Manual for Curriculum Vitae creation

College of Information Science and Engineering

Please fill out the "Curriculum Vitae" according to the following information and the "Example of Completion".

● <u>Various contacts will be made by phone or email as indicated on your resume and performance report. Please be sure to include a way to contact you.</u>
● Items with no entries should be written as "None".
● Please use the Western calendar for dates.
● The curriculum vitae should be no more than 4 pages in total.
● Only the candidate history on P1 should be entered from the oldest to the youngest, and the items on P2 and 3 should be entered from the newest to the oldest.
● As a general rule, the form should be written in Japanese. Proper nouns such as the title of the paper, name, and name of the university may be written in English.

< I: Candidate Basics>

[Check points] (1)
　　Please check the box if you can confirm the contents and make a pledge. If you cannot check a box, your application will not be accepted.

[Name] (2)
　1) <u>Only Kana (or Kanji) and letters of the alphabet shall be used to write the name.</u>
　2) Please write your name used for work. (including alias names such as maiden name, pen name, stage name) →(Example) "Ritsumei Taro"
　3) We ask for the family register name in advance to start various procedures such as enrollment in the Private School Mutual Aid promptly and for appropriate employment management after the appointment is decided. →(Example) "Suzaku Taro"
　4) During the selection process, your name in the field of "Name" is used, and the family register name is used only by the administrative office.
　5) If you are a foreign national, please write your name on your passport in the "Family Register Name" field.

[Alphabetic] (3) <u>*Fields to be filled in only by those who are from Kanji-using countries.</u>
　　For applicants from Kanji-speaking countries, enter their names in English using the following alphabetical characters: first name + last name (first name in half-width capital letters, first name in half-width capital letters only, and lowercase letters from the second letter) in the alphabetical field. (This is not required if the first name is in English.)

[Date of birth (age)] (4)
　The date of birth should be entered in Western calendar as "yyyy/mm/dd（yyyy 年 mm 月 dd 日）".
　Please indicate the age of the applicant at the time of appointment.

[Current address]（Can be written in Japanese) (5)
　Provide the zip code and address (from state/province) where you currently reside.

[Contact information (phone number, cell phone number, e-mail address)] (Green Cells)
　Provide a phone number and email address where you can be reached. The phone number can be either home or cell phone.
　The person who is the first to do so may also be the first to do so.

[Specialty Classification] (Can be written in Japanese) (Green Cells)
　Refer to the attached reference document "List of Specialty Codes", select one specialty (specialty name and field code) and fill in the field.

[Current position] (Can be written in Japanese) (6)
　1) Provide the name and position of the current organization. If a university, enter the department and position, e.g., professor.
　2) If more than one incumbency, enter the primary incumbency.
　3) For fixed-term faculty, enter (fixed-term).
　4) Part-time lecturers and concurrent positions are not to be entered.
　5) If there is no current position, do not have to complete the form.
　6) If the applicant is currently unemployed, he/she may still complete the form by identifying his/her previous employment.

[Final education] (Can be written in Japanese) (7)
　1) Enter the name of the university in the case of "graduation," "completion," "maturity withdrawal," or "withdrawal with credits" from a university, college of technology, or a school recognized as equivalent or higher (hereinafter referred to as "university, etc.").
　　(If you have dropped out of school, do not write it in your educational history.)
　2) In the case of a university, enter up to the department or faculty. In the case of a graduate school, enter the name of the graduate school, major, and course of study.
　3) Enter the name of the university, department or faculty at the time you were enrolled, and in the case of a graduate school, the name of the graduate school and major.
　4) If there is more than one "completion" of an equivalent course of study, etc., enter one university in the field of specialization at the University.
　5) If the last educational institution other than a university (high school, vocational school, etc.) was the last educational institution, enter it.
　6) If the university or graduate school is outside Japan, enter the name of the university (up to the name of the program) followed by the name of the country in parentheses.
　　→Example: "Graduated from ○○○○○ University, Faculty of XXX Department (name of country)"
　7) Ensure that the entries are consistent with other related items.

[Academic Degree] (Can be written in Japanese) (8)
　1) If you have a master's or doctoral degree, provide the name of the highest degree, the university conferring it, and the year and month it was earned.
　　　If you have earned more than one degree, enter one degree in the field in which you specialize at the University.
　2) If the applicant received a doctoral degree (or master's degree) in Japan before July 1991, enter "Doctor of **Gaku (☆☆☆ University)"; if the applicant received a doctoral degree after August 1991, enter "Doctor (**Gaku, ☆☆☆ University)".
　3) II: Notation and entries must match the candidate history.

[Title of doctoral dissertation] (Can be written in Japanese) (9)
　Japanese-language theses should be entered in " " and Western-language theses in " ". Do not enter the name of the master's thesis. Do not enter the name of the thesis under review.

＜Ⅱ：Candidate history＞
　　○ <u>The entries for items I and II together should be kept to one page.</u> Items with no entries should be written as "None".

[Educational Background] (Can be written in Japanese) (10)
　1) Enter each line of your educational background <u>after admission</u>, such as university entrance,

graduation, graduate school entrance, completion, etc., separately.

However, if the applicant's last educational background was an educational institution other than a university (high school, vocational school, etc.), enter the entrance, graduation, etc. of that institution.

2) If the applicant graduated from a college or university, enter all the names of faculties, departments, and majors, if any. If the faculty, department, major, etc. is the same as that of admission, enter "Graduated from the same".

3) In the case of a graduate school, it is usually written as "**University Graduate School of **Department of **Doctoral Course **". (Most

(Later course names vary from university to university).

If the graduate school, major, or course of study is the same as that of the applicant's admission, enter "Completed the same". If the applicant is currently enrolled in a graduate school, enter the expected date of completion.

4) In the case of a doctoral degree, enter "Doctor of Philosophy (**Gaku, ☆☆☆University)". However, if the doctoral degree was obtained before July 1991, enter "Doctor of Philosophy (☆☆☆ University)".

5) If you entered a doctoral course at a graduate school and did not obtain a doctoral degree, enter whether you withdrew from the doctoral course mid-course, withdrew with credits, or withdrew at maturity.

6) University special courses and majors should be entered as educational background.

7) If you studied at a foreign university or research institute in your status as a student, enter it as your academic record.

8) Leave of Absence, or advancement to a higher education at the time of determination of the undergraduate program, etc. are not to be entered. Also, do not enter courses or programs as a non-degree student.

9) <u>For overseas universities, also enter the name of the country</u>.

[Employment history]　(Can be written in Japanese) (11)

1) Enter all of the positions held in this job, including job title and position. (Position titles, departmental changes, etc. may be omitted.)

2) Enter the "beginning" and "ending" years and months so that the period is clear. Enter "to date" for the end of the current position.

3) For part-time lecturers who do not have a main duty, enter only the main ones (If the lecturer has worked for multiple consecutive years, such as only the first semester or only the second semester, enter the period so that the period is clear). For part-time lecturers who have main duties, enter only those listed in the "Educational Achievements" column; do not enter any other information.

4) JSPS Postdoctoral Fellows (DC, PD, SPD, and RPD) should be listed as their employment history.

5) If you studied at a foreign university or research institution as a researcher, enter it as your work experience.

6) Non-regular students (research students, sub-students, trainees, auditors, non-degree students, etc.) are not included in the work history.

7) TAs, RAs, etc. are not included in the work experience.

[Experience in participating in the administration of a university, faculty, or graduate school]　(Can be written in Japanese) (Green Cells)

1) If you have held positions at a university, describe your position at your current school, etc., and your achievements in student support, FD activities, etc.

2) If the applicant has no previous work experience at the university, describe his/her experience and achievements in organizational management, etc.

[Activities of academic societies]　(Can be written in Japanese) (12)
　1) Indicate the societies to which you currently belong.
　2) Fill in items related to your major, research field, etc.
　3) In the column for "Society committee members, etc.," enter (to date) for those continuing, and
　　enter the beginning and ending dates (year and month) for those terminating.

[Award and punishment]　(Can be written in Japanese) (13)
　1）Enter any awards from academic societies or publishers, professional awards, disciplinary
　　actions, etc.
　2）Do not fill in scholarships, awards about students, etc.
　3）Awards from current or former universities or companies are not eligible.

[Qualifications, Licenses]　　(Can be written in Japanese) (14)
　(Other: weather forecaster, professional engineer, digital archivist, chief radiation protection
supervisor, pollution control supervisor, chief electrical engineer, chief real estate administrator,
bookkeeper, ** language exam, information processing engineer exam, software development
engineer exam, business practice legal affairs exam, TEFL, TESOL, etc.) (Others: Certified weather
forecaster, Certified engineer, Certified digital archivist, Chief radiation protection supervisor,
Certified pollution control manager, Certified electrical engineer, Chief registered building official,
Certified bookkeeper, Certified ** language exam, Information processing engineer exam, Software
development engineer, Business practice law exam, TEFL, TESOL, etc.) The qualification number
or license number should be entered if required for the field in question.

＜Ⅲ：Educational Achievements＞
　　○No more than 3 entries (3 lines) for each item. Items with no entries shall be marked as "None".
　　If there is a period of time, enter the beginning (year and month) and the end (year and month).

[Educational Achievements]　(Can be written in Japanese) (15)
　1) Enter the main educational achievements. The institution where the education was conducted
　　should be listed as "**University ** Faculty" for undergraduate and "**University Graduate
　　School ** Graduate School" for graduate. In "Other educational institutions, etc.," enter
　　educational achievements at educational institutions equivalent to universities and educational
　　achievements at institutions related to your field of expertise (e.g., educational achievements at
　　language schools as a commissioned foreign language instructor). Do not fill in the "Public
　　lectures," "Guest speakers at universities," and the like.
　2) Enter achievements in which you were in charge of teaching as an assistant, etc. so that it is
　　clear that you were assisting in experiments and practical training classes.
　3) If there are educational achievements at the time of completing the resume, use "to date" instead
　　of years and months.
　4) Enter all the names of courses you were in charge of, such as "●● I, ●● II, ●● III," without
　　abbreviations such as "●● I, ●● II, ●● III. The entry should be for the main courses you were in
　　charge of, and it is not necessary to enter all the courses you were in charge of.
　5) Items of educational achievement listed in this column should also be entered in the
　　Employment History section to maintain consistency.

＜IV: International activities, community and social activities, committee memberships, business
activities and achievements in companies, etc.＞
　　○The number of entries should be within the specified number. Items with no entries should be
marked as " None ".
　　If there is a period of time, enter the beginning (year and month) and the end (year and month).

[Activities]（Can be written in Japanese）(16)
　1) A maximum of five (5) entries (one entry per line) in order from newest to oldest.
　2) For those that are continuing, enter (to date), and for those that have ended, enter the end date
　　　(year and month).

＜V: Research Achievements＞(19)
　　　○The number of entries should be within the specified number. Items with no entries should be
marked as " None ".
　　　In principle, only those items that can be considered as research achievements should be entered.
　　　The research achievements that have not yet been published at the time of entry cannot be
　　　　　entered. If you want to enter unpublished work, check whether or not there is a "certificate of
　　　　　planned publication" and enter only if there is one. If there is a "Certificate of Planned
　　　　　Publication" and it is judged necessary to enter it in the Research Achievements section, enter
　　　　　(already decided to be published).
　　　If it is deemed necessary to fill in the (Listing decision has been made), enter (Listing decision
　　　　　has been made).

[Research funds adopted]（Can be written in Japanese）(17)
　Of the external funds obtained, such as Grant-in-Aid for Scientific Research, fill in the following
items only for the portion adopted and received by the representative. If there is more than one grant,
enter the representative one to three.
　① subject for study (inquiry, enquiry)
　② Title of research project, etc.
　③ Adoption year

[Inventions and patents]　（Can be written in Japanese）(18)
　Enter information on patents, utility models, etc., related to the educational content, etc., for which
the applicant is in charge.

[Title of book or books]（Can be written in Japanese）(20)
　1) List the entries in the order of the year of publication, with the year of publication first, followed
　　　by the serial number.
　2) In Japanese, book and journal names should be bracketed using " " and article names should be
　　　bracketed using " ".
　3) If the title of the book is written in an original language other than Japanese or English, the
　　　title translated into Japanese or English should also be written in parentheses.
　4) For books, enter those published as monographs.
　5) A book published by two or more authors as a monograph is treated as a "book," and a single-
　　　authored book is treated as a "co-authored book" in the distinction between single-authored and
　　　co-authored. (If the name of the author(s) concerned is indicated in the list of authors but not in
　　　the bibliography (at the back of the book), the work is not treated as a book.)

[Title of academic paper or thesis]　（Can be written in Japanese）(21)
　1) List the entries in the order of the year of publication, with the year of publication first, followed
　　　by the serial number.
　2) In Japanese, book and journal names should be bracketed using " " and article names should be
　　　bracketed using " ".
　3) If the title of the academic paper is written in an original language other than Japanese or
　　　English, the name translated into Japanese or English should also be written in parentheses.
　4) Enter the title of the academic paper published in an academic journal, conference bulletin,
　　　research report, bulletin, etc.
　5) If there is a separate article in a monograph for which the person concerned is not explicitly

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listed as "author" or "editor" and the part of the article for which he/she is responsible is considered an academic article, the name of the article should be listed in the collection of articles and the name of the article should be entered.

  6) Doctoral dissertations and master's theses are not to be entered. However, if they were published in book form, they may be entered in the "Book" column. In that case, enter "(Dissertation)" in the "Volume and page" column.

[Title of Collection/Title of Article]　(Can be written in Japanese)　(22)

  1) List the <u>entries</u> in the order of the year of publication, with the year of publication first, followed by the serial number<u>.</u>

  2) In Japanese, book and journal names should be bracketed using " " and article names should be bracketed using " ".

  3) If the title of the academic paper is written in an original language other than Japanese or English, the name translated into Japanese or English should also be written in parentheses.

  4) Academic papers published in journals or bulletins for graduate students (so-called graduate student journals, etc.) when the candidate for appointment was a graduate student should be entered as "[title of collection] (graduate student journal)".

[Year of issue, year of report, year of publication]　(Can be written in Japanese)　(A)

  Enter the year of publication or publication of the book or other work in question. The year of publication should be the year of first publication.

[Distinction between single-authored, co-authored, and sole/co-authored reports]　(B)

  If the author(s) listed in the book is/are the sole author(s), enter "single author". If there is more than one author, enter "co-author" regardless of whether the author is involved in supervising, editing, compiling, or writing parts of the book.

[Publisher/Issuing Institution, Name of Journal/Publisher, Editor/Issuing Institution, Production/Publishing Institution, etc.]　(Can be written in Japanese)　(C)

  For books, enter the place of publication. For academic papers, enter the name of the journal, publishing institution, etc. in which the paper was published.

[Co-editing author's name, co-author's signature, co-reporter's name, co-producer's name]　(Can be written in Japanese) (D)

  1)　In the case of co-authorship, <u>list the names of all authors, including the applicant, up to five (5) if more than five (5) authors. The first author should be listed first, and the names </u>should <u>be listed in the order in which they appear in the relevant book, etc.</u>

  2)　<u>If there are more than 5 co-authors, the </u>names of the authors after the applicant listed in the relevant book, etc., may be omitted by writing "and ○ others".

  (Example: If there are six co-authors and the applicant (Taro Ritsumei) is listed as the fifth.

    →(Hanako Saionji, Ichiro Kinugasa, ●●●●, △△△△, Taro Ritsumei and one other person)

[Total number of pages, volume number and pages, pages published, role]　(Can be written in Japanese) (E)

  1) Pages may be written as pp. xxx-xxx or xx-xxx or xx-xxx. One page only should be written as "p. xx".

  2) Academic papers should clearly indicate the volume and number of the journal in which they were published.

  3) If the book is co-authored, enter the page ranges and chapter titles of the parts you were in charge of writing. However, if it is difficult to extract the part you were in charge of, enter the reason for this.

  4) In the case of co-authorship in an academic paper, enter the page range only if the part of the

paper for which you were responsible for writing can be clearly indicated.
5) Conference reports should also include the month in which the conference was held.

[Name of the conference, name of the conference, name of the city and month of the conference]
(Can be written in Japanese) (F)
  1) Conference reports should include the name of the conference (official name), the name of the conference, the name of the city where it was held, and the month in which it was held.
  2) Themes of the report should be written in Japanese using " " in parentheses, and in European languages using " " in parentheses.
  3) For conference reports, etc., enter "solely/jointly" in the "solely/jointly" column, based on the information at the time of registration of the conference report.
  4) In the "Co-reporters" column, enter the names of up to five co-reporters, including the individual.
  5) In the "Conference Name, Conference Name, Host City, and Month" column, enter the name of the conference (official name), the name of the conference, the name of the host city, and the month in which the conference was held. The name of the country is not required.

＜VI: Other significant achievements＞ (23)
  Only those accomplishments that are distinctive should be listed. You may leave it blank.