（English Form）

**Annual Plan and Report for Research**

　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　(Year) 　(Month) 　(Day)

Graduate School of Advanced Technology and Science

　　 　　(College)　　　 　　　　　　　　　　(Department)

　　　　　　　　　　　　　　　　　　　　　　　　　（Course）

Student ID

Name　(Print)　　　　　　　　 　 　 (Signature)

Research Supervisor　　　　　　 　　　　Research Co-supervisor　　　 　 　　　　Research Counselor

Title of Research

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Research Guidance Plan** | **Research Guidance Report** |
| Courses Registered | Research Plan Description | Research Report | Comments by Supervisors |
| Grade | First Semester |  |  |  | Supervisor　　　　　　　Interview Date 　　　　　　　Co-supervisor　　　　　　　Interview Date　　　　　　　　Counselor　　　　　　　Interview Date　　　　　　　　Supervisor　　　　　　　Interview Date 　　　　　　　Co-supervisor　　　　　　　Interview Date　　　　　　　　Counselor　　　　　　　Interview Date　　　　　　　　 |
| Grade | Second Semester |  |  |  | Supervisor　　　　　　　Interview Date 　　　　　　　Co-supervisor　　　　　　　Interview Date　　　　　　　　Counselor　　　　　　　Interview Date　　　　　　　　Supervisor　　　　　　　Interview Date 　　　　　　　Co-supervisor　　　　　　　Interview Date　　　　　　　　Counselor　　　　　　　Interview Date　　　　　　　　 |

**This form is used to confirm that the research and education are properly conducted following the Research Guidance Policies of the Graduate School of Advanced Technology and Science.**

* “Courses Registered” and “Research Report” should be written by the student under the guidance of the Supervisor and Co-supervisor.
* “Research Report” should describe the progress and present status of the conducted research, and achievements (presentations at conferences, awards, etc) related to the research.
* “Comments by Supervisors” should be written by the supervisors and counselor about the student’s progress, performances, change of plan, etc.
* The Research Co-supervisor and the Research Counselor should interview the student at least once during a semester, and should give comments.
* To appoint a Research Co-supervisor or a Research Counselor from another Graduate School, the Supervisor should take the needed procedures.
* An interview may be conducted by telephone or e-mail.
* This form must be made at the beginning of an academic year, and must be submitted to the Graduate School at the end of an academic year. (At the final academic year, it must be submitted before the thesis.) The submitted form will be kept and used by the Program Evaluation Committee to improve the education at the Graduate School. It will be also used in examining the student’s thesis.

（English Form）

**Example of Description**

Enter the submission date at the end of the academic year.

Submit the form at the end of each academic year after you affix your seal and sign.

(Only your name is required until this is submitted.)

The student must complete the items in blue text.

 **Annual Plan and Report for Research**

(Year) 　(Month) 　(Day)

①-1 After completing the “Research Guidance Plan” field in accordance with the guidance of your Research Supervisor, have the Research Supervisor enter the meeting date and comments. (The meeting may be conducted over the phone or by e-mail.)

①-2 After reviewing the “Research Guidance Plan” field reviewed in meetings, have your Research Co-supervisor and Research Counselor enter the meeting dates and comments. (The meetings may be conducted over the phone or by e-mail.)

 Graduate School of Advanced Technology and Science

　　 　　(College)　　　 　　　　　　　　　　(Department)

　　　　　　　　　　　　　　　　　　　　　　　　　（Course）

Student ID

Name　(Print)　　　　　　　　 　 　 (Signature)

Research Supervisor　　　　　　 　　　　Research Co-supervisor　　　 　 　　　　Research Counselor

Title of Research

|  |  |  |  |
| --- | --- | --- | --- |
|   |  | **Research Guidance Plan** | **Research Guidance Report** |
| Courses Registered | Research Plan Description | Research Report | Comments by Supervisors |
| 1st Grade | First Semester | Seminar on xxxxExercise on xxxx① This is completed by the student at the beginning of each academic year (early April) in accordance with the guidance of the Research Supervisor.”First Semester” is from April to September.Depending on the amount of information you wish to enter, you may expand these fields or use a second page. | 1. Set the title of research.2. Create a plan for the experiment.3. Participate in gatherings to read and discuss papers, articles, books, etc and receive guidance on how to understand research papers.4. Receive hands-on instructions on how to use research equipment and instruments.5. Complete the APRIN e-learning program (eAPRIN). | 1. Set the title of research as “xxxx.”2. Collected literature for the research topic.3. Learned the “xxxx” technique and acquired the knowledge to perform it mostly on my own.② This is completed by the student before the first semester ends (late September). Also check the “Checklist for research activities.”③-1 After having the “Research Report” field reviewed by your Research Supervisor in a meeting, have the supervisor enter the meeting date and comments. Have the Research Supervisor review and sign the “Checklist for research activities.”③-2　After having it reviewed by your Research Supervisor in a meeting, have your Research Co-supervisor and Research Counselor enter the meeting dates and comments.③-3 Submit the “Checklist for research activities” to your Department’s chair by the end of September.※The time for ③-1～3 and ④-1～2 can be the same day. | Supervisor　○○　○○　　Interview Date　R1.4.7　　　１　研究テーマについて助言した２　文献収集に助言した。Co-supervisor　□□　□□　　Interview Date　R1.4.10　　　１　データ収集について助言した。２　文献収集に助言した。Counselor　△△　△△　　Interview Date　R1.4.12　　　１　医療統計が不得手とのことなので評判の書籍を紹介した。Supervisor　○○　○○　　Interview Date　R1.9.20　　　研究計画が順調であることを確認した。Co-supervisor　□□　□□　　Interview Date R1.9.21　　　１　データ収集について助言した。Counselor　△△　△△　　Interview Date　R1.9.22　　１　医療統計が不得手とのことなので評判の書籍を紹介した。 |

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|  |  | **Research Guidance Plan** | **Research Guidance Report** |
| Courses Registered | Research Plan Description | Research Report | Comments by Supervisors |
| 1st Grade | Second Semester | Advanced xxxxAdvanced Exercise on xxxx”Second Semester” is from October to next March.④ This is completed by the student at the beginning of the second semester (early October) in accordance with the guidance of the Research Supervisor. | 1 Receive hands-on instructions on experiments and other aspects.2 Participate in related conferences and research workshops to broaden my perspectives in my research field.3 Receive guidance on how to analyze and interpret data from experiments, and other methods. | 1 Received advice on “xx” in the interim presentation session.2 Participated in the conference “xx” and exchanged ideas.⑥-1 After having the “Research Report” field reviewed by your Research Supervisor in a meeting, have the Research Supervisor enter the meeting date and comments. Have the Research Supervisor review and sign the “Checklist for research activities.”⑥-2 After having it reviewed by your Research Supervisor in a meeting, have your Research Co-supervisor and Research Counselor enter the meeting dates and comments.⑥-3 Submit the “Checklist for research activities” to your Department’s chair by the end of March.⑥-4 After you complete the “Annual Plan and Report for Research,” submit it to the Student Affairs Section. (Submit it by the end of each academic year, or before you submit your thesis or dissertation in the case of your final (graduating) year.)⑤ This is completed by the student before the second semester ends (March). Also check the “Checklist for research activities.” | Supervisor　○○　○○　　Interview Date 　R1.10.6　研究計画が順調であることを確認したCo-supervisor　□□　□□　　Interview Date 　R1.10.10　　１　データ収集について助言した。２　文献収集に助言した。Counselor　△△　△△　　Interview Date 　R1.10.12　　１　医療統計が不得手とのことなので評判の書籍を紹介した。Supervisor　○○　○○　　Interview Date 　R2.3.15研究計画が順調であることを確認した。Co-supervisor　□□　□□　　Interview Date 　R2.3.16　　　１　データ収集について再度助言した。Counselor　△△　△△　　Interview Date 　R2.3.16　　１　統計の書籍で順調であることを確認した。 |

④-1 After completing the “Research Guidance Plan” field in accordance with the guidance of your Research Supervisor, have the Research Supervisor enter the meeting date and comments. (The meeting may be conducted over the phone or by e-mail.)

④-2 After having the “Research Guidance Plan” field reviewed in meetings, have your Research Co-supervisor and Research Counselor enter the meeting dates and comments. (The meetings may be conducted over the phone or by e-mail.)

・If you are an October student, enter the fields for the second semester and submit it by the end of March.

・You can find your Research Co-supervisor and Research Counselor via Course Management.

(If you cannot find this information, please check with your Research Supervisor.)

・Students who are taking a leave of absence do not have to prepare this form. Please prepare it after returning from your leave of absence.

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Further examples of information you may enter in the Annual Plan for Research:

･ Aim to graduate within the standard duration of study (x years) in (expected date of graduation: Month xx Year xxxx) and receive guidance on research to conduct your study on xx and complete your thesis/dissertation. (Provide information such as early completion, long-term study, study abroad, double degrees, etc.)

･ Regularly attend seminars in the lab (normally, weekly), gain knowledge about your research area and related fields at research colloquiums and research progress presentations, and receive advice and instructions on how to conduct and complete research. (Provide an overview of typical instructions.)

・Present a summary of the study so far at interim presentation sessions, to re-examine and reflect on the research in accordance with the advice offered by faculty members other than your supervisor.

・ Aim to present research results at academic conferences and other venues outside the campus, to receive advice on improving the quality of the research by incorporating the opinions of a broad range of researchers.

・ Propose to write a paper on the research results and publish it in a scholarly journal, receive appropriate guidance both on the paper itself and on the process leading to publication, including the creation of a manuscript for submission, its submission, responding to peer reviewers, etc.

・ Complete the APRIN e-learning program (formerly the CITI Program) to develop understanding in universal research ethics.

(Be sure to state in the Annual Plan for Research that research ethics education will be completed.)

・ By serving as a TA in your Research Supervisor’s courses or as an RA in your Research Supervisor’s research, aim to develop communication skills and leadership skills by providing instruction to undergraduate students in addition to conducting my own research.