

Department of Life Sciences and Institute of Genome Sciences  
National Yang Ming Chiao Tung University

## **Guidelines for Institution's Students Progress Reports**

The Graduate Student Committee requires three progress reports from master students, it should be completed before the deadline. The master students should choose 1 credit per semester. Starting from the second semester, students must complete at least 3 credits. Doctoral students should choose 1 credit per year. Starting from the second year, who must enroll in this course every year.

- Time schedule for progress reports.
  1. Spring semester (Master students' first year of graduate school): before the end of the flexible learning week.
  2. Fall semester (Master students' second year of graduate school): before the end of the flexible learning week.
  3. Spring semester (Master students' second year of graduate school): by March 31.
  4. Doctoral students: Every Spring semester before the end of the flexible learning week.
  
- The purpose of the report is to assist students in sorting out their thoughts, summarizing the experimental results, reviewing the deficiencies, and give students suggestions and guidance.
  
- The Graduate Student Committee: It is composed of three to five experts and scholars who must have the qualifications of assistant professor or above on and off campus. The advisor has the right to determined committee members.
  
- Preparation
  1. Please confirm the time and place with the members two weeks before the oral presentation and make sure that the classroom has been reserved.
  2. The advisor can determine whether to provide the manuscript to committee before the oral presentation.
  3. Please print the Evaluation Form of Progress Report for committee.
  4. Department funds cannot cover the oral test fee, transportation fare or meal cost for the progress report.
  
- The content of progress report
  1. Initial Report: It is to test the degree of understanding of the project. A concise research proposal should pay more attention to the title, research questions, methodology, and anticipated outcomes, the preliminary result is not necessary.
  2. Progress report:
    - (a) Briefly describe the specific aims of the project, and reply the committee's suggestions.
    - (b) The modified proposal and actual implementation status.
    - (c) Future schedule.