

## Plan of Seminar Attendance for International Students

Semester: Fall Spring      Year: \_\_\_\_\_      Program: M.S. Ph.D.  
Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ Advisor Name: \_\_\_\_\_  
Course No. of Enrolled Seminar: \_\_\_\_\_ Instructor Name: \_\_\_\_\_  
Student Email: \_\_\_\_\_ Phone No.: \_\_\_\_\_ Lab. Phone No.: \_\_\_\_\_

### Approved by:

Advisor: \_\_\_\_\_      Dept. Chair: \_\_\_\_\_  
Signature      Signature

Students need to attend at least five seminars organized by the department and at least five English seminars on campus (including his/ her presentation in group meetings) to fulfill the attendance requirement. Please follow the instructions below:

1. Complete this form with advisor's signature and hand it in to the department secretary in the first week of every semester. Then, the department secretary will notify instructors to confirm the grading policy for international students.
2. For each seminar that is not organized by the department, write a 300-to-500 word report. Hand in all the reports with the form "Record of Seminar Attendance for International Students" as the cover page to the department secretary before the week of final exams.
3. The department chair will determine the grades based on the reports and send them to instructors within two weeks.
4. Seminar information can be found in the following websites, <http://www.me.ncku.edu.tw/index.php> and <http://www.ncku.edu.tw/~acadserv/speaker/index.php> .

## Record of Seminar Attendance for International Students

Semester: Fall Spring      Year: \_\_\_\_\_      Program: M.S. Ph.D.  
Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ Advisor Name: \_\_\_\_\_  
Course No. of Enrolled Seminar: \_\_\_\_\_ Instructor Name: \_\_\_\_\_  
Student Email: \_\_\_\_\_ Phone No.: \_\_\_\_\_ Lab. Phone No.: \_\_\_\_\_

No.	Date	Title	Speaker	Venue
1				
2				
3				
4				
5				

Besides seminars organized by the department, students need to attend at least five English seminars on campus (including his/ her presentation in group meetings) to fulfill the attendance requirement. Please follow the instructions below:

1. List all attended seminars which is not organized by the department in the table above.
2. For each seminar, write a 300-to-500 word report. Hand in all the reports with this form as the cover page to the department secretary before the week of final exams.
3. The department chair will determine the grades based on the reports and send them to instructors within two weeks.
4. Seminar information can be found in the following websites, <http://www.me.ncku.edu.tw/index.php> and <http://www.ncku.edu.tw/~acadserv/speaker/index.php> .