

# 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
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Period of academic activity/conference	From (YYYY/MM/DD)	To (YYYY/MM/DD)

Transportation	Check your transportation method									
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	Domestic Activity	Overseas Activity	rt from Narita	Month	Date	→	eturn to Narita
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Overseas travel insurance	applied	Not applied
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## Code of Conduct for Off-campus Research/Academic Activity

- When attending an off-campus academic activity, the student shall act responsibly as a member of Keio University.
- 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.
  - The student shall use the data and results obtained through the research after thorough discussion with the institution.
  - The student shall not plagiarize or leak to third parties the confidential or personal information obtained through the research.
  - 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.
  - 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.
  - 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



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 form**

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.

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