

Implementation of Individual Tutorial in the Graduate School pursuant to the Kyoto University  
Action Plan for the Promotion of Research Integrity  
(Abbreviated title: Individual Tutorial Implementation Guidelines)

Approved by the Graduate School of Asian and African Area Studies Meeting  
12th, December, 2024

(1) Those subject to the tutorial

- All graduate students intending to write an academic paper, pre-doctoral or doctoral thesis shall receive a face-to-face tutorial at least once prior to writing them during the period when they are studying in ASAFAS.
- Those who received a face-to-face tutorial at the time of writing a pre-doctoral thesis do not have to receive it again at the time of writing a doctoral thesis.
- Arrangements for students earning a doctoral degree by dissertation shall be made on an individual basis. Those not required to undergo confirmation of scholarly knowledge are not automatically exempted from the tutorial (for example, even former ASAFAS students may be required to take the tutorial if several years have elapsed since their enrollment).

(2) Tutors

- In principle, students shall be tutored by their main supervisor. It is also possible for all three or two supervisors to be tutors. In the event that there are unavoidable circumstances preventing a main supervisor from conducting the tutorial, one of the sub-supervisors may do so.

(3) Content

- Each tutorial shall be conducted with a tutor-to-student ratio of between 1:1 and 1:3. In the event that the tutorial is being operated by two or more supervisors, the maximum number of students shall be six.
- The text used in the tutorial shall be the “For the Sound Development of Science: The Attitude of a Conscientious Scientist”, produced by the Japan Society for the Promotion of Science (JSPS). Tutors and students alike must read this text thoroughly in advance.
- Each student shall prepare a one A4-page summary of the main points of the text and explain it in the tutorial, and the tutor shall ask questions relating thereto.
- Finally, students shall look beyond the general ideas in the text and discuss how it applies to their own research. Students are encouraged to ask for clarification whenever necessary.
- Tutors have the students explain the contents of the Research Integrity Pamphlet and the Research Data Preservation Pamphlet to ensure that they are fully understood.

- After the face-to-face tutorial, each student shall take the Japan Society for the Promotion of Science's e-Learning Course on Research Ethics (hereinafter, "eL CoRE") to consolidate knowledge of research integrity.

#### (4) Implementation method

- At the end of the tutorial, the tutor (supervisor) shall hand-sign and date a Certificate of Completion of the Tutorial on Research Integrity (hereinafter, "Certificate of Completion") and provide it to the student. The student shall submit this Certificate of Completion to the ASAFAS Student Affairs Office. After it is stamped with the Graduate School Dean's official seal, the Student Affairs Office will take a copy for its records and return the original to the student.

- The tutorial is designed for authors of academic paper, pre-doctoral or doctoral thesis. Students shall attach a copy of their Certificate of Completion when submitting their thesis title. Those who received a face-to-face tutorial at the time of writing a pre-doctoral thesis can submit copies of the same Certificate of Completion for both of the pre-doctoral thesis and the doctoral thesis.

- Implementation of the tutorials shall be announced by e-mail, as well as to students planning to submit doctoral thesis during the October information session on production of thesis and to students planning to submit pre-doctoral theses by their supervisors at the Wednesday seminars. • ASAFAS requires all students admitted in 2024 or later to take "Research Ethics and Integrity in the Graduate School Common Course, and encourages students admitted in 2023 or before to take it, but taking this course cannot be replaced with the individual tutorial for the students. ASAFAS students must receive face-to-face tutorial at least once.

- Students shall attach a copy of their certificate of completion of the "eL CoRE" when submitting their thesis title. Those who completed the "eL CoRE" at the time of writing a pre-doctoral thesis can submit copies of the same certificate of completion for both of the pre-doctoral thesis and the doctoral thesis.

\*Training in dissertation writing for graduate students across all faculties in Kyoto University:

- An individual tutorial on the basics of research integrity must be held at least once prior to the writing-up of the academic paper, master's / doctoral thesis. (Kyoto University Action Plan for the Promotion of Research Integrity, revised in October 2024, Kyoto University Research Integrity Committee)

- All graduate students intending to write an academic paper, master's or doctoral thesis shall receive a face-to-face tutorial at least once prior to writing them while in graduate school.

- Those who received a face-to-face tutorial at the time of writing a master's thesis do not have to

receive it again at the time of writing a doctoral thesis. (Outline of Face-to-Face Tutorials for Thesis Writers (Graduate Students, etc.) by All Faculty Advisors, partially revised in September 2024, Kyoto University Research Integrity Promotion Committee)