

TIGP - CBMB

Laboratory Rotation/ Seminar I&II Regulation

Effective from September 2021 and applicable for CBMB students enrolled 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 withdraw from the program.
2. NTU-IBS, 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 Ph.D. students.
3. Students are required to do at least two rotations. An additional rotation opportunity will be available. Each rotation should be at least 8 weeks. The first and second rotations should be completed before the end of April (4/30) in the second semester after enrolled.

Suggested Schedule:

- First Rotation: 1 November – 15 January
 - Second rotation: 1 February-15 April
 - Third rotation: 1 May-15 July (optional)
4. Students should submit the **Laboratory Rotation Application Form** and the **Laboratory Rotation Confirmation Form** to the program office at least **one week** before each rotation.
 5. 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.

6. A summary report (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. A full report should contain clear descriptions of the research topic, the scope of the research project, experimental design, results, discussion, and references. With confirmation from the lab supervisor, the student can submit a one-page report with a brief rotation experience.
7. Students should include a cover page in their reports. Refer to the template.
8. The lab supervisor should submit the evaluation form to the CBMB Office via email or post in **one week** upon receiving student's report.
9. Failure to complete the research, late submissions, and miss deadlines will result in the failure of this required course.
10. Each faculty member can only take one rotation student at a time.
11. Students will be evaluated by the research advisor: 70% of the grade is based on overall performance throughout the rotation, and 30% on the written report.
Note: Failure to submit the written report is considered a failure of the course.
12. **Plagiarism is strictly prohibited** and will result in immediate failure of the course (score=0).
13. Specific instructions:
 - a. Learn about CBMB faculty members' research from the CBMB website or from the faculty members directly. Students should double-check with the CBMB Office if the professor the student intends to work with for rotation is eligible to take students.
 - b. Reach out for a lab rotation opportunity via emails or visits. You should introduce yourself with CV attached for reference.
 - c. Arrange a time to meet the lab supervisor in person for further discussions and confirm the rotation. Send the **Laboratory Rotation Application Form** and the

Laboratory Rotation Confirmation Form to the CBMB Office before rotating in a lab by regulated deadlines (see following table).

- d. Upon completion of a rotation, the student should send a report (at least 1500 words, reference not included) with Turnitin annotation and an evaluation form to the lab supervisor in one week.
- e. The student should remind the lab supervisor to submit the evaluation form to the CBMB Office via email or post

14. Deadlines for Application and Evaluation Submission

	Application	Evaluation
First Rotation	31 October	31 January
Second Rotation	31 January	30 April
Third Rotation	30 April	31 July