

College of Life Sciences, National Tsing Hua University

Guidelines for Colloquium (Spring 2021)

1. **Purpose:** Invite outstanding scholars from nationwide or abroad to give lectures, share the most updated researches in the life science related field, and to let students learn the values from outstanding scholars.
2. **Teachers:**
IMCB: Cheng-Sheng Lee, Ruth Hua-Wen Fu
IMM: Chun-Chao Wang, Hwan-You Chang
IBT: Yi-Fan Lin, Yu-Hsin Chiu
IBSB: Rong-Long Pan, Hsiao-Han Chang
ISN: Hui-Yun Chang
3. **It is best to invite speakers with outstanding achievements or authority person with credentials on specific topic and knowledge from nationwide or abroad.**
4. **Requirements for report submission:**
 - A. Students are required to submit two reports, midterm and final, and each counts for 30%. The content of the final report is limited to the content of the speech after the midterm report. PhD students must write in English, and the master students can write in English or Chinese. The content of the report needs to contain summary and discussion, and the discussion section needs to be more than 25%.
 - B. Plagiarism or improper reference are prohibited. Once the report is confirmed plagiarism, the report will be given as zero point. At the end of the report, please indicate the similarity score from Turnitin online plagiarism system detection (Turnitin score=____ %) and the word count of the report (Word count=____ %).
 - C. Rules for report submission:
 - i. Deadline for midterm report: 2021.4.22
Deadline for final report: 2021.6.21
The late submission: -2 points /day toward final score

- ii. Students need to submit their report (file name: student ID-name.doc) to Turnitin for similarity inspection before the deadline.
- D. Two documents are required to upload to iLMS system
1. Midterm or final report (complete version, includes references)
 2. The similarity report from Turnitin.
- E. The presentation slides will not be uploaded in public, please take note yourself.

5. Attendance rules:

- A. Please be sure to sit in the designated position. Absent for three or more times will count as fail.
- B. Students need to apply the leave note for a leave of absence. The leave note should be signed by thesis advisor and course teacher, and then hand it to Institute office Miss Chia-Ling Lin (LSII, R205) two days before the class (Tuesday before 5pm). If there is emergency, students need to hand in the leave note of absence within one week after class. Overdue will not be accepted.

6. Evaluation & grading policies:

Item	Grades	Instructions
Midterm & final report	30 for each	Please write the report according to the format requirements. Compliance to format requirements will be considered when grading. Please download the report format file from iLMS.
Ask questions in class or via email	10	<ol style="list-style-type: none"> 1. Additional points toward the final score can be acquired by asking speakers questions: 7 points for 1 question, 8 points for 2-4 questions, 9 points for 5-7 questions, and 10 points for more than or equal to 8 questions. 2. Within one week after the talk, please fill out the google sheet (the link will be posted on iLMS) with a brief description of your

Item	Grades	Instructions
		question(s) and the speaker's answers. Otherwise, the credit for that question will not be counted. 3. Asking questions via email is only for online courses. Please cc teaching assistant in the email.
Attendance	35	1. Late attendance, leave early, read book, or sleep in class will result in deduction in the final score (-2 points/time). Absence will also result in deduction in the final score (-6 points/time) 2. Attendance later than 10:10 am will be considered as late attendance. Attendance later than 10:20 am will be considered as absence.
Total	105	

7. Seminar announcement:

- A. Webpage flyer: the topic of the speech, the date of the speech, the name of the speaker, and etc. Those information will be announced at the webpage (<http://college.life.nthu.edu.tw/main.php>).
- B. Paper flyer: the paper announcement will be placed in the bulletin board in the hallway of Life Science Building 1 and 2.
- C. E-mail flyer: The e-mail announcement will be sent to all the teachers and students one week before the seminar. Unless further notification is requested by the seminar host. (Speaker's CV is only provided to the teachers for further references).
- D. The seminar flyer is produced according to the existing format.

8. Administrative Staff:

Chia-Ling Lin (ext 42463) cllin@life.nthu.edu.tw
 Course TA Contact e-mail: seminar@life.nthu.edu.tw
 TA: 葉弘瑋/ LS buiding II, R208 (ext 42692)
 潘昱辰/ LS buiding I, R601A (ext 33493)
 楊奕/ LS buiding I, R601A (ext 33493)