

Instructions for completing the official Meiji University “Resume” and “CV” forms

- False statements in your Resume or CV may result in the cancellation of employment or disciplinary action. Please ensure that the information you provide is correct before submitting documentation.

I Resume *Please refer to the “Resume (Sample)” in the appendix.

1. Notes

- 1) If you are not a Japanese citizen, please complete the “Resume (for foreign nationals)”.
- 2) Please use the Western Calendar (Not the Japanese Imperial Calendar) for indicating years.
- 3) Please state “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.

2. Photograph

Please attach your ID photo (4cm x 3cm) (photographed against a plain background).

* You may insert a digital image.

3. Name

- 1) Please handwrite your name in block letters in the signature space provided on each page.
*You may include 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 who do not have social insurance or Lecturers (part-time) do not need to submit the form.
- 2) Please write your name with the family name first, followed by the 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 provide details in the educational section.

*If you were a researcher, please provide details in the work experience section.

- 3) Your experiences as a research student or auditing student etc. should be completed in the educational section.

- 4) For graduate schools, please indicate as follows: Provide all information such as the name of the graduate school, your major and the name of the program. For example: A two-year program leading to a master’s degree and/or a further three year or longer program leading to a doctoral degree.

- a). Withdrawal from university programs

How you indicate your withdrawal will be different depending on whether there is a credit system. Please follow the instructions below:

- I. Withdrew from Doctoral Program (Three Year Program) at Meiji University

- i. Enrolled in AY1975 or before

•For those who completed a Doctoral Program without a degree.... “Withdrawal (Credit Completion)”

•For those who have not completed a Doctoral Program.... “Withdrawal (Enrolled for X years)”

- ii. Enrolled in AY1976 or after..... “Withdrawal (Enrolled for X years)”

- II. Withdrew from a Doctoral Program (Three Year Program or longer) other than at Meiji University
Please state as follows: “Withdrawal (Credit Completion)” or “Withdrawal (Enrolled for X years)” accordingly.

- b). If you are currently enrolled on a program

Please state “Enrolled”, if you are currently enrolled as of the date of completing this form. Please write “Present” in the field for the end of the period of enrollment.

Even if you are going to complete or withdraw after submitting this form, please state “Enrolled”. Do not state that you are expecting to complete or withdraw.

*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 the university etc.)”, “Country”, and “Date Conferred”. For a Doctoral Degree, please provide your dissertation title after the name of the Degree. For Degrees conferred by a foreign higher education institution, please fill in the full name of the degree in the original language.

- 1* The names of degrees conferred in Japan differ depending on the date they were conferred, as follows.
 - a). If your degree was conferred in June 1991 or before, please complete 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 a 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 the 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.

*You may complete this section 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 experience in chronological order.

- 1) If you have been unemployed you are required to state “unemployed”.
Please be sure to complete this form, especially if you are applying for full-time faculty positions (including assistant professorships) and specially-appointed faculty (Type 1).

- 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 ~ present".
Even if the contract end date has been fixed as of the date of filling out the form, do not write "contract will end in yyyy/mm," etc., instead write "present".
- 4) If you studied abroad as a researcher, please complete 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 complete as work experience.
- 6) 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). If you were not faculty, please indicate "the name of the organization, affiliation, division, occupation, position, and job title etc." and job description.

10. Record of Awards, Punishments, or 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.

The "Punishments" include not only criminal penalties, but also disciplinary actions or penalties from past or present employers. If you have received criminal penalties or disciplinary actions or penalties from your past or present employers, please provide the details of the disciplinary actions and the specific reasons for them.

If you have received any awards related to your career achievements, these should be noted in the section titled "Other Special Comments related to XX" in the CV.

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 years.
- 2) Please list all the required information for each section 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 some additional space or if one item spans pages, please start a new line or adjust the line-height as needed.
- 7) For applicants with practical experience from a non-academic background, please make sure that this is noted in “4. Educational Accomplishments” and “5. Professional Accomplishments”.
- 8) If you are in the process of being promoted, 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 complete the following: “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

a-1.) Required Number of Works

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 from a non-academic background with practical experience.)

a-2.) List Target Works

Please primarily list works related to the field and subjects you are applying for. Other items exceeding the required number may be referred to by writing (and X others) at the end of the entry field.

a-3.) Entry Format

Please use the reference style primarily adopted in your field of expertise or research area (e.g., APA Style, MLA Style, etc.) when listing your works.

*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 books, please enter them in I. 3. (1) “Books” (in CV).

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

* Special Note Regarding Name Changes

If your name at the time of publication differs from the name entered in the signature section due to a name change (e.g., marriage), you may note this at the beginning of the books or papers section. For example: "Some papers were published under the name (name at the time of publication) due to a name change."

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) indicating titles and provide summaries within 200 words.

*Please provide summaries 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 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, treat as major research achievements (books and academic papers).”.

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 a co-investigator, please give the name of principal investigator) and the “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 a 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 the “Period of Research (yyyy/mm~ yyyy/mm)” “Name of Research Institution” “Title of Research” “Principal Investigator or Co-Investigator” (If you are a co-investigator, please give the name of the 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 these techniques.

(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 experience from non-academic backgrounds.

For accomplishments such 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 an 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 the “Period (yyyy/mm~ yyyy/mm)” and the “Name of the Academic Association” which you are a member or former member.

*Please indicate “Title” and “Term (yyyy/mm~ yyyy/mm)” as an officer etc.

4) Social Activities

If you have been involved in national or prefectural activities related to the subject you may be in charge of and your research specialty, or activities at a 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 experience from non-academic backgrounds.

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).