

## TIGP - CBMB

# Laboratory Rotation/ Seminar I&II Guidelines

**Effective from September 2021 and applicable for CBMB students enroll after 2021**

1. The purpose of lab rotations is to help new students choose a lab for conducting thesis research. Students must identify a Supervisor by the end of the first academic year as of **31 July**. Failure to complete this requirement leads to stipend deduction and/or termination of studentship.
2. NTU-IBS, CHEM, DGP and NTHU LS students should register for the Lab Rotation course in the spring semester, while **NTHU CHEM students** should register for **Seminar I** (CHEM650000) & **II** (CHEM651000) course in the autumn and spring semester in the first academic year respectively for rotating in labs. Bachelor degree holder NTHU CHEM students are required to follow the same regulations and guidelines to do rotations as others but they will not register for Seminar I & II until they become a Ph.D. student.
3. 3. Students are required to do at least two rotations at the regulated timeframes below. An additional rotation opportunity will be available if the student is not able to join a lab for research at the end of the second rotation. Missing deadlines for joining rotations or form submissions will lead to **1/3 of the monthly stipend deducted** till the student starts the rotation.
  - First Rotation: 1 November – 31 December
  - Second rotation: 17 January – 18 March
  - Third rotation (4 April – 3 June) is optional.
4. Students are advised to do rotations with CBMB lab supervisors who are eligible to take students. Students shall spend enough time in the lab to understand the research project and approaches, interact with lab members and the lab supervisor, and learn and carry out experiments. A mutual agreement between the lab host and the rotation student should be submitted to the CBMB Program Office prior to the deadline announced by the CBMB office. Refer to the template.
5. A summary report of at least 1500 words (references not included) for each lab rotation/research is required. The report should be uploaded to Turnitin.com to generate a similarity report, and should be submitted to the lab supervisor with Turnitin annotation and an evaluation form in one week upon completion of one rotation. The report should contain clear descriptions of the research topic, the

scope of the research project, experimental design, results, discussion, and references.

6. Students should include a cover page in their reports. Refer to the template.
7. The lab supervisor should submit the evaluation form to the CBMB Office via email or post in one week upon receiving student's report.
8. Failure to complete the research, late submissions, and miss deadlines will result in the failure of this required course and/or stipend deduction.
9. Each faculty member can only take one rotation student at a time.
10. Students will be evaluated by the research advisor: 70% of the grade is based on overall performance throughout the semester, and 30% on the written report.

Note: Failure to submit the written report is considered a failure of the course.

11. **Plagiarism is strictly prohibited** and will result in immediate failure of the course (score=0).
12. The monthly stipend will have deduction in the following year if the student does not score above 73.
13. Specific instructions:
  - (1) To learn about CBMB faculty members' research from the CBMB website or from the faculty member directly. Students should double-check with the CBMB Office whether or not the professor the student intends to work with for rotation is eligible to take students.
  - (2) Reach out for a lab rotation opportunity via emails or visits. You should introduce yourself with CV attached for reference.
  - (3) To arrange a time to meet the lab supervisor in person for further discussions and confirm the rotation, and send the **Rotation Confirmation Form** to the CBMB Office before rotating in a lab by regulated deadlines.
  - (4) Upon completion of one rotation, the student should send an at least 1500 words summary (reference not included) with Turnitin annotation and an evaluation form to the lab supervisor in one week.
  - (5) The student should remind the lab host(s) of submitting the evaluation form to the CBMB Office via email or post.