This is the reporting form for ASAFAS students who were involved in 2019 explorer program. You are expected to submit your *Explorer Program Report* to the Shien Office within 3 weeks after you have completed your field trip.

Note that you are also required to submit your *Fieldwork Report* to the Student Affairs Office (*Kyomu-gakari*) within 3 weeks after completion of your trip. There is a separate form for this report, which you may find at:

<https://www.asafas.kyoto-u.ac.jp/edu/Overseas/>.

Following are important notes concerning submission of the Explorer Program Report:

1. Use this format to produce your report. Start writing from the following page. Use “Times New Roman” font only. Do not alter the format, font type, font size, or alignment.
2. Your report should consist of three pages, with the main text in first two pages and two photographs in the third page. You may also insert tables and charts into the main text. However, the two photographs should be placed on the designated area in the third page of this format.
3. The main text should consist of four sections: research background, research purpose, results/achievements, and plan for further research. You may also add notes and references if necessary. Maximum length of the main text is 400 words.
4. Submit your report to the Shien office ([shien@asafas.kyoto-u.ac.jp](mailto:shien@asafas.kyoto-u.ac.jp)) and to your supervisor. The report file name should be “2019Report-Your Name-E.” Attach the original JPEG files for your photographs, too. Submit clear image of your charts, if any.

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| **Research Title** |
|  |
| Your name  Enrollment year:  Country visited:  Research period: mm/dd/yyyy to mm/dd/yyyy |
|  |
| Keywords: |
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**Research background**

Start writing your report here.

**Research purpose**

Start the second section here.

**Results/Achievements**

Start the third section here.

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| Table 1: title here | |
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| Source: | |

**Plans for further research**

Start the last section here.

**References (if any)**

\* You may also insert footnotes[[1]](#footnote-1) if necessary.

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| Insert Photograph 1 here  (Do not forget to submit the original JPEG file, too!) |
| Photo 1 caption here |
|  |
| Insert Photograph 2 here  (Do not forget to submit the original JPEG file, too!) |
| Photo 2 caption here |

1. To create a footnote, go to menu, select “Reference” and then “Insert Footnote.” [↑](#footnote-ref-1)