



10/11/2024

# Academic Affairs Section



# What to Expect in the Research Unit

- Within the first few workdays: Settling In & Setting Up
  - ▶ Find out who will directly supervise you
  - ▶ Discussion of your prior experience and your individual project for the internship
- While at OIST
  - ▶ Learn new information, techniques, and skills related to the unit's area of research
  - ▶ Contribute to the work of the unit (please understand that your contribution may or may not merit inclusion of your name on published work)



# Safety Trainings/ Approvals

- All OIST Members need to take mandatory training courses on “OIST Learn (eFront)”.
- Depending on your project, you may need to obtain specific approvals or complete specific training courses for the safety of yourself and others.
  - ▶ Step 1: Consult with your supervisor for advice/ permissions relevant to your work.
  - ▶ Step 2: Complete specific training courses and required health check-ups for specific types of experiments.



# Use of OIST Resources

- Ensure Proper Training & Approvals:
  - ▶ Depending on your skills and experience, some facilities/ equipment you may feel ready to use right away. Still be sure to get clearance from the responsible party first.
  - ▶ In many cases you will be learning new skills and techniques or using unfamiliar equipment. In order to ensure you don't negatively impact OIST research, be careful to use all resources only with proper approval and training.



# Learning Opportunities Outside the Lab

- Talks, Seminars, Informal Chats and etc.
- Auditing OIST Classes:
  - ▶ You may be able to audit OIST classes during your internship period to increase your learning. **Not for credit.**
  - ▶ Permission must be granted from the teaching faculty. Space is not always available.
  - ▶ Permission must be granted from your supervisor.
  - ▶ An application form is required. <https://groups.oist.jp/grad/application-audit-course-0>



# Other Opportunity

Research Internship - Lab Rotation Equivalency [[Academic Program Policies 4.3.3.1](#) | [OIST Groups](#)]

## Eligibility

- Your internship is **at least 4 months**
- Receive approval from your supervisor
- Place a request to the GS ([academic-programs@oist.jp](mailto:academic-programs@oist.jp)) *within two weeks of starting your research internship*
- Receive official approval from the GS

## To ensure equivalency, you will need to;

- Develop your own project
- Submit Lab Rotation Proposal at the end of the first month of your internship
- Submit Lab Rotation Report at the end of your internship
- Give a final presentation to the Unit
- Enroll in the OIST PhD program **within twelve (12) months** after the completion of the research internship

\*You will still need to submit an Internship Program Report at the end of your internship.

\*\*In addition, the GS will ask your host professor for an evaluation of your lab rotation project.

## Benefits

- If you later enroll in the OIST PhD program, your internship will be counted as one of the mandatory lab rotations (in-field).
- As a result, you will enter your thesis research laboratory 4 months (1 term) earlier than regular students. (4 more months to focus on your thesis research!)

**\*If you are interested, consult with your supervisor and then contact the Academic Program Team *within two weeks after starting your research internship* for an official request. We will guide you through the next steps.**

**\*\*A request cannot be made retrospectively.**



# End of Your Internship

- ▶ Submit Research Internship Program Report at <https://groups.oist.jp/grad/research-internship-program-report>
- ▶ To request your Research Internship Completion Certificate, submit a request [https://services.oist.jp/gsplus?id=gsplus\\_service\\_catalog\\_homepage](https://services.oist.jp/gsplus?id=gsplus_service_catalog_homepage)

Your Research Internship Program Report must be submitted in order to issue your Completion Certificate.

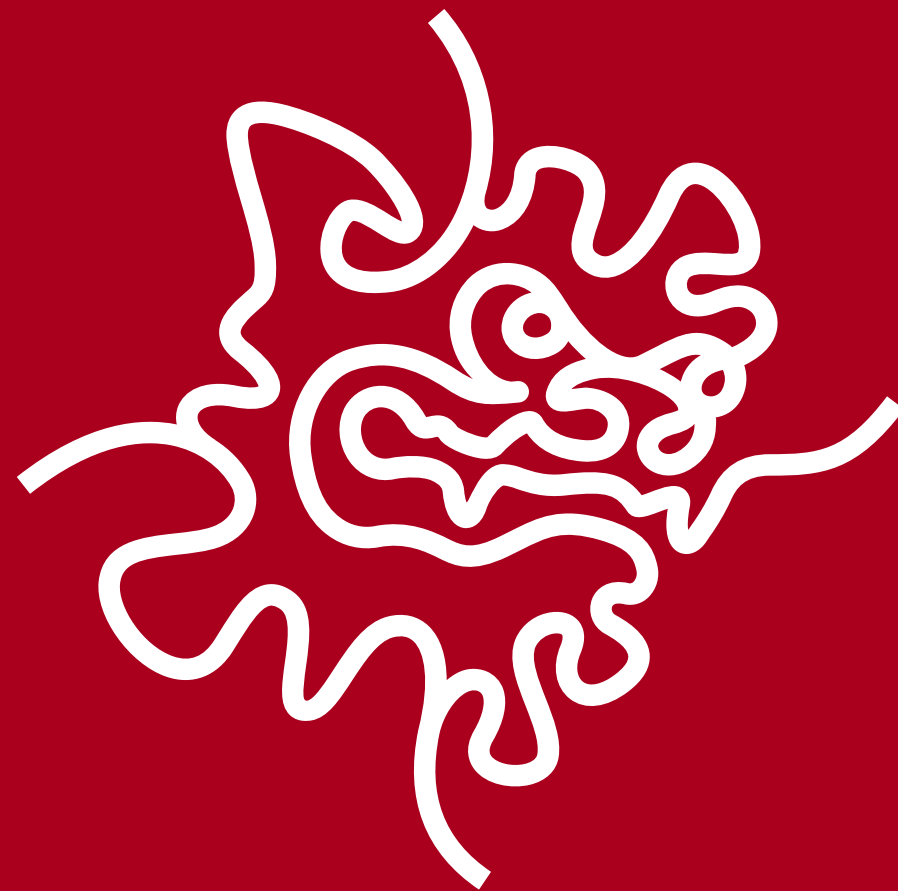


# Handling Issues During Your Internship

For any academic or research related questions or concerns, don't hesitate to reach out to us. This may end up help other research interns as well!







**Thank you!**