

(attachment form)

Research Advising Plans and Reports

Date _____

Doctoral Program, Course of Medicine, Graduate School of Medical Sciences

Student ID number _____

Student Name _____

Student Signature _____

Principal advisor _____ seal Co-advisor _____ seal Outside advisor _____ seal

Research topic _____

Year		Research Advising Plans		Research Advising Reports	
		Coursework	Research	Research Progress	Supervisor's Comments
Year	First Term				Principal advisor _____ Advising meeting date _____
					Co-advisor _____ Advising meeting date _____
					Advisor _____ Advising meeting date _____

	Second Term				Principal advisor _____ Advising meeting date _____ Co-advisor _____ Advising meeting date _____ Advisor _____ Advising meeting date _____
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The information provided on this form regarding advising plans and reports is to confirm that the student has received research advising according to the policies of the Graduate School of Medical Sciences.

- “Research Advising Plans” (including “Coursework Plan” and “Research Plan”) and “Research Progress” are to be developed and compiled with the guidance of the principal advisor and the co-advisor, and the student is to fill in the required information on this form.
- Upon entering the graduate program, students are required to formulate a research plan for each academic year, fill out the columns under “Research Advising Plans” on this form, and submit a copy of the forms to the Educational Affairs Division of the Graduate School of Medical Sciences. (Students in the 2nd to the 4th year of the doctoral program in the academic year 2019 are also required to submit this form in April 2019 for each remaining year of graduate work at Tokushima University.)
- When the research or coursework plan changes, students are required to submit the revised form to the Educational Affairs Division of the Graduate School of Medical Sciences.
- Research Progress: In this column, information regarding research advising the student has received and his/her performance and achievements are to be reported.
- Advisors’ Comments: In this column, the principal advisor, the co-advisor, and the advisor report the extent of student’s efforts, contents of advising, and change in the advising plan.
- The co-advisor and the advisor are to meet with the student at least once a year and provide comments on this form.
- Advising may be given over the phone or through email.
- When a faculty member from outside of the department serves as the co-advisor or advisor, the student is required to follow necessary administrative procedures. Contact the Educational Affairs Division of the Graduate School of Medical Sciences for further information.
- Students are required to fill out “Research Advising Plans” of this form at the time of admission to the graduate program. “Research Advising Reports” of this form is to be filled out at the end of each academic year. The completed form, with the advising faculty members’ seals and the student’s signature, is to be submitted to the Educational Affairs Division of the Graduate School of Medical Sciences. (When the student is in the final year of the program, the form must be submitted before the submission of the dissertation.) The contents of this form will be reviewed by the program evaluation committee as needed to improve the quality of education at Tokushima University. In addition, submitted forms will be reviewed at the time of the dissertation defense.
- Students are required to take the e-learning course of CITI Japan to develop universal research ethics. (Be sure to include research ethics education under “Research Advising Plans.”)