CITY UNIVERSITY OF HONG KONG
SCHOOL OF ENERGY AND ENVIRONMENT

Guidelines on Taking SEE4993 Research Seminar

(A) **Research Seminars**

1.   SEE recognizes the following research seminars for completion of the course *SEE4993 Research Seminar* by students.
   (a)   SEE Research Seminars
   (b)   SEE Atmospheric Seminars
   (c)   Seminar Section of Oral Examinations of the SEE PhD Students
2.   For seminars other than those mentioned in paragraph (1), students are required to seek prior approval from the Course Coordinator via email at least one week in advance. When seeking prior approval, students should clearly mention the information of the seminar such as date, time and brief description in the email message for the Course Coordinator's review.

(B) **Reflection Report**

1.   Students are required to complete separate reflection report for each of the 10 seminars they have attended.
2.   Each of the reflection reports should be submitted to the Course Coordinator via email within one week after the seminar.
3.   The Course Coordinator will review the reflection reports.
4.   Report Format
   -      **Word Limit**: At least 200 words per each attendance
   -      **Font Type and Size**: Times New Roman, 12
   -      **Report Template**: Please refer to page 2 of the Guidelines.

(C) **Assessment**

Task	Grade	Description
Research Seminar Attendance	Pass (P)	Students attend at least 5 research seminars per semester for 2 semesters (i.e., 10 in total).
	Failure (F)	Students attend less than 5 research seminars during the semester.

(D) Report Template

To prepare the reflection for each seminar you have attended, you should *(i) discuss new knowledge, (ii) critically analyze and integrate information and data, and (iii) deepen your understanding of energy, environment and/or sustainability concepts.*

==

Student Name   : _____ (SID: _____)

Semester *(e.g., Semester A 2022/23)* : _____

Submission Date   : _____

Details of Seminar

Seminar Title: _____

Date: _____ Speaker: _____

My Reflection *(at least 200 words)*

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

(This section is to be completed by the Course Coordinator.)

Signature of Course Coordinator: _____

Approval by Course Coordinator: YES / NO *(delete as appropriate)*

Date: _____