



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.