Guidelines on Completing Your Curriculum Vitae

The format for your curriculum vitae should follow the approved template. Please follow the guidelines below

(1) Full Name（氏名）: Please hand-write your name as it appears in your family register. If you are using a different name such as your maiden name (different from your family register), please add your official name in parentheses.

Example: *Hanako Tokyo* (name in family register: *Hanako Kasei*)
*Please use the same name on all documents, including the curriculum vitae, using this format.

(2) Date of Birth (Age)（生年月日（年齢））: For the age section, please enter your age as of the year of recruitment.

(3) Academic History（学歴）: List in chronological order.

1. If you have received a degree from a university, technical college, or a school considered equivalent to these (including special courses and majors at a university), please list all academic records (including the degrees and titles received). Otherwise, please enter your final academic record. If you left a doctorate program after completing the required number of credits but without receiving the degree, please write, "Coursework completed without a degree." Please enter your exact field of specialization with your degree title, as the official title may have changed since the degree was received.

2. For the degrees, please include your field of specialization. The exact title of the degree may have changed since the degree was received.

Example:
June 1991 and earlier: Ph.D. in Home Economics *Same for Master's and Bachelor's
July 1991 and later: Ph.D. (Home Economics) *Same for Master's and Bachelor's
Exceptions: Degrees earned at a professional graduate school, such as a law degree.

3. Please list your degrees for professions such as medical doctor, dentist, pharmacist, nurse, and teacher. If applicable, please include the license number. If you are qualified to practice abroad, please list your qualifications and give details.

4. Please list any study abroad experiences as a student to overseas universities and research institutions.

5. When listing your experiences at overseas universities and other institutions, please use alphabet letters for the names of universities and other institutions, degrees, etc. Please make sure to include the country name. Please do the same for your work history.

(4) Work History（職歴）: List in chronological order.

1. Please list your full work history (including self-employment, homemaking, and periods of unemployment). Please clearly include details such as the job title and rank.

2. Please clearly state your period of employment. If it is ongoing, please state, "present."
Examples:
Month/Year to Month/Year
Month/Year to Present

3. Please list any experiences as a researcher at overseas universities and research institutions.

4. If you were previously qualified as a teacher according to a screening conducted by an educational institution, please enter the screening period, the institution name, job rank, and the names of courses taught (for graduate schools, include the evaluation results). If you were previously certified as a teacher at a technical college, please list the certification period, the name of the technical college, job rank, and the names of courses taught.

5. If you have taught at the university level, please include the names of the main courses taught.

(5) Activities at Academic Societies and Communities（学会及び社会における活動等）: List in chronological order

1. Academic Society Membership（現在所属している学会）: Please enter the names of academic societies of which you are a member at the time of the application.

2. Please list the fields of specialization and research fields applicable to these activities.

3. If there are records that could be considered part of your educational and research experience, please include the details.

(6) Awards and Disciplinary Action（賞罰）: Please list any awards and disciplinary action received by public institutions, academic societies, or publishers. Please also list any punishment received for fraudulent receipt of research funds.

(7) Employment Status

1. "Current Employment Status"（現在の職務の状況）: Please describe your work at the time of application.

2. "Job Title"（職名）: Please enter such titles as "Professor" and "Assistant Professor" if you are a university faculty member.
If you hold other types of employment, please enter such titles as "Director" and "Chairperson." If you do not hold a title, please enter "--".

3. For employment status（勤務状況）, if you are a faculty at a university or other institution, please list the names of courses taught. For other types of employment, please concisely describe your work responsibilities.

(8) The bottom section should be signed by the applicant using the same name entered as the "Full Name" and stamped with the applicant's seal. However, if you are using another name such as your maiden name (different from your family register), please use a seal with the last name that appears in your family register.

(9) If the applicant is a foreigner, he/she may prepare documents in English.

Guidelines on Completing Your Teaching and Research Records

The format for your Teaching and Research Records should follow the approved template. Please follow the guidelines below.

(1) Full Name（氏名）: Please hand-write your name as it appears in your family register. If you are using another name such as your maiden name (different from your family register), please add your official name in parentheses.

Example: *Hanako Tokyo* (name in family register: *Hanako Kasei*)
*Please use the same name on all documents, including the Teaching and Research Records, using this format.

(2) Research Field（研究分野）and Keywords（研究内容のキーワード）

1. Research Fields（研究分野）: Please enter up to 3 major research fields using the categories and levels as they appear in the "List of Categories, Areas, Disciplines and Research Fields" applicable to grants-in-aid for scientific research (refer to the website of the Japan Society for the Promotion of Science).

Keywords（研究内容のキーワード）: Using the list above, please enter up to 5 keywords that describe your research topic. If there is no applicable discipline, please notate as necessary.

2. If you prefer screening by individuals who demonstrate practical knowledge and experience in your field (those who are specified by Items 3 and 6 of Article 14, Item 5 of Article 15, Item 2 of Article 16, and Item 3 of Article 16-2 of the Standards for Establishment of Universities), please enter "Practical Experience in XX" in "Research Fields" and enter up to 5 keywords that describe the practice in "Keywords."

(3) Teaching Ability（教育上の能力に関する事項）and Professional Achievements（職務上の実績に関する事項）

1. Item（事項）: In chronological order, please concisely list your records that attest to your teaching ability and professional achievements for the courses you intend to teach in each category.

2. Date and Year（年月日）: Please enter the applicable period of implementation, presentation, and engagement.

3. Summary（概要）: Please summarize the details for each item and enter your position and role, as well as the results achieved.

4. Examples of Teaching Ability（教育上の能力に関する事項）

A. Examples of Pedagogical Methods（教育方法の実践例）
-Steps taken to promote learning outside the classroom, online publication of classroom content, etc.
-Teaching experience at such educational institutions as the Legal Training and Research Institute

B. Textbooks and Teaching Materials（作成した教科書，教材）
-Books, teaching materials, and other materials used in the classroom and training

C. Evaluation of Teaching Ability at Universities and Other Schools（教育上の能力に関する大学等の評価）
-Evaluation details at the time of official recruitment
-Results of each university's self-assessment and evaluation
-Results of student class evaluations and peer evaluation from faculty members

D. Special Remarks for Applicants with Practical Experience（実務の経験を有する者についての特記事項）
-Supervision given to interns and others by the university

-Training given upon request by professional organizations such as the Japan Pharmacists Education Center
-Teaching and training in professional practice related to service in court trials, acting as a court judge, auditing, processing credits, business collaboration, research and development, and others
-Experience as an instructor in open university and continuing education, or as a speaker at symposiums, etc.

E. Others（その他）
-Activities at organizations related to university education and awards granted for educational achievements
-Creation of national examination

5. Professional Achievements（職務上の実績に関する事項）

A. Qualifications and Licenses（資格，免許）
-Certification as a medical doctor, dentist, pharmacist, veterinarian, nurse, teacher, or other profession that relates to the courses you intend to teach

B. Patents（特許等）
-Patents and utility models that relate to the courses you intend to teach

C. Examples of Special Remarks for Applicants with Practical Experience（実務の経験を有する者についての特記事項）
-Joint research with universities
-Records of service in court trials, acting as a court judge, auditing, processing credits, business collaboration, and research and development
-Membership in various screening committees, government committees, or ADRs
-Public positions such as an investigator at a public office
-Reports and presentations of case studies at seminars, workshops, etc.
-Research study, study abroad, survey of overseas topics, etc.
-Reports, guidelines, manuals, articles, and other documents that attest to the above

D. Others（その他）
-Evaluations and recommendations from professional organizations attesting to the applicant's excellence as a practitioner
-Citation records for papers published

6. Please attach certifications of qualifications, awards and recommendations by employers and other organizations, and other records as necessary.

(4) Research Record（研究業績等に関する事項）

1. Research Record（研究業績等に関する事項）: You may not list any unpublished or undisclosed research results as of the time of preparing these documents.

2. Titles of Books, Academic Papers, etc.（著書，学術論文等の名称）

A. Please categorize major research achievements into "Books," "Academic Papers," and "Others" as appropriate. Please assign a number to each record in chronological order.

B. Books（著書）: Please include the titles.

C. Academic Papers（学術論文）: Please enter the titles of academic papers as published in such media as international academic journals, journals published by academic societies, and research reports. Please clearly notate academic theses and dissertations.

D. Others（その他）: Please include papers and summaries published in specialty magazines, journals, and newspapers, research reports published as an academic study or consigned research project, oral reports given at academic conferences and symposia (by the applicant), awards received by academic societies and cultural

awards given by publishers, prizes received and projects and performances presented at exhibitions and concerts, individual exhibitions and recitals given at events organized by public and private institutions, arts, skills, and performances covered on television, newspapers, magazines, and specialty magazines, works housed as collections at public institutions, prizes won for competitions, design project commissions, and actual works produced in the fields of architecture, design, and crafts, among others. For reviews, abstract papers, and manuscripts prepared upon request, please provide the titles. For presentations, discussion panels, and debates, please include the themes.

E. If you are submitting a portfolio as a documentation of your work in the field of art, please submit 1 copy separately, in addition to the copy provided with your application. Portfolios can be returned after the screening. Please make this request when you submit your application.

F. For peer-reviewed papers, please notate "(Peer Reviewed)" after the title.

3. "Sole Authorship/Co-Authorship"（単著・共著）: If there is only 1 author of a publication, please notate "Sole Authorship." If there are multiple authors, please notate "Co-Authorship" regardless of the role you played as a supervisor, editor, editor and author, co-author, or contributor. If the item is a presentation given at an academic conference, etc., please notate with "--".

4. Date and Year of Publication or Presentation（発行又は発表の年月）: Please notate the date, month, and year of the publication and presentation.

5. Name of the Publisher, Journal, or Academic Society（発行所，発表雑誌等又は発表学会等の名称）

A. For books, please include the publisher.

B. For academic papers, please clearly list the title of the journal, the volume and issue, and the pages.

C. For presentations, please include the name of the academic society and conference, the venue, etc.

6. Summary（概要）

A. Please summarize the book in about 100 words.

B. If the book was co-authored, in addition to the summary of the book (in about 100 words), please include the following items.

-The total number of pages
-The names of the supervisor and editor
-The chapter, section, title, and pages of the portion written by the applicant (if this cannot be determined, please explain why)
-The names of all authors (if there are many, only the full names of the main co-authors), including the underlined applicant's. Please enter the names in the order used in publication.

C. If the book is published in a foreign language, please enter the book title in that language (if co-authored, include the chapter, section, and title of the portion written by the applicant), annotated with an English translation in parentheses. The summary can be written in English only.

7. Certifying Documents

A. Books: Please attach the copy of the front cover and the table of contents in their entirety.

B. Academic Papers: Please put a circle around the numbers assigned to 5 major papers and attach documentation that certifies their contents (the original or a copy) for each paper.

C. Others: Please attach all supporting documentation (copies).