

2016

RINKO detailed guideline for master's and doctoral students Electrical and Electronic Engineering Course,

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(1) Date and time

RINKO session starts at 10:25 and ends at 12:10 in every Friday morning.

(2) Assignments

Every student has to give a presentation to professors and students in attendance at RINKO, which is followed by question-and-answer and discussions. The presentation may be in English or Japanese. The Q-and A and discussions may be in English or Japanese independently of the presentation language. Each student has to choose one's subject and language with advice by and under agreement of one's professor.

- a) Students at M1, D1, and D3 are assigned to a review presentation of several academic literatures related to a subject of their own choice. Literatures can be international or Japanese, though number of Japanese ones have to be not too large.
 - Students at D3 have to select a subject entirely different to their own research theme.
 - The same for students at D1, though, they can alternatively select one related to their theme and perform review in a comprehensive and panoramic view.
- b) Students at M2 and D2 give a progress report on their research.
 - For students at M2, RINKO presentation is their preliminary master's defense, where 4 professors attend as evaluators. The students could be assigned with a report or an additional presentation in the next semester if their preliminary defense is not successful.

(3) Presentation period

Three students give presentation in a session, each one has 35 minutes.

- a) For M2 students, presentation period is 20 minutes leaving 15 minutes for Q&A and discussion.
- b) For the other students, presentation period is 25 minutes leaving 10 minutes for Q&A and discussion.

(4) Venue

Three sessions run in parallel in the three rooms listed below(*). Each students can choose one of them seeing the presentation subjects in each room listed in Cybozu. Changing rooms is prohibited after start of a session.

* Summer semester :

Room 211(1F, building 2), Room 244(4F, building 2), Room 246(4F, building 2)

* Winter semester :

Room 243(4F, building 2), Room 244(4F, building 2), Room 246(4F, building 2)

(5) Schedule of presentations

Schedule is provided on the bulletin board at 4th floor in building 2 and in a web page of

DENKIKEI office. It will be in the order of M2, D3, D1, D2, and M1. It will start at 8th, April (Friday). Presentation date cannot be changed once schedule is fixed. If one postpones presentation, it is accounted to one's score of RINKO. In principle, no one can acquire RINKO credit without giving presentation.

(6) Attendance check

- a) Attendance is checked in every session and room. If one's attendance rate over a fiscal year is 60% or smaller, one cannot acquire RINKO credit. Rate of 80% or greater is encouraged.
- b) If one is late for a session 5 minutes or longer, it is counted as absence. However, this penalty may be avoided by submission of an official delay certificate in case that one's tardiness is caused by transportation delay. A professor in attendance at the session gives a late student a report sheet (feedback sheet) marked with one's delay period. One has to fill in one's feedback to presentations one could listen in. After the session, one has to read carefully the distribution materials and fill in the sheet for the other presentations. The filled sheet has to be submitted to DENKIKEI office on the day of the session.
- c) In case one cannot avoid to be absent because of indispensable reasons including giving presentation in an academic conference, it may be counted as attending by declaring via one's supervisor professor.
- d) One who commits fraud related to attendance check (e.g. one fill in and submit a feedback sheet in place of another who is absent) is meted out the full penalty including expulsion from the university.

(7) Scoring

Attendance rate accounts for the greatest portion in RINKO score. The quality of one's presentation is also reflected. In case it is poorest, another presentation may be assigned or RINKO credit may not be awarded.

(8) Submission deadline for presentation title

- a) Presentation title has to be given in both Japanese and English.
- b) Check in advance for the presentation room and date on the bulletin board at 4th floor in building 2 or in a web page of DENKIKEI office. Before the deadline listed in the table below, feed the required information in DENKIKEI Cybozu:

<https://www.ee.t.u-tokyo.ac.jp/cgi-bin/cb6/ag.cgi>.

To reach the submission form, login with one's own account, click "輪講" then a cell corresponding to one's presentation room and date. Detailed procedure is described in appendix A.

Note: A preliminary schedule for 2016 fiscal year (only names of presentators are listed) is posted on 30th, March (Wednesday).

- c) After the submission deadline, altering presentation title requires approval by one's supervisor professor.
(Submission deadline for presentation title)

Admitted in April	Admitted in Autumn	Deadline
M2	M1, D2	5 th , Apr, 2016 (Tue)
D3, D1		9 th , May, 2016 (Mon)
M1, D2	M2, D3	5 th , Oct, 2016(Wed)
	D1*	11 th , Oct, 2016 (Tue)

D1* ...Autumn, 2016 new student

Note...D1 students admitted in Autumn, 2015 have no presentation assigned.

(9) Preparing materials

Distribution materials and presentation materials are to be prepared.

- a) English has to be used allover the presentation materials. Each venue is equipped with a PC projector (No PC is provided).
- b) Distribution materials have to be within 8 pages including figures and tables. Captions for the figures and tables have to be described in English. Abstract of about 150 words in English is to be placed at the head of the text. The rest of the text may be written in Japanese or English. In case the text is in English, a glossary of keywords has to be inserted in the appendix section for convenience of the sutdents outside the presentation's field. There should not be a front cover, instead, title, student ID number, one's name, and supervisor professor's name are to be written at the head of the first page.
 - Students at M2 and D2 have to list one's publications at the end of the distribution material.
 - Distribution materials of M2 students have to follow the template in Appendix B.

(10) Making hard copy, downloading, and uploading distribution materials

Six copies of distribution material have to be prepared in the RINKO room for professors and DENKIKEI office. Note that the printers in DENKIKEI office and the library at 5F in building 2 cannot be used to this purpose. Hard copies are not distributed to the students. The procedure below should be followed to access the materials.

a) Downloading

- Login DENKIKEI Cybozu,

<https://www.ee.t.u-tokyo.ac.jp/cgi-bin/cb6/ag.cgi>,

with one's own account then select "ファイル管理".

- Click the folder labeled “電気系輪講資料” at the lower area then the folder for the current RINKO semester.
- Find and click the title of materials to read in the list of the uploaded.

b) Uploading

Students who are assigned presentation have to upload their distribution materials until the noon before the presentation day. In case a distribution material is not uploaded at the deadline, the student may be assigned another presentation. If it is not uploaded at the start of the Rinko class, one is assigned in principle another presentation. Master course students, at the same time, have to send their materials via e-mail to their supervisor professors and those attending their presentations.

- The file name of a material have to be follow the format:

Date(in YYMMDD)_Room_Presentation number(1, 2, or 3)_Name(in alphabet).pdf

- Login DENKIKEI Cybozu with one's own account then select “ファイル管理”. Click the folder labeled “電気系輪講資料”, the folder for the current RINKO semester, then “ファイルの追加” at the upper left area.

- Above procedure evokes the selection screen for a file to be uploaded. Click “参照...” at the right side of the “ファイル” with red *-mark and specify an appropriate file.
- Click the “追加” button.
- Provide a link at below the title of Cybozu follow-field where the presentation title was registered, so that the uploaded material can be reached at “Cybozu RINKO page”.

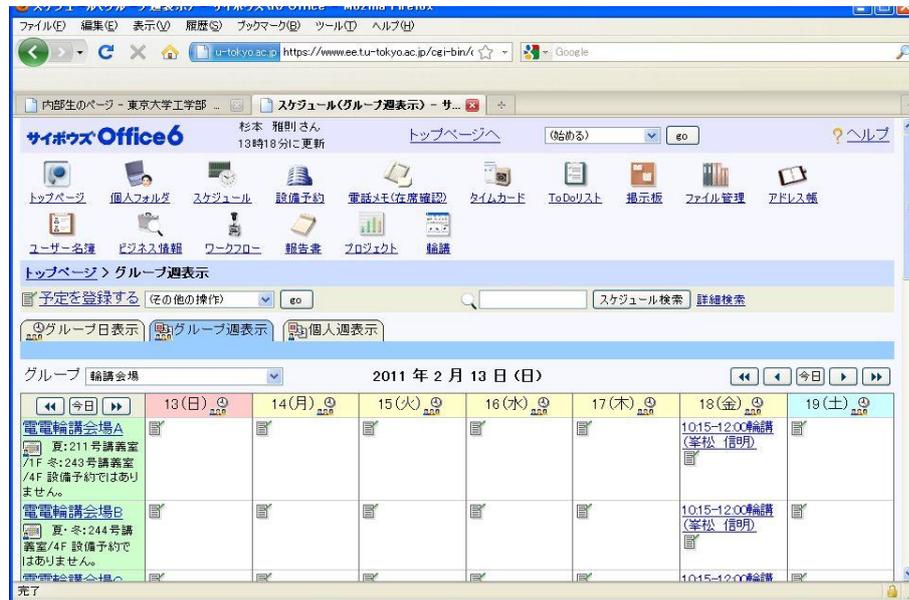
(11) Mutual compatibility institution of RINKO attendance credit between Electrical and Electronic Engineering (EE) Course, Computing and Communication Systems (CC) Course, and Information Engineering (IE).

As for attendance at RINKO, students in Department of Electrical Engineering and Information Systems can choose a room in RINKO venues for EE Course, CC Course, and IE.

- a) Attendance check is performed following the procedure in each room.
- b) Rules for presentation schedule, class registration, attendance rate required for RINKO credit, and other things are not affected (follow the rules in EE Course).
- c) Note that attendance at RINKO in CC Course and IE on the day no EE Course RINKO is open is not counted in attendance rate calculation.

Appendix A. Title Submission via Cybozu

- (1) Log in Cybozu (<https://www.ee.t.u-tokyo.ac.jp/cgi-bin/cb6/ag.cgi>) and find the “輪講” icon. Click a link in a cell corresponding to your presentation date and room. (The figure below shows that you will present at 電気系会議室 B on 2/18.



- (2) Fill the form as shown in the figure below. The following information is requested: (a) presentation order, (b) your grade, (c) laboratory name, (d) presentation language, (e) Japanese title, (f) English title, (g) link to your uploaded document.

The screenshot shows the "予定の詳細" (Schedule Details) form. The form includes the following information:

- 日時: 2月18日(金) 10時15分 ~ 2月18日(金) 12時00分
- 予定: 輪講
- メモ: (empty)
- フォロー:
 - 杉本 雅則: 2/D2/輪講研究室/英語 # 発表順 (order)/学年 (grade)/ 研究室名 (lab name)/使用言語 (language)
 - 峯松 信明: 2 (発表順) / D1 (学年) / 所属研究室 / 使用言語
 - 日本語タイトル: (empty)
 - 英語タイトル: (2011/2/17(木) 22:25)
 - Link: <https://www.ee.t.u-tokyo.ac.jp/cgi-bin/cb6/ag.cgi/101112B1PantuwongNatapon.pdf?page=FileDownload&id=22591¬imecard=1&type=application&subtype=pdf&ct=1&.pdf> (2011/2/18(金) 0:38)
 - 学部学生: 秋吉研 / 日本語
 - ジャズピアノ
 - Jazz piano (2011/2/17(木) 21:49)
 - 齋藤 大輔: 涼宮研 / 日本語
 - エンドレスエイト 1
 - Endless eight 1 (2011/2/17(木) 21:46)
- 参加者: (empty)
- 設備: 電気輪講会場B

- (3) You can change your title after the submission deadline. However, to check if you meet the submission deadline, please do not change the submitted title for at least one day after the deadline.

Appendix B. Template for distribution material in M2 preliminary Master's defense

M2 preliminary Master's defense

“Title”

“Date of presentation”

“Supervisor professor's name, Student ID number, Name”

Abstract

Objectives, procedures and methods, and current status of research are to be briefly described within about 150 words.

Background

Explain the position and significance of one's research field in social and academic circumstances. Briefly review the preceding studies by one's and other research groups to clarify current problems and position of one's own research theme.

Objectives and significance

Based on background explained above, explain clearly the objectives and specific goals of one's own research in Master course. Significance of the objectives have to be also clarified.

Research content

Clarify overall picture of one's research (may include the future plan). Explain methods, principles, procedures, plan, and expected results clearly and specifically.

Current status

Report results obtained until now. If there are problems, possible solutions or ideas have to be presented.

References