

# Off-campus Research/Academic Activity Report Form

To: Chair Tojiro Aoyama  
Keio University Graduate School of Science and Technology

As stated below, I will be attending an off-campus research/academic activity.  
I will adhere to the rules in attending the off-campus research/academic activity.

School			Year	E-mail	
Student ID				Mobile	
Name and Signature				Emergency Concat Number	

Name of the attending academic activity/conference	Address of the attending academic activity

Purpose of the event

Period of academic activity/conference	From (YYYY/MM/DD)	To (YYYY/MM/DD)
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Transportation	Check your transportation method									
	Domestic Activity	Overseas Activity	Depart from Narita		Month		Date	→	Return to Narita	

Overseas travel insurance	Applied	Not applied
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## Code of Conduct for Off-campus Research/Academic Activity

1. When attending an off-campus academic activity, the student shall act responsibly as a member of Keio University.
2. When conducting research at an off-campus institution, the student shall comply with the following rules regardless of whether a research agreement is concluded or not, to avoid disputes which may arise between parties.
  - 2-1 The student shall use the data and results obtained through the research after thorough discussion with the institution.
  - 2-2 The student shall not plagiarize or leak to third parties the confidential or personal information obtained through the research.
  - 2-3 The student shall not remove without permission any items possessed by the off-campus institution including materials, electronic media, research materials and documents from its office.
  - 2-4 The student shall adhere to the safety and health regulations stipulated by the off-campus institution and cooperate in taking necessary measures and precautions for health and safety.
  - 2-5. The student shall adhere to the regulations or policies for the handling of general information and protection of personal information stipulated by the off-campus institution and cooperate in taking necessary measures to protect information leakage.

Research Advisor Signature	
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If the transportation fee is going to be covered by any research funds, you will need to submit this form later. **Please keep a copy of this fo**

If you are attending a domestic academic conference, we recommend you purchase the Personal Accident Insurance for Students Pursuing Education a  
賠償責任保險). This insurance can be purchased at Student Life Services

Please submit this form to the Academic Services prior to your departure date.

Month Date

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Month		Date	
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