 5, 2007, School Year 95.

Approved by the 9<sup>th</sup> Institute General Meeting on April 14, 2011, School Year 99.

Approve by the 5<sup>th</sup> Institute General Meeting on February 7, 2012, School Year 101.

- I. The Institute of Education (hereafter referred to as “the Institute”) has established the present regulations for seminar courses implementation to improve academic literacy and research ability of its research students and actuate the research potentials of its faculty members.
- II. The institute shall hold a 2-hour seminar at fixed times each week, inviting domestic and foreign scholars to speak as well as having doctoral and master’s students to present thematic reports.
- III. Each semester, the institute general meeting shall recommend one faculty member to be in charge of the planning and commencement of all seminars throughout the semester. Excluding the first and last two weeks of the semester, seminars shall be held each week for the remaining 14 weeks.
- IV. First and second year doctoral students must attend all seminars in all four semesters. First year master’s students must attend all seminars in all two semesters. The faculty member in charge of the seminars for the semester is responsible for allocating grades to all attending students based on their attendance conditions.

The scoring system is as follows:

  - A. Attendance and class discussion
  - B. Independent written assignments: Assignment sheets for the current week shall be submitted no later than the start of the seminar in the following week. Late submissions shall not be accepted. Students that fail to submit assignment shall be marked absent.
  - C. Seminar presentation
  - D. Assisting in seminar-related tasks (for master’s students)
- V. Each doctoral student shall present their research interest or academic thesis in a seminar at least once per semester. Each presentation shall be between 15 to 30 min.
- VI. In accordance with “Work Rules for Seminar Assistance by Master’s Students,” first-year graduates shall assist in the arrangement of seminars in the Institute.
- VII. Invitation to domestic and foreign scholars to lecture at seminars shall be based on the times of the seminars.
- VIII. The present regulations shall be announced and implemented following approvals of institute general meetings. The same procedure shall be carried out when amendments are to be made.