

Manual for Online Application System

(College of Information Science and Engineering)

College of Information Science and Engineering, Ritsumeikan University

Email: johokobo@st.ritsumei.ac.jp

1. Input method

- ① Please enter the information after confirming the notes in each field.
- ② Once you enter your date of birth, your age at the time of appointment will be automatically calculated (enter the date in the Western calendar using half-width numbers).
- ③ If you are currently living outside of Japan, you do not need to enter your zip code and prefecture.
- ④ The "Present Post" field should be entered out as follows
 - 1) Enter the name and position of the current organization. In the case of a university, enter the college and position, e.g., professor.
 - 2) In the case of more than one present post, enter the primary present post.
 - 3) In the case of fixed-term faculty member, enter (fixed-term) after the position.
 - 4) If there is no present post, please leave it blank.
- ⑤ The "Final Academic Background" field should be entered as follows
 - 1) Enter the name of the university in the case of "graduation," "completion," "maturity withdrawal," or "withdrawal with credits," from a university, a technical college, 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 college. In the case of a graduate school, enter the name of the graduate school, major, and course of study.
(Even if the name of the school has been changed after "graduation," "completion," please enter the name of the school at the time of enrollment.)
 - 3) Enter the name of the university, department or college 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, enter one university specializing in the field of information engineering etc.
 - 5) If your final academic background is from an educational institution other than "university, etc.", 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, College of XXX(name of country)"

⑥ The "Degree" field should be entered out as follows

1) If you have doctoral degree (Ph.D.) (or a master's degree), enter the name of the last degree, the awarding university, and the year day of acquisition.

2) If the applicant received a doctoral degree (or master's degree) in Japan before July 1991, enter "Ph.D. in Degree (University)"; if the applicant received a doctoral degree after August 1991, enter " Ph.D. (Degree, University)".

⑦ Please enter the title of your doctoral dissertation in the "Ph.D. Dissertation Title" field. Do not enter the name of the master's thesis and the thesis under review.

⑧ In the "Main Research Achievements (1), (2), and (3)" fields, please enter not only the title but also the same content as that entered the "V. Research Achievements: Three Main Research Achievements" "the Curriculum Vitae" field. (See below).

<Image of input>

主な研究業績①（タイトルを記入）
Main research achievements
(titles) 1

著者『書名』△△出版、2022年、250p

主な研究業績②（タイトルを記入）
Main research achievements
(titles) 2

執筆者「論文名」『掲載誌名』○巻○号、2020年7月、pp. **-**

主な研究業績③（タイトルを記入）
Main research achievements
(titles) 3

執筆者「論文名」（編者『書名』□□出版、2018年）、pp. **-**

<Possible input errors e.g.>

主な研究業績①（タイトルを記入）
Main research achievements
(titles) 1

成澤雅寛「日本でクラウドファンディングアウト現象は生じているのか? : 職業科

入力された値をご確認ください
Please confirm your entry

主な研究業績②（タイトルを記入）
Main research achievements
(titles) 2

成澤雅寛・吉田航「教育を媒介する2つの地位達成：高校|ランク・学科が

入力された値をご確認ください
Please confirm your entry

👉👉 If the message "Please confirm your entry" is displayed, it may be that the maximum number of characters (MAX 128 bytes / full-width 64 characters) has been exceeded. In that case, please enter the information in the order listed in the CV to the extent possible.

⑨ The file name should be as follows (from the "Curriculum Vitae" field to the "Other Attachments as Specified" field).

- Curriculum Vitae _Name
- Certificate of Last Degree _Name
- Other Attachments as Specified _Name
 - Research Achievements (Form A) _Name
 - Main Research Achievements (books or papers) (1), (2), (3), (4), (5) (abstract) _Name
 - Summary of research to date and future research plans __Name etc.

*Please check the application guidelines for the required documents.

⑩ The maximum file size that can be uploaded for each item is 10 MiB. Only the "Other Attachments as Specified" field allows uploads of up to 70 MiB. Please compress all other attachments and submit them in one zip file. Please do not password-protect the files you submit.

⑪ Please submit the "Curriculum Vitae" field as a Excel file and the "Certificate of Last Degree" field as a PDF file (Convert the scanned file to PDF.)

⑫ Please check the "Confirmation" box after confirming the contents of the form. If you cannot pledge, you will not be able to apply for.

⑬ When you have completed all the information, click the "Send" button. If you do not click the "Send" button, your data will not be sent (your application will not be completed). If you need to make any corrections, click "Back" to make the corrections, click "Send" again to confirm, and then click "Send" on the confirmation screen to apply for.

2. Notes on Entry

① Please make sure that the name of the College/Graduate Schools and the name of the Courses and the Appointment Positions, the Appointment Date or Period match the recruitment you wish to apply for.

② You can enter your application even after the closing time of the application reception, but we manage applications based on the time the form was submitted. Applications received after the application deadline will not be accepted.

③ This application system is only available in Japanese and English.

④ There is no time limit for inputting information on the application screen, but the confirmation screen will time out after 5 minutes and the information you have entered will be lost. Please confirm within 5 minutes.

⑤ When entering the country code in the phone number field, please do NOT put the "+" symbol. (Example: 81-72-665-2075 is acceptable.)

EOD.