

Guidelines for Research Plan & Research Guidance Plan
in the Graduate School of Design

April 1, 2022
Education Committee

A research guidance plan (hereinafter referred to as “the Plan”) shall be prepared to clearly indicate the method and content of research guidance and the plan for research guidance for one year in accordance with Article 18-3, Paragraph 1 of the General Regulations of Graduate Schools of Kyushu University. The Graduate School of Design of Kyushu University has established the "Agreement on the Research Guidance Plan for Graduate School Students at Kyushu University" (hereinafter referred to as the "Agreement") and shall provide systematic research guidance as follows.

1 Students who are eligible to prepare a plan in the Graduate School of Design are all master's course students and new doctoral course students, and the deadline for submission is as follows. If the applicant is not able to submit the plan by the submission deadline, the applicant's academic supervisor (in principle, the primary academic supervisor, but may include a secondary academic supervisor if necessary; the same shall apply hereafter) shall promptly inform the Academic Affairs Section, Student Affairs Division, School of Design and the expected date of submission.

Eligible students	Submission deadline
April enrollment	End of May
October enrollment	End of November

2 The procedure for preparing the plan shall be as stipulated in Agreement No. 2.

3 The Academic Affairs Section, Student Affairs Division, School of Design, will separately contact each academic supervisor regarding the submission of the plan.

【Submission Method】

- A. Academic Affairs Section will send an email to each academic supervisor requesting the preparation of a plan.
- B. Each academic supervisor and student create the plan together as a Word file, and the academic supervisor submits it to the Academic Affairs Section as an email attachment.
- C. Word files are kept in the Academic Affairs Section.

4 When the plan is reviewed, the academic supervisor shall promptly submit the revised plan to the Dean of the Graduate School of Design via the Academic Affairs Section, Student Affairs Division, School of Design.

5 The plan submitted to the Dean of the Graduate School of Design shall be kept by the Academic Affairs Section, Student Affairs Division, School of Design for five years from April 1 of the academic year following the year in which the student completes or withdraws from the Graduate School of Design.

○ Standard Research Guidance Schedule (For April enrollment)

	April - May	May -	January - March
1st-year master's student	<ul style="list-style-type: none"> - Interview with academic supervisor - Preparation of the plan - Participation in research ethics education 	<ul style="list-style-type: none"> - Participation in seminar and studio - Conference presentation, competition participation, progress report meeting, etc. 	<ul style="list-style-type: none"> - Preparation for mid-term presentation - Mid-term presentation (Department)
2nd-year master's student	<ul style="list-style-type: none"> - Interview with academic supervisor - Preparation of the plan 	<ul style="list-style-type: none"> - Participation in seminar and studio - Conference presentation, competition participation, etc. - Mid-term presentation (Course) - Preparation of master's thesis (works) 	<ul style="list-style-type: none"> - Submission of master's thesis (works) - Master's thesis presentation
1st-year doctoral student	<ul style="list-style-type: none"> - Interview with academic supervisor - Preparation of the plan - Participation in research ethics education 	<ul style="list-style-type: none"> - Participation in seminar and studio - Conference presentation, competition participation, progress report meeting, etc. 	<ul style="list-style-type: none"> - Submission of research progress report
2nd-year doctoral student	<ul style="list-style-type: none"> - Interview with academic supervisor 	<ul style="list-style-type: none"> - Participation in seminar and studio - Submission of peer-reviewed paper, etc. 	<ul style="list-style-type: none"> - Submission of research progress report
3rd-year doctoral student	<ul style="list-style-type: none"> - Interview with academic supervisor 	<ul style="list-style-type: none"> - Participation in seminar and studio - Doctoral thesis preparation - Degree application (October), preliminary examination - Submission of doctoral thesis (December) 	<ul style="list-style-type: none"> - Public presentation

○ Standard Research Guidance Schedule (For October enrollment)

	October - November	November -	July - September
1st-year master's student	<ul style="list-style-type: none"> - Interview with academic supervisor - Preparation of the plan - Participation in research ethics education 	<ul style="list-style-type: none"> - Participation in seminar and studio - Conference presentation, competition participation, progress report meeting, etc. 	<ul style="list-style-type: none"> - Preparation for Mid-term presentation - Mid-term presentation (Department)
2nd-year master's student	<ul style="list-style-type: none"> - Interview with academic supervisor - Preparation of the plan 	<ul style="list-style-type: none"> - Participation in seminar and studio - Conference presentation, competition participation, etc. - Mid-term presentation (Course) - Preparation of master's thesis (works) 	<ul style="list-style-type: none"> - Submission of master's thesis (works) - Master's thesis presentation
1st-year doctoral student	<ul style="list-style-type: none"> - Interview with academic supervisor - Preparation of the plan - Participation in research ethics education 	<ul style="list-style-type: none"> - Participation in seminar and studio - Conference presentation, competition participation, progress report meeting, etc. 	<ul style="list-style-type: none"> - Submission of research progress report
2nd-year doctoral student	<ul style="list-style-type: none"> - Interview with academic supervisor 	<ul style="list-style-type: none"> - Participation in seminar and studio - Submission of peer-reviewed paper, etc. 	<ul style="list-style-type: none"> - Submission of research progress report
3rd-year doctoral student	<ul style="list-style-type: none"> - Interview with academic supervisor 	<ul style="list-style-type: none"> - Participation in seminar and studio - Doctoral thesis preparation - Degree application (April), preliminary examination - Submission of doctoral thesis (June) 	<ul style="list-style-type: none"> - Public presentation

- Example of Research Plan (Master's program · For April enrollment)
 - 1st year, April · May: Research planning, participation in research ethics education
 - In consultation with the academic supervisor, students will prepare a research plan for the assigned research topic.
 - Plan for present conference, participation in competitions, etc.
 - 1st year, May · March: Conducting research, mid-term presentation of research results
 - Conduct research according to the research plan. Participation in conferences and competitions, etc.
 - In the first year, students are expected to conduct mainly preliminary experiments and investigations to establish research methods.
 - The results to date and future plans will be reported at the department (cross-course) presentation.
 - 2nd year, April · May: Revision of research plan
 - After receiving the results of the presentation, the student will consult with the academic supervisor to confirm and revise the research topic and plan.
 - Plan for conference presentations, participation in competitions, etc.
 - 2nd year, May · January: Conducting research, preparation of master's thesis
 - Conduct research according to the research plan. Present at conferences, participate in competitions, etc.
 - In the second year, students are expected to proceed with data collection, analysis, etc., using established research methods and draw conclusions while reconfirming their objectives.
 - Students will report their research results in a mid-term presentation in the course and reflect them in their master's thesis.
 - 2nd year, January-February: Submission and presentation of master's thesis
 - Submit a master's thesis and present the thesis at a presentation.

- Example of Research Guidance Plan (Master's program · For April enrollment)
 - 1st year, April · May: Provide guidance on research problem setting and research planning
 - Guide students in setting research problems and planning research projects.
 - Advise on plans for conference presentations and competition participation.
 - 1st year, May · March: Provide guidance on research and preparation for mid-term presentation
 - Check the progress of research conducted by students during seminars, studios, etc., as needed and provide guidance according to the progress.
 - If review by a research ethics committee is required, guidance will be provided on the procedures.
 - Provide advice on presentation methods, etc., for presentations within the department.
 - 2nd year April · May: Provide guidance following mid-term presentation of research results and on revising the research plan
 - Provide guidance on responding to comments made in presentations within the department and confirming and revising the research project and plan.
 - Provide advice on plans for conference presentations and competition participation.
 - 2nd year May · January: Research guidance, guidance in writing a master's thesis
 - Check the progress of research conducted by students during seminars, studios, etc., as needed and provide guidance according to the progress.
 - If review by a research ethics committee is required, guidance will be provided on the procedures.
 - Provide guidance on presentation methods, etc., in preparation for the mid-term presentation in the course.
 - Provide guidance on the structure and writing of the master's thesis.
 - 2nd year, January · February: Submission and presentation of master's thesis
 - Provide guidance to students so that they can submit their master's thesis, and guide students on the content of the presentation in preparation for the presentation.

Research Plan & Research Guidance Plan (Example: 1st-year master's student)

Created on: 2022 / 5 /20Updated on: / /

Student Number	2DS99999		
Name			
Month and Year of Enrollment	April 2022	Grade	1st year of Master's program
Major and Course	Department of Design, Environmental Design Course		
Research Title	Relationship between the use of parks and surrounding facilities in a city		
Primary Academic supervisor:	Secondary Academic Supervisor: Assistant Academic Supervisor:		
<p>Research Plan</p> <p><i>(Student to fill in the purpose of the research, overview, conference presentation, paper preparation, etc.)</i></p> <p>The purpose of this project is to clarify the relationship between the park and its surrounding facilities through observation of user behavior and surveys of the park's surrounding facilities, considering the park's function, attractiveness, and atmosphere in an urban environment as an overlap of characteristics caused by the accumulation of information and space by the surrounding facilities. Initially, the method will be studied for Kego Park. Research results will be presented at the Japan Society of Art Engineers, the Architectural Institute of Japan, and other conferences.</p> <p><input checked="" type="checkbox"/> Course Completion Report Number of Research Ethics Education: AP0000871930 (Date of Attendance:2022/4/28) Supervisor's Confirmation (2022/5/15)</p> <p><input checked="" type="checkbox"/> Subjects to be taken Supervisor's Confirmation (2022/5/15)</p>			
<p>Research Guidance Plan</p> <p><i>(Advisor to fill in guidance methods, contents, plans, etc. based on research plan.)</i></p> <p>The progress of the research on the observational survey and analysis will be checked as needed in weekly seminars, and guidance will be provided according to the progress of the research. Once the results from Kego Park are compiled, we will discuss whether to expand the scope of the survey or conduct a detailed survey.</p> <p>For now, based on the results of the survey by the summer, we will proceed with plans to submit the results for presentation at the Society of Art Engineers conference in September, and provide guidance on the presentation for the November presentation. We will proceed with the survey and analysis in the fall with plans to submit the results to the Kyushu Branch of the Architectural Institute of Japan in December and provide guidance on the presentation for the March presentation.</p> <p>Thereafter, guidance will be given on presentation methods, etc., for presentations within the major.</p> <p><input checked="" type="checkbox"/> Student's Confirmation (2022/5/20)</p>			
Additional Notes			

- The research advisor and the student should prepare this plan only after sufficient consultation and discussion.
 - This plan can be reviewed according to research progress or other factors.
 - Research Ethics Education must be taken every 3 years.
- *Please write the date in (yyyy/mm/dd) format