



Graduate Institute of Acupuncture Science
International Master Program in Acupuncture

Seminar Grading Form

Year: _____ For Official Use Only
 Semester: _____ Student Final Course Grade:
 Department: _____
 Name: _____
 Student ID: _____

Task	Check	Date
2 weeks before the presentation date		
<ul style="list-style-type: none"> • Provide the draft presentation to the adviser. • Send the full article or abstract to gias@mail.cmu.edu.tw 	Student signature:	
1 week before the presentation date		
<ul style="list-style-type: none"> • Presentation approved by adviser. • Resend the revised full article or abstract to gias@mail.cmu.edu.tw 	Adviser signature:	
Report on Seminar*		
<ul style="list-style-type: none"> • Presentation for 20 mins and Q&A for 10 mins. • The name of 2 students to question for your presentation. 1: _____ 2: _____ • The student can only proceed when the advisor is present in the seminar. 	Moderator signature:	
Post-seminar submission		
<ul style="list-style-type: none"> • Submit the seminar report with the signature of the adviser on the cover to GIAS office within 2 weeks after the report date. • The content should include: • Background, Methods, Results, References and Q&A. 	GIAS /IMPA Office:	

***Please hand in this form to the moderator and have it signed before your presentation.**

Note:

1. Attendance
 - a. Regular attendance at seminars is required throughout the academic year. Each student shall apply the “Student Leave Application” in the “Ask for leave (student)” system **no more than three times**. If the absence of attendance exceeds the limit, the student will fail the course. Graduation will be delayed.
 - b. Each student must sign in and out before and after the seminar. The student’s final course grade will be deducted for late arrival or early departure.
2. Reporting
 - a. Doctoral students should report in English throughout the academic year. Master students should report in English at least once every academic year.
 - b. If the presentation is **not approved** by the adviser prior the seminar, the student is **not allowed** to report on the scheduled date. The reporting will be re-scheduled to the final exam week. The student’s final course grade will be deducted.
3. Seminar report submission
 - a. The student’s final course grade will be deducted for late submission of seminar report and this seminar grading form.