

Regulation of “Practice on special project” in DTAIC

Passed by ITA faculty meeting dated on September 20, 2007

Modified and passed by ITA faculty meeting dated on July 4, 2008

Modified and passed by DITA faculty meeting dated on December 13, 2013

1. The regulation is established to enhance the research and practical training on special project or related courses for students in DTAIC.
2. “Practice on special project” is a compulsory course in DTAIC, and the content of this course includes techniques for scientific writing, consultation of references, generation of scientific tables and figures, and publication of papers.

3. Regulations

Before the end of the final exam week of the 1st semester of third year, the students should select a professor (from DTAIC or other departments) as the supervisor. The name list of students and selected supervisors should be submitted to the department office by the beginning of the 1st week of the 2nd semester of the third year.

If, by any chance, a student wants to change supervisor, the procedure has to be completed by the end of 2nd semester of the third year with the approval of both original and new supervisors. The form of agreement (attachment file 1) has to be submitted to the department chair of DTAIC. The supervisor has the full authorization on designing the format and research project for the students. Letter of agreement for changing supervisor (attachment file 2)

The first draft of “Practice on special projects” report (refer to attachment file 3 for the format) has to be submitted to the supervisor 2 weeks before the final exam in the 1st semester of forth year. After finishing amendment, the report should be signed by the supervisor submitted (both electronic file and hard copy) to the Office of Department.

4. Grading

The grading is evaluated by supervisors in the 2nd semester of the third year and 1st semester of the forth year and sent to the mentors. Points will be taken if the submission is delayed (1 point per day of delaying) at the end of the 1st semester of the fourth year. Students who fail to complete the final report by the end of the semester will be graded from 0-59 depending on the level of completion.

5. Special Project Competition

This competition will follow International College Special Project Regulations and will be held at the end of December of the 1st semester of the fourth year.

It is a requirement that all DTAIC graduating students take part in this competition. Students must follow DTAIC special project competition guidelines to enter this competition (attachment file 4).

- 6.** The regulation is approved to be implemented by the meeting of the department. Future modifications on the regulation have to be approved following the same procedure.

Attachments

1. Letter of agreement for advising student “Practice on special research project”
2. Letter of agreement for changing supervisor
3. Format of the report for “Practice on special research project” in NPUST.
4. Special Project Competition Guidelines.