

Instruction for completing “Resume” and “Professional Experience” forms

I Resume (CV)

1. In general

- (1) Please use the Western calendar (Not Japanese era names) when you fill in dates.
- (2) Please write “None” or “N/A” for items that are not applicable or for which you have no information.
- (3) You may resize the fonts, insert line feeds and edit cells if you need additional space or if a section spans 2 pages.

2. Photograph

Please attach your identification photograph (black and white photos may also be used) at the upper left corner of the first page of the Resume form.

*A cutout of a snapshot or a photocopy of a photograph is NOT acceptable.

3. Name

- (1) Please sign your name in the signature space provided on each page.
- (2) Please fill in your name as shown on your passport.

4. Date of Birth

Please fill in your age as of the date you complete the forms.

5. Education

Please list all your educational background including “Name of School”, “Dates Attended”, “Graduation/ Withdrawal/ Enrolled”, following graduation from high school (upper secondary school), or specialized upper secondary-level vocational high school, or other schools recognized as equivalent to these schools, beginning with the oldest one.

- (1) Please fill in name of school (undergraduate division), department, major and/or concentration.

*If the name of the school or department was changed while you were in attendance, please fill in the name as of your graduation or withdrawal date.

- (2) If you studied abroad when you were a student, that experience should be filled in in the “Education” section.

*If you were abroad as a researcher, that experience should be filled in in the “Employment” section.

- (3) If you were a research student or auditor, that experience should be filled in in the “Education” section

- (4) Regarding graduate schools, please complete the forms as follows: Master (First Two Years of the Doctoral Program) and Doctor (Second Three Years of the Doctoral Program) if applicable, and indicate department and major.

① Withdrawal (from a graduate-level program)

Please indicate either “Withdrawal (coursework completed without degree)” or “Withdrawal (Enrolled for X years)”.

② Currently enrolled

Please state “Enrolled” if you are a student as of the date you complete the forms. Even if you intend to withdraw after submission of the resume, please fill in “Enrolled.”

*If you graduate or withdraw from a graduate school after submission of the resume, please submit certification of attendance.

(5) If you reenrolled in a graduate school for the purpose of submitting a dissertation, please write “Reenrollment”

6. Academic Degrees

Please indicate type of “Degree (M.A., Ph.D., J.D., M.D., etc.)”, “Name of School”, “Date of acquisition”, beginning with the oldest one. If you earned degrees abroad, please write the official name of degree in the original language. If you earned doctorate degrees in Japan, please write “Doctorate by means of Coursework Completion” or “Doctorate by means of Dissertation.”

7. Employment

Please fill in “period of employment” and “employer (company or organization name), division, occupation title, etc.” for all of your employment experiences, beginning with the oldest.

(1) Please fill in “unemployed” if applicable.

(2) Please indicate full-time or part-time if you are a lecturer at other universities.

Example: Lecturer (part-time), School of Law, Meiji University

(3) Please indicate current employment as “yyyy/mm ~ Present.”

(4) If you have experience abroad as a researcher, that experience should be indicated in the “Employment” section.

(5) If you were the recipient of a Research Fellowship for Young Scientists from the Japan Society for the Promotion of Science, please indicate it in the “Employment” section.

(6) If you have been the subject of and successfully passed Evaluation of Teaching Staff by the Council for University Establishment and School Incorporation, please indicate it in the “Employment” section, mentioning the name of the university, date, your status as full-time or part-time, position title, subjects to be taught, and the result (including that for graduate schools) as “○合・合・可.” However, internal evaluation by universities where you have been employed not need be filled in.

8. Professional Activities at Present

(1) If you work at an academic institution, please indicate the name of the institution, name of department or division, position or title, qualifications and subjects taught, etc. as of the date you write.

(2) If you are not employed at an academic institution, please indicate your employer, department or division, qualification, position or title, etc.

II Professional Experience

1. In general

- (1) Please use the Western calendar (Not Japanese era names) when you fill in dates.
- (2) Please start from the most recent item in each section
- (3) Please insert serial numbers beginning with “1” at each “№.” column.
- (4) Please write “None” or “N/A” for items that are not applicable or for which you have no information.
- (5) Please indicate the appropriate page number and the total number of pages at the bottom of each page. (e.g. 2/10 “page number two out of a total of ten”)
- (6) You may resize the fonts, insert line feeds and edit cells if you need additional space or if a section spans 2 pages.
- (7) For applicants with practical experience but from non-academic backgrounds, there are special instructions for section 4. “Educational Activities” and section 5. “Achievements related to official duties.”

2. Name

Please sign your name in the space provided for your signature on each page.

3. Research Activities

(1) Areas of Specialization

Please fill in your research specialties according to the “Grant-in-Aid for Scientific Research (*KAKENHI*) List of Categories, Areas, Disciplines and Research Fields.”

(2) Current Research Theme

Please indicate the main theme(s) of your current research.

(3) Major Research Achievements

① Books and Professional Publications

Please list the major published books and research articles related to your academic specialties, as well as all works published in the past five years. Please indicate the total number of publications other than those related to your field(s) of specialization at the end of each section (e.g. “and ○○ additional publications).

* Please separate published academic papers as “Peer-reviewed” and “Non-peer-reviewed.” And list them separately.

* Please list doctoral dissertations and reviews of court cases, etc., in the “professional publications academic articles” section, and translations, book reviews, dictionaries, etc. in the miscellaneous academic publications” section. However, if a doctoral dissertation has been released as a book, please list it in the “books” section.

* With regard to a doctoral dissertation, please write “dissertation” following the title of the publication.

* If you need to list soon-to-be-released publications among your major research achievements, please write “soon-to-be-released” following the date of publication, and submit certification from the publishers.

(A) Date of Publication

Please indicate the year and month of publications.

(B) Title

Please indicate the title of all publications.

(C) Name of Authors

(a) If the paper is single authored, write the full name of the author.

(b) If the paper is written by joint authorship, write all the authors in the order in which the paper is written. If the said person is responsible for the whole paper, site it clearly.

(c) If there are many authors, only include several authors omitting others (if any authors' names are omitted, state the number of the authors and the order on the author list for the related researchers).

(d) If a publication has been edited, indicate the name of the editor as well.

(e) If the paper is written by joint (co) authorship, draw a line under the full name of the said person.

(D) Publishers, Titles of Journals, Vol. and No.

Please list titles of journals including volume and number (vol. no.), etc. as well as the name of the publishing organization (academic association, publisher, or research establishment). If a publisher is located outside of Japan, indicate the name of the country or political entity following the name of publishers.

(E) Page indication (first and last)

Indicate the first and last numbers of the pages of your publication in a journal or book or those pages of a co-authored publication for which you were responsible. (e.g. pp. 11~23, or pp. iv~xxi)

* If your publication has appeared in online journals, etc., please indicate its length in number of words or characters.

* If it is difficult to identify the portion of a publication for which you are responsible, please indicate the reason.

(e.g. It is difficult to identify individual responsibility because the publication describes a joint research project.)

② Summaries of Major Research Publications

Please write concise summaries including titles and no longer than 200 characters (approximately 150 words) of five (three if the position being applied for is assistant professor) or more books and academic publications.

(4) Miscellaneous Academic Publications

① Translations, book reviews, creative works, etc.

Please list major research achievements related to your specialization or the subjects for which you will be responsible and that may be considered as equivalent to an academic publication. (e.g. novels, plays, biographies, works of art, translations or reviews of the works of a major writer, etc.).

② Conference presentations

Please list major presentations that are related to your research specialty or the subjects you may be asked to teach, indicate the presentation title, date, and whether you were the sole presenter or a co-presenter. List sole presentation and co-presentations separately but include the name of the conference (or other occasion), date and venue for all. In the case of co-presentation include the name(s) of your co-presenter(s).

③ External Grants; Grant-in-Aid for Scientific Research (*KAKENHI*), etc.

Please list any major grants related to your research specialty or the subjects you will be teaching, indicate the period of research, name of the grant, title of the research, whether you were the principal or associate researcher, the name of the principal researcher if you were an associate researcher, and the amount of the grant.

* Amount of Grant-in-Aid for Scientific Research (*KAKENHI*) should include direct costs only. Even if you were an associate researcher, please indicate the total amount of the grant; that is, the direct costs.

④ Collaborative Research, etc. with other Research Institutions

List main collaborative research related to your research specialty or the subjects you will be teaching, indicate the period of research, name of the research institution, title of the research, whether you were the principal or associate researcher, the name of the principal researcher if you were an associate researcher.

4. Educational Activities

(1) Educational Activities

Please list educational experience related to the subjects for you will be responsible, mentioning dates (yyyy/mm~yyyy/mm), outline of the activities, and the institutions where they took place.

Example:

- Delivered lectures in English.
- Developed a sustained educational environment using quizzes and papers.
- Utilized audiovisual educational materials such as computers, videos, and slides.
- Implemented questionnaires regarding conduct of classes.

(2) Textbooks, educational materials, etc.

Please list major textbooks, teaching materials, etc. written or produced by you that are related to subjects you have taught or will be asked to teach. Identify them in the same manner that you were asked to list items in the section (3) Major Research Achievements.

* You may include items already listed in (3) Major Research Achievements.

- Special instructions for applicants with practical experience but from non-academic backgrounds.

If any of the categories below are applicable, please describe them briefly and provide dates for the period in which they took place and include them in section 3 “Additional Special Comments related to Educational Activities”

- Supervision of internees from universities.
- Served as a lecturer or instructor in a company or organization’s internal education or training program, or as a guest lecturer for a university or public organization.
- Served as a lecturer or instructor for your organization or other organizations related to it.

5. Achievements related to official duties

(1) Qualifications/Certifications

Please list any qualifications and certifications that are related to your field of specialization or subjects you may be asked to teach. Include the date such recognition was issued, the title of the qualification, certificate, or license, and any relevant identification (e.g. a license number).

(2) Patents

Please list any patents you hold that are relevant your field of specialization or subjects you may be asked to teach. Include the date such recognition was issued, the title of the patent, and any relevant identification (e.g. a patent number).

(3) Academic Association Activities

Please list any academic associations of which you are or have been a member, include period of membership and the name of the association(s).

* If you served as an officer in an association, please provide your title and term of office (e.g. yyyy/mm ~ yyyy/mm).

(4) Community Service

Please list any community service activities related to your field of specialization or subjects you may be asked to teach. Describe them briefly and provide dates for the period in which they took place.

(5) Activities Abroad

Please list experiences abroad for the purpose of study, research or investigations related to your field of specialization or subjects you may be asked to teach as well as any books or academic publications that resulted. Provide a brief description of each and the dates during which the activity took place (yyyy/mm~yyyy/mm).

* You may include items already listed in your resume or record of professional experience.

- Special instructions for applicants with practical experience but from non-academic backgrounds.

Please list any notable experiences, achievements, or successes related to your field of specialization or subjects you may be asked to teach in section 6 “Additional Special Comments about Achievements related to Official Duties”

* You may include items already listed in your resume.

6. Awards

Please list any awards you have received including the title, institution granting the award, and the date it was issued.