OIST Research Intern Program: Academic Orientation

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 (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 trainings on “OIST Learn (eFront Pro)”.

- Depending on your project, you may need to obtain specific approvals/ complete specific trainings for the safety of yourself and others.

➢ Step 1: Consult with your supervisor for advice/ permissions relevant to your work.

➢ Step 2: Complete specific trainings and required Health Checks 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 Courses:
  - You may be able to audit OIST courses 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.

Other Opportunity

Research Internship - Lab Rotation Equivalency

[Academic Program Policies 4.3.3.1| OIST Groups]

Eligibility

- Your internship is longer than 4 months
- Receive approval from your supervisor
- Place a request to the GS (academic.programs@oist.jp) *within a few weeks after starting your research internship*
- Receive an 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 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 PI for 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 then contact the Academic Program Team *within a few weeks after starting your research internship* for an official request. We will guide you through the next steps.**

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

Rights & Responsibilities

- Rights & Responsibilities of Research Interns:
- You must follow the agreement that you have signed
- You should receive regular supervision & direction
- You should have a designated space for your work
- You should receive training on safe use of labs & equipment in the unit
- You should be involved in the scientific life of the unit (group meetings, etc.)
- You should prepare and give a final presentation to the unit

End of Your Internship

- Submit Research Internship Program Report at https://groups.oist.jp/grad/reserch-internship-program-report

- To request for your Research Internship Completion Certificate, submit a request at https://groups.oist.jp/grad/request-issuance-certificates

  GS Registrar Team (gs-registrar@oist.jp) will issue a certificate upon your Research Internship Program Report submission

Handling Issues During Your Internship

Don’t hesitate to reach out if you have problems. This may end up helping other people as well!

Who to Contact:

- Logistics/ Daily Life Related Issues (Housing, Attendance Record, etc.):

  Student Support Team at gs-support@oist.jp

- Academic/ Research Related Issues:
  - First talk to people directly involved, if possible.
  - When needed, talk with your supervisor to discuss/ try to resolve the issue.
  - If necessary, contact Academic Affairs academic-programs@oist.jp

- RI-PhD Pathway:

  Admissions Team at phd-selection@oist.jp