

National Cheng Kung University Department of Environmental Engineering Detailed Regulations for the Implementation of the Special Topics Seminar Course

Approved at the 231st Department Affairs Meeting on June 1, 2005

1. The Special Topics Seminar course in the first semester of each academic year shall consist of 17 weeks. The first class will be conducted by the course instructor, who will provide an introduction to the course and arrange a meeting between the Department Chair and master's and doctoral students. Of the remaining 16 weeks, 2 weeks shall be reserved for lectures or discussions led by faculty members of the Department, and the other 14 weeks shall be filled with lectures delivered by invited experts and scholars recommended by faculty members of the Department.
2. The seminar shall be held every Wednesday from 2:10 to 5:00 p.m. in the first-floor lecture hall of the Department's main building.
3. Faculty members who wish to recommend an invited speaker shall complete the "Invited Speaker Information Form" (see attachment) and submit it to the teaching assistant in charge. The assistant shall file the official seminar application form with the university, prepare a formal invitation letter signed by the Department Chair, arrange lecture and transportation fees, prepare necessary equipment, collect the lecture abstract, and post the seminar announcement.
4. All domestic speakers shall be paid an honorarium of NT\$2,000 in cash. For foreign speakers, income tax shall be deducted in advance, and they shall be paid NT\$1,600 in cash. For transportation reimbursement:
 - If the speaker provides receipts for domestic airline tickets, round-trip airfare shall be fully reimbursed.
 - If the speaker travels by other means without receipts, round-trip transportation shall be reimbursed based on the fare of the Tze-Chiang Limited Express train.
5. Student grades in the seminar course shall be based on attendance and reflection reports:
 - (1) Students who attend 12 out of 16 weeks (81.25% attendance) shall receive at least 70 points; those who attend 15 out of 16 weeks (93.75% attendance) shall receive at least 80 points.
 - (2) Students who leave early must submit a reflection report on the lecture of that week. Failure to submit the report shall be regarded as absence. The course instructor will review reflection reports and may use them as a basis for awarding additional credit.
6. Attendance will be recorded by swiping student ID cards between 2:00 and 2:20 p.m. The teaching assistant in charge shall operate the system. Proxy swiping is invalid and will be submitted to the Department Affairs Meeting for disciplinary action.

7. Each full-time faculty member of the Department, during non-leave periods, is required to attend at least four seminar sessions each semester to foster a more engaging discussion atmosphere.
8. These Regulations shall be implemented upon approval by the Department Affairs Meeting. The same procedure shall apply to any amendments.

Attachment

Department of Environmental Engineering – Special Topics Seminar
Invited Speaker Information Form

Lecture Title	
Date	
Speaker's Information	Name:
	Title/Position:
	Affiliation:
Speaker's Contact Information	Mobile Phone:
	Mailing Address:
	Email:
Remarks:	
	Recommended by: Professor ____