



Laboratory Rotation/ Seminar I&II Guidelines

Effective from September 2020 and applicable for CBMB students enroll after 2020

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 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 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 PhD student.
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 joining a lab for research at the end of second rotation. Missing deadlines for joining rotations or form submissions will lead to **1/3 of monthly stipend deducted** till the student starts the rotation.
 - First rotation: 1 October-31 December
 - Second rotation: 15 January-15 April
 - Third rotation (1 May-15 July) is available for those who can't fix the lab by the end of second rotation.
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, to interact with lab members and the lab supervisor, and to learn and carry out experiments. A mutual agreement between the lab host and the rotation student should be submitted to the CBMB Programme Office prior to the start of each rotation. See template below.
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, scope of the research project, experimental design, results, discussion, and references.
6. Students should include a cover page in their reports. See below for 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. In addition, students are required to complete a **Rotation Student Feedback Form** of each laboratory rotation.

Rotation Student Feedback Form:

https://docs.google.com/forms/d/e/1FAIpQLSf2GOxJBba6hwid23DVPiuT_s132_fv9ZiTOWFwLmUrwVts8A/viewform

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. Faculty members who are unable to take students are denoted by "**not accept students**". 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.
 - (6) The student should fill out a **Rotation Student Feedback Form** to the CBMB Programme Office to complete the procedure.