

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.

Amended and approved by the Department General Meeting on February 10, 2020.

Amended and approved by the Department General Meeting on March 17, 2021.

- I. These guidelines are established to regulate the implementation of the courses “Seminar (I)” through “Seminar (IV)” for the master’s and doctoral programs of Department of the Computer Science and Engineering (hereafter referred to as “the Department”).
- II. These guidelines apply to all students enrolled in the courses “Seminar (I)” through “Seminar (IV).”
- III. A student shall attend no fewer than ten sessions each semester or at least three-fifths of the total number of lectures offered that term (rounded up unconditionally). Failure to meet this requirement shall result in a failing grade for the course.
- IV. Attendance shall be recorded in person at each session. In the event of proxy signing, both the individual who signed on behalf of another and the student on whose behalf the signature was made shall receive a failing grade for the course.
- V. Presentation slides from sessions approved for release by the speaker may be downloaded from the “Seminar Announcements” section of the department website.
- VI. A reflection report shall be written for each session attended and submitted on the same day.
- VII. The course grade shall be determined on the basis of the written reports..
- VIII. The guidelines shall be implemented following approvals of the Department Executive Meeting. The same procedure shall be carried out when amendments are to be made.