Research Presentation Application Process

1. Schedule of Events

Generally, the event dates for the "Mid-term Presentation" and "Research Presentation" events, as well as application deadlines are determined at a faculty meeting in April. When event dates and deadlines are determined, the information will be posted on the Graduate School of Dentistry website under the headings "Mid-term Presentation Event Schedule" and "Research Presentation Event Schedule." If you intend to present research findings at either of these events, please submit your application by the deadline indicated using the procedure shown in the "Application Methods" section below.

2. Application Methods

(1) Mid-term Presentation

Follow the procedures below to apply.

i. After consulting with your faculty advisor, determine the date you would like to present your research during the Mid-term Presentation event.

ii. Draft an application for your Mid-term Presentation date (Attachment 1), have your faculty advisor approve and stamp it, and submit it to the Academic Affairs Department by the specified deadline.

*Scheduling requests made orally will not be accepted. Presentation dates will only be reserved by submission of the application form. Substitutions after submission are not permitted.

iii. After submitting Attachment 1, send the original document (Microsoft Word file, faculty advisor stamp not required) separately as an attachment in an email to the Academic Affairs Department at the following address: si-soumu-kyomu@office.osaka-u.ac.jp

Subject line for email: "Mid-term Presentation Application"

iv. The presentation order is generally based on the order in which the applications are submitted. If

there are multiple presenters from the same lab, please confirm the presentation order within the lab and submit your applications together, with details in the email noting your preferred order.

(2) Research Presentation

Follow the procedures below to apply.

i. After consulting with your faculty advisor, determine the date you would like to present your research during the Research Presentation event.

ii. Draft an application for your Research Presentation date (Attachment 2), have your faculty advisor approve and stamp it, and submit it to the Academic Affairs Department by the specified deadline.

*Scheduling requests made orally will not be accepted. Presentation dates will be reserved only by submission of the application form. Substitutions after submission are not permitted.

iii. After submitting Attachment 2, send the original document (Microsoft Word file, faculty advisor stamp not required) separately as an attachment in an email to the Academic Affairs Department at the following address: si-soumu-kyomu@office.osaka-u.ac.jp

Subject line for email: "Research Presentation Application"

iv. The presentation order is generally based on the order in which the applications are submitted. If there are multiple presenters from the same lab, please confirm the presentation order within the lab and submit your applications together, with details in the email noting your preferred order.

v. Draft a research content summary (Attachment 3) and submit it to the Academic Affairs Department as an email attachment by the specified deadline. Attachment 3 does not require a faculty advisor stamp.

Send the document to the following email address: si-soumu-kyomu@office.osaka-u.ac.jp

Subject line for email: "Research Presentation Content Summary"

3. Application Deadlines

・Mid-term Presentation Date Request Application (Attachment 1): as shown in the "Mid-term Presentation Event Schedule"

・Research Presentation Date Request Application (Attachment 2): as shown in the "Research Presentation Event Schedule"

・Research Content Summary (Attachment 3): as shown in the "Research Presentation Event Schedule"

(Deadlines will be set approximately one month prior to the requested presentation dates.)

*Your submitted "Research Content Summary" will be posted on the KOAN Bulletin Board until the day of the presentation.

4. Determination of Presentation Date and Time

・Each day of presentations will end at 5:00 p.m., with the starting time determined by reverse calculation based on the time required for each presentation scheduled.

・Generally speaking, the number of presenters per day will be set at 12 or less for the Mid-term Presentation event, and 10 or less for the Research Presentations event.

・The presentation date and time for each applicant will be posted on the website.

5. Presentations

・The presentation time allotted for each presenter during the Mid-Term Presentation event will be a maximum of 40 minutes, including a question and answer session. For the Research Presentation event, the time allotted for each presenter will consist of up to 15 minutes for the presentation and up to 15 minutes for debate, for a total of up to 30 minutes per person.

・Presentations can be made in either Japanese or English.

・Lighting operations during the presentations must be handled by the presenter, though assistance

from colleagues, friends, etc. is acceptable.

・The initial preparations for the presentations will be handled by the Academic Affairs Department. Should a separate projector aside from the ceiling-mounted projector be required, that setup must be handled by the presenter.

*For information regarding the chief examiners on the dissertation judging committees (appointments), refer to the following page:

https://www.dent.osaka-u.ac.jp/page-3188

Submit to: Specialist in General Affairs Division

(Academic Affairs Supervisor) (extension: 2828)

Updated April 1, 2020