

**Instructions for completing “Resume” and “CV”**

**I Resume \*Please refer to the Appendix “Resume (Sample)”.**

**1. Notes**

- 1) Please complete “Resume (for foreign nationals)” if you are not a Japanese citizen.
- 2) Please use the Western Calendar (Not the Japanese Imperial Calendar) for indicating the year.
- 3) Please fill in “None” or “N/A” for items for which you have no information.
- 4) If you need an additional space or if an item spans pages, please start a new line or adjust the line-height as needed.
- 5) Please print out on one side only.

**2. Photograph**

Please attach a portrait photo (4cm x 3cm) (with a plain background).

\*A non-portrait photo is not acceptable. You may insert an image.

**3. Name**

- 1) Please print your name in the signature space provided on each page.  
\*You may fill in your maiden name, if you wish. In that case, you need to submit the form “Application for Use of Maiden Name”, later. (During the selection process we will inform you separately about this.) Research Associates (non-tenured) who do not have social insurance or Lecturers (part-time) do not need to submit the form.
- 2) Please fill in your name in the alphabet and capital letters in order of family name and given name.

**4. Age**

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

**5. Sex**

You are not required to fill in this section. If you do not fill in this section, it will not affect the selection process. If you are officially employed, for the purpose of employment management, your personal information relating your sex, which is on your family register, will be needed. We will inform you separately about the documents you need to submit.

## 6. Educational Background

Please list all your educational background in chronological order including “Name of Institution”, “Enrollment Period (yyyy/mm~ yyyy/mm)”, and “Final Status (Graduated/ Completed/ Withdrew/ Currently Enrolled)” after graduation from high school, technical college, or other schools recognized as equivalent.

- 1) Please fill in the name of the school, department, major and specialization.  
\*If the name of the school etc. was changed while in school, please fill in the name as of your graduation, completion, or withdrawal date.
- 2) If you studied abroad as a student, please fill in it the educational section.  
\*If you were a researcher, please fill in it the work experience section.
- 3) Your experiences as a research student or auditing student etc. should be filled in the educational section.
- 4) For graduate schools, please indicate as follows: Please provide all information such as the name of Graduate School, your Major and the name of Program (First Two Years of Doctoral Program (Master’s Degree), Second Three Years of Doctoral Degree (Doctoral Degree)).
  - a). In the case of Withdrawal  
The indication will be different as follows depending on the existence of the credit system.
    - I. Withdrew from Doctoral Program (Second Three Years Program) at Meiji University
      - i. Enrolled in AY1975 or before
        - For those who completed Doctoral Program without a degree..... “Withdrawal (Credit Completion)”
        - For those who have not completed Doctoral Program..... “Withdrawal (Enrolled for X years)”
      - ii. Enrolled in AY1976 or after..... “Withdrawal (Enrolled for X years)”
    - II. Withdrew from Doctoral Program (Second Three Years Program) other than at Meiji University  
Fill in “Withdrawal (Credit Completion)” or “Withdrawal (Enrolled for X years)” accordingly.
  - b). In the case of currently enrolled  
Please fill in “Enrolled”, if you are currently enrolled as of the date of completing this form. Even if you are going to complete or withdraw after submitting this form, please fill in “Enrolled” not as “Completion/ Withdrawal Expectation”.  
\*If you are officially employed, and you completed or withdrew from your graduate school after submitting this form, please submit a certificate to that effect.
- 5) If you reenrolled in your graduate school for the purpose of submitting a dissertation, please fill in “Reenrollment”.
- 6) If you entered the graduate school after grade skipping from your university, please fill in “Withdrawal (Graduate School Skip Admissions)”.

## 7. Academic Degrees

Please list your degrees in chronological order: “Degree (Master’s Degree, Doctoral Degree, Professional Degree)”, “Name of Institution (the name of University etc.)”, “Country”, and “Date Conferred”. For Doctoral Degree, please provide your dissertation title after the name of Degree. For Degree conferred by a foreign higher education institution, please fill in the full name in the original language.

- 1\* The name of Degree conferred in Japan differ depending on the date it was conferred, as follows.
- a). If your degree was conferred in June 1991 or before, please fill in as “Master of X” “Doctor of X”.  
e.g. “Master of Law” “Doctor of Political Science”
  - b). If your degree was conferred in July 1991 or after, please fill in as “Master (X)” “Doctor (X)”.  
e.g. “Master (Economics)” “Doctor (Engineering Science)”
- 2\* As for Doctoral Degree conferred by a higher education institution in Japan, please state, “Degree by program completion” or “Degree by dissertation” and give the dissertation title after the name of Degree.  
e.g. “Doctor (Engineering Science)” “Doctorate by program completion” “dissertation title”

## 8. Languages

Please fill in all the languages in which you can give lectures.

\*If you are proficient in multiple languages, please include all of them.

\*This section is optional to fill in at your promotion review.

e.g. Japanese, English, French, German

## 9. Work Experiences

Please list “Period (yyyy/mm~ yyyy/mm)”, the name of “Institution, Affiliation, Division, and Job Title etc.” for all of your work experiences in chronological order.

- 1) Please do not omit any periods of unemployment and fill in “unemployed”.
- 2) If you have been a faculty member employed by other universities or schools, please fill in your official job title (such as Full-time Professor, Part-time Lecturer etc).  
e.g. “Full-time Professor, School of X, Y University” “Part-time Lecturer, School of X, Y University”
- 3) Please fill in the period of your current job title as “yyyy/mm ~ the present”.
- 4) If you studied abroad as a researcher, please fill in it as work experience.
- 5) If you were the recipient of a Research Fellowship for Young Scientists from the Japan Society for the Promotion of Science, please fill in it as work experience.
- 6) If you have successfully been judged by the faculty organization at the Council for University Establishment and the School Incorporation, please indicate the name of the university, the date of judgement, your status as full-time or part-time, your job title and the name of any subject you

may be in charge of in “Work Experiences” column. (For a graduate school, please include “○合, 合, 可”, as the result). However, internal judgements by the university employed you are not applicable.

7) Status at your Present Workplace

- a). For those who are currently in a teaching position, please list “the name of the organization, affiliation, division, occupation, position, job title, and the subject you are in charge of etc.” and describe your job as of the date of completing this form.
- b). Other than faculties, please indicate “the name of the organization, affiliation, division, occupation, position, and job title etc.” and job description.

8) Record of Rewards, Punishments, and Disciplinary Actions

If you have a history of awards or punishments, please circle “Yes”. If no history, circle “None”. If you have a history, please write the year, month and specific details of the award or punishment. If you have been subject to disciplinary action or demotion at the workplace where you worked in the past, please provide the details of the action taken against you and its specific reasons.

**Page Break**

## II CV \*Please refer to the Appendix “CV (Sample)”.

### 1. Notes

- 1) Please use the Western Calendar (Not the Japanese Imperial Calendar) for indicating the year.
- 2) Please list all the required information for each item in reverse chronological order.
- 3) Please fill in the number in each “No.” column.
- 4) Please fill in “None” or “N/A” for items for which you have no information.
- 5) Please fill in the page number and the total number of pages at the bottom of each page.
- 6) If you need an additional space or if an item spans pages, please start a new line or adjust the line-height as needed.
- 7) For applicants with practical experiences but from non-academic background, please make sure that there are special notes in “4. Educational Accomplishments” and “5. Professional Accomplishments”.
- 8) If you are in the procedure of promotion, you can omit your research accomplishments before you acquired your present title depending on the judgement by your institution.

### 2. Name

Please print your name in the space provided on each page.

### 3. Research Activities

#### 1) Areas of Specialty

Please indicate your “Basic Section” “Related Research Content” referring to “Grants-in-Aid for Scientific Research -KAKENHI- Review Section Table” of JSPS. (Multiple choices are acceptable.)

#### 2) Current Research Theme

Please indicate the major theme of your current research.

#### 3) Major Research Accomplishments

##### a). Books, Professional Publications

Please list the following items regarding your published books or professional publications mainly related to the subject you may be in charge of and your research specialty. If you are applying to be employed as a professor, you need to list 13 or more publications. Similarly, you need 8 or more for an associate professor position, or 3 or more for a lecturer position. (This is not applicable for applicants with practical experiences but from non-academic background.) In addition, please list all books and professional publications within the past 5 years. For publications more than you are requested, you can omit these. Please indicate “and X others” at the end of the column (I. 3. (1) in CV).

\*For professional publications, please indicate separately whether peer-reviewed or not.

\*Please insert titles of doctoral degree dissertations and reviews of court cases etc. in I. 3. (2) “Professional Publications” (in CV), also, titles of translations, book reviews, dictionaries, creative works etc. in I. 4. “Miscellaneous Academic Publications” (in CV). If you published your professional publications as your books, please enter them in I. 3. (1) “Books” (in CV). For doctoral degree dissertations, please clearly state “doctoral degree dissertation” following the title of the publication.

\*If you need to indicate your books or professional publications which are soon-to-be-released as major research accomplishments as of the date you completed this form, please clarify that they are “soon-to-be-released” following “Date of Publication”. In that case, please submit the certificate to that effect from the publishers (publishing companies, academic associations etc).

#### I. Date of Publication

Please fill in the date of publication of your books and professional publications.

#### II. Title

Please fill in the title of your books and professional publications.

#### III. Name of Authors etc.

- i. If it is a single authored publication, give your name as the author.
- ii. If it is a co-authored publication, please give all the names of the authors in the order they are listed. (If you are a lead author, please indicate to that effect.) If there are many authors, you can omit some of their names. In that case, please indicate “the name of the lead author”, “a few of the main authors”, and “your name”. (If you are not sure of the order of the authors, please indicate how many authors were involved.) If there is an editor, please give the name as well.
- iii. Please underline your name.

<Examples>

•Meiji Taro

•Meiji Taro, Meiji Jiro, Meiji Saburo, Meiji Shiro, Meiji Goro

•Meiji Jiro, Meiji Taro, et al. (2 of 20)

•Meiji Jiro, Meiji Taro, et al. (18 others)

•Meiji Jiro, Meiji Taro, Meiji Saburo, et al. (2 of 20), the lead author

#### IV. Journal, Volume, Number, and Publisher etc.,

For published journals etc., please indicate their titles, volumes, number etc. If they are overseas journals, please give the country names after the names of publishers etc.

#### V. Page Indication (first and last)

In the case of co-authorship, please indicate the total number of pages and the pages (page numbers and the title of the pages) for which you were responsible.

\*For professional publications in e-journals etc. published on websites, please indicate the number of characters (or words) used or DOI.

\*Because of a joint research etc., if it is difficult to clarify which pages you were responsible for, please state it clearly referring to the example below.

e.g. “A clear indication of the pages I was responsible for is not possible because it was co-authored and jointly researched.”

b). Summaries of Major Research Publications

Please select 5 or more items of your published books and professional publications (3 or more for a lecturer position) with indicating titles and provide summaries within 100 words.

\*Please provide the summary of your major research accomplishments in I. 4. (1) “Translations, Book Reviews, Creative Works, etc.” (in CV) which are related to the subject you may be in charge of and your research specialty.

4) Miscellaneous Academic Publications

a). Translations, Book Reviews, Creative Works etc.

For your major accomplishments related to the subject you may be in charge of and your research specialty, please indicate them same as I. 3. (1) “Books” and (2) “Professional Publications”. In addition, please give the name of the original author as for translations and book reviews.

b). Conference Presentations

For your major presentations related to the subject you may be in charge of and your research specialty, please indicate “Date of Presentation” “Title” “Presenter (for a joint presentation, please give the name of the lead presenter)” “Name of Conference” and “Venue”.

c). External Grants: Grants-in-Aid for Scientific Research (*KAKENHI*) etc.

For major grants related to the subject you may be in charge of and your research specialty, please indicate “Period of Research (yyyy/mm~ yyyy/mm)” “Name of Grants” “Title of Research” “Principal Investigator or Co-Investigator” (If you are co-investigator, please give the name of principal investigator) and “Amount of Grants”.

\*The amount of the whole of the research should only include the direct costs concerning Grants-in-Aid for Scientific Research (*KAKENHI*). If you are co-investigator, please indicate the amount as mentioned.

d). Joint Research etc. with Other Research Institution

For your major joint research related to the subject you may be in charge of and your research specialty, please indicate “Period of Research (yyyy/mm~ yyyy/mm)” “Name of Research Institution” “Title of Research” “Principal Investigator or Co-Investigator” (If you are co-investigator, please give the name of principal investigator.)

**4. Educational Accomplishments**

1) Practical Examples of Educational Techniques

For examples related to the subject you may be in charge of, please indicate “Period (yyyy/mm~ yyyy/mm)”, “Summary”, and “Institution” in which you have practiced.

(Sample Entry)

- Delivered lectures in English.
- Used quizzes and papers to ensure sustained learning.
- Used audiovisual educational materials such as ICT, computers, videos etc.
- Used the results of student questionnaires of my classes to improve my teaching. (Utilization of Class Improvement Questionnaires.)

2) Textbooks, Educational materials, Reference books

For textbooks etc. which you created for your classes and that are related to the subject you may be in charge of, please list them as you did for I. 3. 1) 2). “Major Research Accomplishments (books, professional publications)” (in CV).

\*You may include items already listed in I. 3. 1) 2). “Major Research Accomplishments (books, professional publications)” (in CV).

➤ Special Notes for applicants with practical experiences but from non-academic background.

For accomplishments as the following, please provide summaries and periods in II. 3. “Other Special Comments related to Educational Accomplishments” (in CV).

- Supervision of internees from universities.
- Lecturer for in-house training sessions, university open lectures, and social education lectures
- Lecturer at your affiliated or related institution etc.

## 5. Professional Accomplishments

1) Qualifications/ Certifications

Please fill in “Acquisition Date” and “Name of Qualification/ Certification” related to the subject you may be in charge of and your research specialty.

2) Patents

Please indicate “Granted Date” and “Patent Title (with Patent Number)” related to the subject you may be in charge of and your research specialty.

3) Accomplishments and Activities at Academic Associations

Please indicate “Period (yyyy/mm~ yyyy/mm)” and “Name of Academic Association” which you’ve belonged to and used to belong.

\*Please indicate “Title” and “Term (yyyy/mm~ yyyy/mm)” if you have been or used to be an officer etc.

4) Social Activities

If you have had experiences of national or prefectural activities both are related to the subject you may be in charge of and your research specialty, or activities at level and scale equivalent to those of associations, please indicate “Period (yyyy/mm~ yyyy/mm)” and “Description of Activity”.

5) Activities Abroad

For studying abroad, investigations, research, writing and publishing of professional publications, please indicate “Period (yyyy/mm~ yyyy/mm)”, “Description of Activity” and “Country”.



\*You may include items already listed in your resume (“Educational Background” and “Work Experience” column) or CV.

- Special Notes for applicants with practical experiences but from non-academic background. For your practical experiences related to the subject you may be in charge of and your research specialty, please indicate the period for which you were engaged, job descriptions, and what you accomplished etc. in III. 6. “Other Special Comments related to Professional Accomplishments” (in CV).

\*You may include items already listed in your resume (“Work Experiences” column).