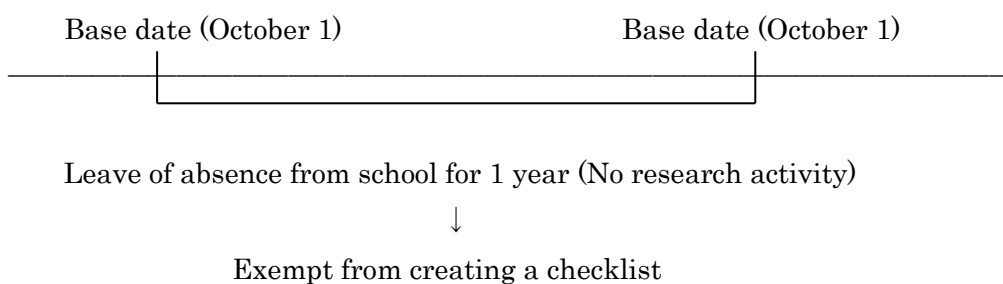■ Regarding creation and submission of checklist in research activities

① Every year, in principle create the checklist based on October 1. (Regarding the autumn admission student create it based on April 1.)

② Keep the created checklist at each department until application for a degree.

③ Submit it with other required documents when applying for the degree.

④ Submission of the checklist is exempted for the year when you took a leave of absence from school during the previous year.

Base date (October 1)   Base date (October 1)

Leave of absence from school for 1 year (No research activity)

↓

Exempt from creating a checklist

※ Effective to students applying for degree after October 1, 2018.(Doctoral Course)

※ Effective to students applying for degree after January 1, 2019.(Master's Course)