

Procedures for the implementation of the interim review

(December 25,2019 Partial revisions by Educational committee)

Objectives

Kumamoto University Graduate School of Medical Sciences and its Educational Committee aim to improve the research skills of graduate students in the doctoral course and the quality of their theses with cooperation of all academic staff of the Graduate School of Medical Sciences, as an important measure for the improvement of their skills for research promotion. Graduate students in the mid-term (second year) of the doctoral course will deliver presentations on their research plans, results, and progress, and reviewers from various fields will provide specific and constructive advice to improve the quality of research in relation to the presentations. The plan is designed to provide cross-sectional advice on research for graduate students in collaboration with other related research fields while complying with research policies adopted in their specialties, with the aim of helping them improve the quality of their papers. Interim review is set to solely provide students a guidance and advice so the review itself will not affect the final evaluation and degree application.

1. Implementation period

- Students enrolled in April :
 Doctoral Program Once in March of the second year or August of the third year
- Students enrolled in October :
 Doctoral Program Once in August of the second year or March of the third year
- The date and venue will be decided by the Student Affairs office after confirming in advance the circumstances of the reviewers.

2. Application procedure for review:

- Submit an application for the interim review including research subjects of the graduate students and progress of their research to the Student Affairs Office.
- Period for submission
 - Students enrolled in April
 - In the case of the second year March examination : December of the second year
 - In the case of the third year August examination : June of the third year
 - Students enrolled in October
 - In the case of the second year August examination : June of the second year
 - In the case of the third year March examination : December of the third year

3. Procedure of interim review meetings

(1) Reviewers

The reviewers shall include at least one “D丸合教員”. Academic staff of the university other than those of the Graduate School of Medical Sciences may be appointed as reviewers depending on research subjects. Lecturers, Assistant Professors and Associate professors who

are expected to provide advice on theses in the near future shall be appointed as reviewers based on their educational viewpoints. The supervisor can recommend about three reviewers.

The decision of the reviewers will be decided by the Graduate School Educational committee.

(2) Interim review

At the interim review meetings, graduate students deliver presentations on the objectives of their research, the methods, results, problems, and future plan for approximately 20 to 30 minutes followed by Q&A sessions and discussions.

Review meetings using Skype and other systems shall be held for working graduate students, and those dispatched to another research institutions who have difficulty attending meetings held at the university.

(3) Review results

The student shall prepare research proposal stating the feedback of interim review committee members, and the concrete research plan and idea based on the feedback. After having checked by supervisor, the student shall submit the proposal to the interim review committee members. The committee members shall check the contents of submitted proposal. After receiving the final version of the proposal, the chairperson shall sign on it and submit it to the student affairs section. The student affairs section shall report the status of the submission to chairperson of Educational Committee.

Interim review committee members are encouraged to respond to requests for discussion, if any, on the status of the research progress by the student or their supervisors.

Application for the interim review for the Doctoral Course, Graduate School of Medical Sciences

To the chairperson of the educational committee,

Date:

Field : _____

Student number : _____

Name : _____ (Signature)

Supervisor : _____ Seal

I apply for the interim review as follows:

Research title	
Research period	e.g.) year month to present
Academic staff who provided advice on the research other than the supervisor	
Middle category (number)	
Small category name	
Recommended review committee members (Please write 3 reviewers name)	

※Please note that reviewers will be finally assigned at Educational Committee so your reviewers might be changed after the committee.

※Please fill in the field (small category) with reference to the Kakenhi examination classification table.

Application for the interim review for the Doctoral Course, Graduate
School of Medical Sciences

Sample

To the chairperson of the educational committee,

Date:2020/6/5

Field : _____
 Student number : _____
 Name : _____ (Signature)
 Supervisor : _____ Seal

I apply for the interim review as follows:

Research title	
Research period	e.g.) 2019 year 4 month to present
Academic staff who provided advice on the research other than the supervisor	
Middle category (number)	43 45
Small category name	ゲノム生物学関連 システムゲノム科学関連
	遺伝学関連
Recommended review committee members (Please write 3 reviewers name)	○○○○ Professor ○○ ○○ ○○○○ Assistant Professor ○○ ○○ ○○○○ Assistant Professor ○○ ○○

※Please note that reviewers will be finally assigned at Educational Committee so your reviewers might be changed after the committee.

※Please fill in the field (small category) with reference to the Kakenhi examination classification table.

Abstract for the interim review

Applicants shall submit an abstract, a one or two page summary of their research, including the following five items:

(1) Research background and objectives

(2) Methods

(3) Results and discussion

*As the review aims to provide applicants with advice to help them improve their research, they shall also submit negative data.

(4) Future research plans

(5) Other information

*Please describe problems regarding the implementation of research.

E.g.:

- I cannot secure adequate funds to create knockout mice.

- I do not know someone I can consult regarding specific analyses (I would like to obtain information on collaborators).

- I cannot succeed in experiments.

✂The abstract will not be publicly disclosed

Research Proposal

To members of the interim review committee,

Date: _____

Field: _____

Student number: _____

Name: _____ (Signature)

Supervisor: _____ Seal

I hereby submit this research proposal based on the discussion at the interim review meeting held the other day.

Date of review	
Examiners	
A summary of review	

The opinions of the examiners and their suggestions	Countermeasures to respond to the opinions of the examiners and their suggestions

I've confirmed the content mentioned above.

以上の内容を確認いたしました。

Also I have confirmed with 3 committee members that discussion of interim review will not be publicly disclosed.

なお、本中間審査委員会で審議した内容等については外部に公表しないことを3名の間審査委員の間で確認しております。

(Signature)

(署名)

The chairperson of the interim review committee
 中間審査委員長