

Seminar Course Guidelines for the Department of Chinese Pharmaceutical Sciences and Chinese Medicine Resources

1. Class Time and Location

- Time: Every Friday, 9:10 AM - 11:00 AM
- Location: Hu-Chu Building, Classroom 5B06
- Punctual attendance is required. If you need to take leave, please follow the leave request procedures.

2. Leave Request Rules

- Notify the department office via email (aca20@mail.cmu.edu.tw) at least one day in advance.
- Complete the leave request procedure in the online Leave System (portal.cmu.edu.tw).
- Students who are absent without prior notice more than three times will receive a zero for attendance.

3. Presentation and Discussion Guidelines

1. Each graduate student must deliver a 50-minute presentation in English, including:
 - 25-30 minutes for the oral presentation (not exceeding 30 minutes).
 - 15-20 minutes for faculty guidance and peer discussion.
2. Master's students in their second year (fourth semester) and Ph.D. students must present their research progress in the semester of their degree examination.
3. Each graduate student must select at least one original research paper published within the last two years from the latest version of an SCI or SSCI journal with an impact factor above 2 or ranked within the top 40% of its field.
4. The selected paper must be approved by the student's advisor.
5. The presenter must invite at least three faculty members in the relevant field to attend, including their advisor and co-advisor.
6. If the session chair deems the presentation inappropriate, the presenter may be required to redo it (rescheduling will depend on availability).
7. Presentation preparation requirements:
 - The PowerPoint file and paper must be submitted as a compressed file to aca20@mail.cmu.edu.tw by Monday at 12:00 PM of the presentation week.
 - Presenters should bring their own presentation files and test them in advance in the classroom.

4. Pre-Meeting Preparation and Post-Meeting Submission

- (1) Evaluation Forms (Appendix 2):

- Presenters must complete the required fields, such as name and paper title, and print at least three copies for faculty evaluation.
- Blank evaluation forms will be available at the department office if needed.

(2) Journal Paper Discussion Meeting Record (Appendix 3):

- After the presentation, the student must compile the original paper, abstract, and discussion content into a meeting record.
- The cover page must be signed by the advisor before submission to the department office for grading.
- The meeting record must be submitted within three weeks after the presentation (double-sided printing required).

(3) Discussion and Question Form:

- A shared [Google Form](#) will be used, and all participants have editing access.
- Questioners should log their questions after the class session.
- Presenters must enter their responses after class and have them verified by their advisor.
- Each student must ask at least four questions per semester and log them in the form. Presenters must include discussion records in their meeting reports.

5. Course Grading Criteria

1. Participation (10%) – All students must attend discussion sessions. Those unable to attend must request leave according to the rules. Points will be deducted for tardiness or early departure. More than three unexcused absences will result in a zero score for this component.
2. Abstract and Announcement (10%) – The abstract must clearly summarize the paper's key findings.
3. Presentation Content and Skills (70%) – Faculty members will evaluate students based on their understanding of the selected paper, clarity in presenting key points, and ability to respond to questions effectively.
4. Question Discussion (10%) – Each student must ask at least four questions per semester and log them in the form. Presenters must document these in the meeting records to earn this score.

6. Other Regulations

- The guidelines and regulations are based on the department's "[Journal Paper Discussion Seminar Implementation Rules.](#)"