

## Guideline for the Annual Plan and Report for Research

Prepared in Academic Year 2019 by the Academic Affairs Committee

This Guideline offers an overview of the “Annual Plan and Report for Research,” which will be created to guide your research in the Division of science and technology, Graduate School of Sciences and Technology for Innovation, per the “Guidelines for Supervising Graduate Research in Tokushima University” (attached separately).

If you are an October student, please use the times and periods given in [square parentheses.]  
The time for (3), (4) and (5) can be the same day.

### 1. Students covered by this Guideline (excluding students currently taking a leave of absence)

- (1) All students enrolled in the Division of science and technology, Graduate Schools of Sciences and Technology for Innovation

### 2. When to prepare the Annual Plan and Report for Research

#### (1) Early April [early October]

Graduate students must complete the “Research Guidance Plan (Courses Registered/Research Plan Description)” themselves at the beginning of each academic year, in accordance with the guidance of their Research Supervisor.

In a meeting, the Research Supervisor reviews the Research Guidance Plan completed by the student and enters the meeting date (date reviewed) and comments.

- Courses Registered

April students should list the courses they plan to take for the entire year, starting with the first semester. October students should list the courses they plan to take for the entire year, starting with the second semester.

- Research Plan Description

- I Set the title of research.

- II Create a plan for the experiment.

- III Participate in gatherings to read and discuss papers, articles, books, etc and receive guidance on how to understand research papers.

- IV Receive instruction in the practical use of research equipment and instruments.

- V Complete the APRIN e-learning program (eAPRIN).

(Be sure to state in the Research Guidance that your research ethics education will be completed.)

#### (2) Early April [early October]

In meetings, the Research Co-supervisor and Research Counselor review the Research Guidance Plan completed by the student and enter the meeting dates (dates reviewed) and comments.

#### (3) Late September [March]

Graduate students complete the “Research Guidance Report (Research Report)” section of the Research Guidance Plan (Courses Registered/Research Plan Description) they created, and check the “Checklist for research activities.”

- I Status of Research Supervision

- II Accomplishments, outcomes, etc.

In a meeting, the Research Supervisor reviews the Research Guidance Report (Research Report) section completed by the student and enters the meeting date and comments.

At the same time, after the Research Supervisor reviews and signs the “Checklist for research activities” checked by the student himself or herself, the student submits it to the chair of the student’s Department.

In meetings, the Research Co-supervisor and Research Counselor review the “Research Guidance Report (Research Report)” section completed by the student and enter the meeting dates (dates reviewed) and comments.

(4) Early October [early April]

Graduate students must complete the Research Guidance Plan (Courses Registered/Research Plan Description) themselves at the beginning of the semester, in accordance with the guidance of their Research Supervisor. In a meeting, the Research Supervisor reviews the Research Guidance Plan completed by the student and enters the meeting date (date reviewed) and comments.

- Courses Registered

April students should list the courses they plan to take in the second semester. October students should list courses they plan to take in the first semester.

- Research Plan Description

- I Set the title of research.

- II Create a plan for the experiment.

- III Participate in gatherings to read and discuss papers, articles, books, etc and receive guidance on how to understand research papers.

- IV Receive instruction in the practical use of research equipment and instruments.

(5) Early October [early April]

In meetings, the Research Co-supervisor and Research Counselor review the Research Guidance Plan completed by the student and enter the meeting dates (dates reviewed) and comments.

(6) By late March [late September or late March], The final academic year (before the thesis or dissertation is submitted)

Graduate students complete the “Research Guidance Report (Research Report)” section at the end of each academic year (or before the thesis or dissertation is submitted, in the case of the final year in which the student is expected to graduate) and check the “Checklist for research activities.”

In a meeting, the Research Supervisor reviews the “Research Guidance Report (Research Report)” section completed by the student and enters the meeting date and comments.

At the same time, after the Research Supervisor reviews and signs the “Checklist for research activities” checked by the student himself or herself, the student submits it to the chair of the student’s Department.

In meetings, the Research Co-supervisor and Research Counselor review the “Research Guidance Report (Research Report)” completed by the student and enter the meeting dates (dates reviewed) and comments.

The student submits the reviewed “Annual Plan and Report for Research” to the Student Affairs Section of the Faculty of Science and Technology.

### 3. Miscellaneous

(1) Meetings may be conducted over the phone, by e-mail, etc.

(2) Students who are taking a leave of absence may prepare the document after they return from the leave.