Department of Biomedical Engineering
National Cheng Kung University

**碩班-本國學生組，MD/local
Seminar Orientation**

Seminar(1) and Seminar(3)
Academic Year 114, 1st semester (Fall semester)

Seminar Info

MD/local group

Class code	Name
1141_P860020_1	Seminar(1)
1141_P860020_2	Seminar(3)
1141_P860040_1	Seminar(1)
1141_P860040_2	Seminar(3)

Facilitator:

Prof. 蘇芳慶/Fong-Chin Su (fcsu@mail.ncku.edu.tw)

Teaching Assistant(TA):

陳傑龍/Kasemkit Intamas (p86147037@gs.ncku.edu.tw)

- Class attendance
- Counting the asking question
- Arrangement of presentation schedule.

Seminar Schedule

Week	Date	Content
1	9/11	Class Introduction
2	9/18	CITI program
3	9/25	Invited Speaker (Branesh Madhavan Pillai)- AI Innovation in Medical Engineering and Robotics Technology
4	10/2	Students Presentation (3-4 person)
5	10/9	Students Presentation (3-4 person)
6	10/16	Introduction of NCKU Core Facility Center
7	10/23	Students Presentation (3-4 person)
8	10/30	Invited Speaker(林峻立)
9	11/6	Students Presentation (3-4 person)
10	11/13	Invited Speaker(黃啟宗)
11	11/20	FHED Conference
12	11/27	Invited Speaker(陳昌佑)
13	12/4	Invited Speaker(楊秉祥)
14	12/11	Students Presentation (3-4 person)
15	12/18	Students Presentation (3-4 person)
16	12/25	National Holiday
17	1/1	New Year
18	1/8	Final Exam week

Course Criteria

1. 碩班-本國學生組：上學期，博二以上學生每人報告20分鐘，10分鐘提問；下學期，另加入博一學生採博班生標準進行報告；碩二以上學生每人報告15分鐘，10分鐘提問。
2. 報告前一週，報告人須將投影片傳給助教並在檔名註明" 姓名+學號+(指導教授)"，例如：" 王小名P9401000(陳大名).ppt"。事後上傳者不予計分。
3. 若有需要對調報告者，請務必前一週通知助教。私下對調未事先通知者，以曠課一次計算。

1. MD/local group: In Fall semester, presentation time 15 min + 10 min Q&A. Presentation file should be sent to TA one week before seminar.
2. The file should be named as "name_student ID_(advisor)." EX: "TonyChen_P9401000_AnyTsai.ppt." Late submission will not be allowed.
3. One week notice to TA is required if you wish to change your presentation time.

Attendance Criteria

1. 請修課同學每次上課前**務必確認簽到**。超過14:00簽到者視為遲到，遲到超過兩次，之後每次遲到當次出席成績x0.5。
2. 每學期允許每人有2堂課可斟酌自己時間自由參加。惟缺席次數連同外賓演講部分若超過2次的額度，依缺席比例扣分。病假與事假因故無法到者，請向負責老師或助教請假(須寄電子郵件，並複本指導教授)，並當次請假出席成績x0.75。未正常簽到與請假者視同曠課。

1. Please remember to sign up the attendance every class. Those who sign in after 14:00 will be considered to be late arrival. Accumulative late arrival for more than twice will affect attendance, with each attendance of late arrival x0.5.
2. Attendance will be entitled two grace sessions for proper research time management during student presentation sessions, absence during these two sessions will not be taken into account. Letter of leave approval will be needed if further absence is required.
3. Leave request should be approved by facilitator. (student should send email to TA, facilitator, advisor)

Attendance Criteria

3. 碩班-本國學生組:每位同學每學期需累計課堂提問4次。每堂課最多累計2次，課堂提問累計超過8次者，每多1次，加學期成績0.5%，每堂課最多加分乙次且以不超過總分上限為原則。Seminar結束後提問者主動向各組負責助教登記，事後不予補登。

3. MD/local group: Each student will need to accumulate 4 questions asked to the presenters every semester. And each class can accumulate up to 2 questions. If one has accumulated more than 8 questions, each additional question will be equivalent with earning 0.5% to the semester grade (Once per class). Please inform TA for accumulation of questions. Late accumulation will not be allowed.

Attendance Criteria

4. 若請假連同缺席次數超過學期課堂數1/3時(除不盡即無條件進位)，該科將不及格。
5. 每次學生報告皆須繳交心得，填答不完整按比例扣分。
6. 該學期需報告同學若未事先報備而未報告者，該次成績以曠課計，若後續未補報告，該科將不及格。
7. 上課期間若有緊急電話請在教室外接聽。違者並屢勸不聽，當天各項評分由主持教師決定是否以零分計算。
8. 所有心得報告、請假證明、報告投影片皆不再事後催繳，請同學務必對自己負責。

4. Individuals whose attendance falls below a third of the total seminars will fail the seminar.
5. Submission of presentation note/reflections for student presentation is compulsory, points will be deducted for partial completion of note/reflections accordingly.
6. Early notice to TA is mandatory if one is unable to present during his/her designated session. Fail to report in advance will be marked as absent.
7. Cell phone and other electronic devices are only allowed for note-taking purposes. Please step outside the room to answer any important call.
8. No further reminders on submission of presentation note/reflections, letter of leave approval and presentation file will be sent. Please be responsible for you own attendance.

Grading Criteria

- I. 心得報告(15% or 20%)，例: 15% *(實際心得報告繳交次數/應繳心得報告次數)。
- II. 報告 (10%)。
- III. 出席(65%)，例: 65% *(實際出席次數/應出席次數)，全勤者，出席分數額外加5%。
- IV. 課堂額外表現 (5%)

- I. Presentation note/reflections (15% or 20%) Ex: 15%*(actual No. of note submission / total No. note submission).
- II. Presentation (10%).
- III. Attendance (65%) Ex: 65%*(actual No. of attendance/total No. of attendance) (Full attendance will earn extra 5%).
- IV. Class extra performance (5%).

Grading Criteria

- 報告前一週上傳報告投影片學期成績(I+II+III+IV)；若未交者 [(I+II)*0.6+III+IV]。若是該學期不必報告者，評分方式為(I+III+IV)。

- 碩班-本國學生組:課堂提問累計4次，學期成績(V)；低於4次，學期成績 (V-5*每次)。

- Semester grade: turn in the presentation file one week prior = I+II+III+IV. No/late turn-in of the presentation file (I+II)*0.6+III+IV. For non-presenters, grading criteria will be based on criteria (I+III+IV).

- MD/local group：semester grade for 4 questions accumulated students is equal to (V). Below 4 questions, the semester grade is (V-5*No. of questions not asked per the criteria).

CITI Program

1. 學術倫理教育，成功大學教研人員及學生可免費修習課程。
2. 所有單元完成並通過測驗，總平均須達80%，即可下載研習證書。
3. **所有學生皆須獲得研習證書才可得到seminar學分。**
4. CITI Program 課程介紹： https://oai.web2.ncku.edu.tw/p/405-1072-7537,c2086.php?Lang=zh-tw
5. CITI Program 課程註冊: https://about.citiprogram.org/
6. 課程觀看建議使用Google Chrome瀏覽器

1. Academic integrity training program.
2. A score of 80% or better in each module is considered a passing grade. Once you have passed the required quizzes, you can download the certification.
3. Each student has to acquire the certification for the credits.
4. CITI Program Instruction: https://oai.web2.ncku.edu.tw/p/405-1072-7537,c82.php?Lang=en
5. CITI Program Registration: https://about.citiprogram.org/
6. The recommended browser for viewing the course is Google Chrome.

CITI program instruction

1. Copy and paste the following URL into your web browser: https://about.citiprogram.org/en/homepage/

Click on the **Register** button in the top right corner.
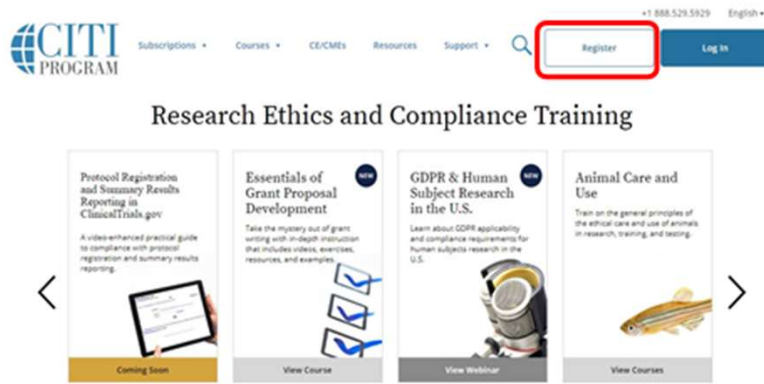
2. Type【Cheng Kung】in the Select Your Organization Affiliation field. Select【National Cheng Kung University】. Click Continue to proceed to the next step.

3. Complete your Personal Information section.

4. Please provide your NCKU email address (The email domain has to be the following:***@gs.ncku.edu.tw).

CITI Program

5. Select【Responsible Conduct of Research】from the list of courses, then click Next.

CITI - Learner Registration - National Cheng Kung University, Taiwan (R.O.C)

Steps: 1 2 3 4 5 6 **7**

Select Curriculum

* indicates a required field.

Click here to review the National Cheng Kung University, Taiwan (R.O.C) instructions page.

Question 6

Responsible Conduct of Research (RCR)
Please make your selection below if you would like to enroll in RCR training:

Choose one answer

○ Biomedical Sciences - Responsible Conduct of Research
○ Engineering and Computing - Responsible Conduct of Research
○ Humanities - Responsible Conduct of Research
○ Physical Sciences - Responsible Conduct of Research
○ Social,Behavioral, and Education (SBE) Sciences - Responsible Conduct of Research
○ Research Administration - Responsible Conduct of Research
○ Not at this time

6. You will receive an email from CITI program with a link to confirm your registration. By clicking on the link, you will have access to the modules.

7. A score of 80% or better in each module is considered a passing grade. Once you have passed the required quizzes, you can download the certification, which has 3 years of validity.
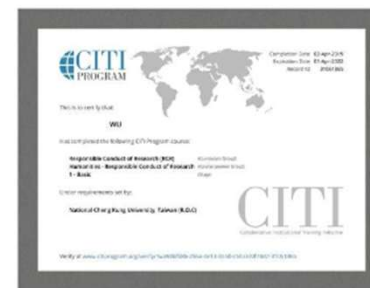
Final notes

1. 請注意上課教室5725

2. 進出系館需刷學生證。

3. 勿移動教室內所有的桌椅。

4. 每堂課皆使用紙本簽到，請務必簽到。

5. 教室內備有酒精及衛生紙，可用於擦拭自己所用桌面。

1. Please *note* that Class 5725 is classroom.
2. Student ID is required to enter and exit the department.
3. Do not move all tables and chairs in the classroom.
4. Each class will use attendance sheet to mark your attendance.
5. Alcohol and toilet paper are available around the classroom, which can be used to wipe your desk.

Please present in English