

College of Life Sciences, National Tsing Hua University

Guidelines for Colloquium (Fall 2018)

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. **Vision:** We hope this course can develop into an indicative lecture in the academic community in the future.
3. **Teachers:**
IMCB: Oliver Wagner, Ruth Hua-Wen Fu
IMM: Chun-Chao Wang, James Cheng
IBT: I-Ching Wang, Kai-Ti Lin
IBSB: Lee-Wei Yang, Shih-Che Sue
ISN: Hui-Yun Chang
4. **It is best to invite speakers with outstanding achievements or authority person with credentials on specific topic and knowledge from nationwide or abroad.**
5. **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: 2018.11.08
Deadline for final report: 2019.01.07
The late submission: -2 points/day
- 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.

6. 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 turn it to the TA two days before the class (Tuesday before 5pm). If there is emergency, students need to turn in the leave note of absence within one week after class. Overdue will not be accepted.

7. Evaluation & grading policies:

Item	Grades	Instructions		
Midterm & final report	30 for each		Master	Ph.D.
		Pages	2-3	3-5
		Language	Chinese or English	English only
		Word counts	Chinese: 800-1800 words English: 500-1000 words	English: 900-1800 words
		Style	1. Font Style: BiauKai(Chinese) or	

Item	Grades	Instructions	
			<p>Times New Roman (English). Font size: 12 words. Line spacing: 1.5 times line height</p> <p>2. The cover, charts, and references will not be counted.</p> <p>3. Late submission: -2 points/day</p>
		Format	<p>1) Title of report (e.g., Mid-Term Colloquium Report)</p> <p>2) Student name</p> <p>3) Student ID</p> <p>4) Date of speech</p> <p>5) Title of speech</p> <p>6) Name of speaker</p> <p>7) Summary</p> <p>8) Discussion</p> <p>9) References</p> <p>10) Word count</p> <p>11) Turnitin score.</p> <p>Among them, the content of discussion section needs to be more than 25%. If applicable, please describe how results and methodology in this talk could benefit your own research. You can also comment/criticize speaker's scientific framework and propose what else speaker might like to try in research.</p> <p>Reference format:</p> <p>1) Please try to find original research papers related to your summary and discussion using PubMed;</p> <p>2) Please use the following citation format: Author, Title, Year,</p>

Item	Grades	Instructions
		Journal, Vol, Pages; 3) If possible use a citation manager such as Endnote (downloadable from the NTHU library site.)
Questions	10	<ol style="list-style-type: none"> 1. The evaluation is 7 points for 1 question, 8 points for 2-4 questions, 9 points for 5-7 question, and 10 points for questions more than 8 times. 2. It is required to write the questions and speaker's answers in a simple written form and e-mail it to TA within one week after the class. Otherwise, the credit for that question will not be counted.
Attendance	35	<ol style="list-style-type: none"> 1. Late attendance, leave early, read book, or sleep in class (-2 points/time). No absence (-6 points/time) 2. Attendance later than 10:10 will be considered as late attendance (-2 points/time). Attendance later than 10:20 will be considered as absence (-6 points/time).
Total	105	

8. 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.

9. Administrative Staff:

Chia-Ling Lin (ext 42463) cllin@life.nthu.edu.tw

Course Contact e-mail: seminar@life.nthu.edu.tw