

<<Notes on Preparation of Application Documents>>

<Résumé (Form No. 2)>

1. In the box marked “Name”, Provide your real, full name. If you have changed your name due to marriage, etc., you can provide your original family name in parentheses.
2. In the box marked “Date of Birth (Age),” provide your age as of the date when you fill in the résumé.
3. “Academic Record”
 - ① Enter your record after graduating from high school. If you have graduated from a university, college of technology, or educational institute deemed to be equivalent to or higher than a university or college of technology (including graduation from a short-term course or advanced course at a university), enter all your academic records (including academic degrees and titles). If you earned the designated credits in a doctoral course before leaving the course without obtaining a doctoral degree, enter “Withdrew from the doctoral course after earning the designated credits.”
 - ② When entering your academic degrees, enter also the major fields for which your academic degrees were granted, and the titles of your degree theses.
 - ③ Enter your qualification, such as “Doctor,” “Dentist,” “Pharmacist,” “Nurse,” or “Faculty Member.” In this case, enter also your registration No., etc.
 - ④ If you studied at a foreign university, research institute, etc. when you were a student, enter the record thereof.
 - ⑤ When entering your record of studying at a foreign university, etc., provide the names of the university, etc. and the academic degree, etc. Also, be sure to indicate the name of the country where you studied. This is also applicable when you enter your professional record.
4. “Professional Record”
 - ① Provide all your professional records (including self-employment, homemaking or unemployment), and also specify your occupations, statuses, etc.
 - ② Clarify until when you held each position. For your current position, enter “To date.”
 - ③ If you have studied at a foreign university, research institute, etc. as a researcher, enter the record thereof.
 - ④ If you have been qualified as a faculty member as a result of a faculty member or organization examination conducted in the past by the Council for University Chartering and School Juridical Persons, provide when the examination was conducted, as well as the names of the relevant university, job title, and assigned courses. (If you have such a qualification from a graduate school, enter the judgment results as well.) If you have already been certified as a faculty member of a college of technology, enter when the certification was granted, as well as the names of the relevant college of technology, job title, and assigned courses.
 - ⑤ If you enter your professional record as a university faculty member, enter also your main assigned courses.
 - ⑥ If you have a professional record as a part-time lecturer at a university, etc., also enter the record thereof.
5. “Activities in Academic Associations and in Society”
 - ① Enter the names of the academic associations to which you belong as of the date when you fill in the

résumé.

② Of your activities in academic associations and in society, provide those related to your major field, research area, etc.

③ If you have any outstanding educational/ research achievements, specify them.

6 . For “Awards and Punishments,” provide information, for example, commendations by academic societies or publishing companies, commendations or disciplinary punishments as a result of your occupational behavior, or punishments for inappropriate receipt of research funds.

7 . “Work Situation”

① Enter the situation of your work as of the date when you fill in the résumé.

② If you are a faculty member of a university, etc., enter the name of the university, etc. for “Affiliation”; and your job title, such as “Professor” or “Associate professor,” for “Occupation.” For “Full-time/Not Full-time,” enter “Full-time” (i.e., teaching at the department/school to which you belong), “Concurrent-type 1” (teaching outside the department/school to which you belong), or “Concurrent-type 2” (teaching as a part-time lecturer). Make sure to enter one of the above for each of your assigned courses. For “Number of Teaching Hours,” enter the total number of your teaching hours for each of your assigned courses. (Do not count examination hours.)

However, if you teach more than one class in the same course, enter the total number of teaching hours multiplied by the number of assigned classes. If you teach part of a course, enter the number of assigned hours divided by the total number of teaching hours for the course.

For “Notes,” enter the number of your assigned classes, or “Teach part of the course,” “Omnibus,” etc., as applicable. When counting the number of your teaching hours, regard a 90-minute-class as two hours.

③ If you are not a faculty member of a university, etc., leave the box marked “Your Assigned Courses” blank, and instead enter your current work situation in “Notes” appropriately. However, if you teach as a part-time lecturer at a university, etc., enter the information as explained in ② above.

④ You can change the width of each box appropriately so that you can easily enter the necessary information.

8 . In place of the seal after your name, you can sign your name instead.

Résumé

Enter your age as of the date when you fill in the résumé.

Name	Taro Kendai	Gender M/F	Date of Birth (Age)	MM.DD.YY (Age:)
Current Address	(〒739-2615) X-X Kasugano, Kurose, Higashi-Hiroshima City, Hiroshima Prefecture			
Address of Affiliation	(〒734-0003) X-X-XUjina-Higashi, Minami-ku, Hiroshima City, Hiroshima Prefecture			
Contact Information	(Tel. No.) □□□-□□□-□□□□ (email address) □□□□□□@□□□□□□			
Academic Record				
Date	Events			
Mar. YY	Graduated from XX Course, Hiroshima Prefectural XX High School			
Apr. YY	Entered Medical Department, Medical School, XX University			
Mar. YY	Graduated from Medical Department, Medical School, XX University, Bachelor's Degree (Medical Science) Thesis title: XXX			
May YY	Doctor license registration: No. XX			
Apr. YY	Entered XX Master's Course, XX Department, Graduate School of XX University			
Apr. YY	Studied at XX University, UK (Until Oct. YY.)			
Mar. YY	Completed XX Master's Course, XX Department, Graduate School of XX University, Master's Degree (XX science) Thesis title: XXX			
Apr. YY	Entered XX Doctoral Course, XX Department, Graduate School of XX University			
Mar. YY	XX Doctoral Course, XX Department, Graduate School of XX University [Withdrew from the doctoral course after earning the designated credits]			
Oct. YY	XX Department, Graduate School of XX University, Doctoral Degree (XX Science) Thesis title: XXX			

If you studied abroad, provide the name of the foreign university, etc.
*Be sure to indicate the name of the country where you studied.

Enter the major fields for which your academic degrees were granted, and the titles of your degree theses.

If you earned the designated credits in your doctoral course before leaving the course without obtaining a doctoral degree.

Professional Record	
Date	Events
Apr. YY	XX Department, XX School, XX University, Assistant (Until Mar. YY)
Oct. YY	XX Institute, USA, Fellow Researcher (Until Mar. YY)
Apr. YY	XX Department, XX School, XX University, Lecturer, Subject ("Introduction to XX Science" "Seminar on XX Science") (Until Mar. YY)
MM. YY	Qualified as a full-time associate professor in charge of "Introduction to XX Science" and "Seminar on XX Science" at XX Department, XX School, XX University, as a result of a faculty member examination conducted by the Council for University Chartering and School Juridical Persons
Apr. YY	Associate Professor, XX Department, XX School, XX University (To date)

Clarify until when you held each

Provide your assigned courses.

Enter the record if you were recognized as a faculty member as a result of an examination conducted when the school was established, and so on

Activities in Academic Associations and in Society	
Date	Events
Apr. YY	Academic activities Belonged to Japan XX Academic Association (To date)
MM. YY	Chaired the XX Subcommittee of the Xth Japan XX Academic Association XX Conference
FY YY–FY YY	Research activities KAKENHI (Grants-in-Aid for Scientific Research "C") XX research on XX, Principal Investigator

Awards and Punishments	
Date	Events
July YY	Won XX Prize, Japan XX Academic Association

Work Situation						
Affiliation	Occupations	School, Department, etc.	Your Assigned Courses			No. Teaching Hours
			Courses	Full-time/ Not Full-time		
XX University	Associate Professor	XX Department, YY School	Introduction to XX Science	Full-time	30×2	2 classes
XX University	Associate Professor	XX Department, YY School	Seminar on XX Science	Full-time	10/30	Omnibus
XX University	Associate Professor	XX Department, YY School	Practical Training on XX Science	Full-time	60	
YY University	Part-time Lecturer	XX Department, YY School	Advanced Class on XX Science		30	

If you teach more than one class for the same course

Enter the total number of hours (15 lessons, for example).
If the hours are divided among several people, indicate this with an X or O and specify the hours assigned to each person.
Class hours are counted as two hours for each 90-minute class.

I hereby declare that the statement above is true.
DD, MM, YY

Name: (Seal)

<Educational and Research Achievement Document (Form No. 3)>

1. Prepare this document to describe your educational capabilities relevant to the fields in which applications for faculty members are being invited from the public and relevant to the courses to be held, as well as your occupational achievements, books, academic papers, etc.
2. Name
 - ① You can sign your name instead of placing your seal.
 - ② Provide your real, full name. If you have changed your name due to marriage, etc., you can provide your original family name in parentheses.
3. Educational Capabilities and Occupational Achievements
 - ① Briefly describe events from the past to the present indicating your educational capabilities and occupational achievements relevant to the courses to be held.
 - ② In the box marked “Date,” provide information on, for example, when the relevant event occurred, when you gave the relevant presentation, and from when to when you were engaged in the relevant project.
 - ③ In the box marked “Description,” provide not only a brief description of the relevant event, but also your status, role, and achievement in the event.
 - ④ Educational Capabilities - Example
 - i. “1. Implementation of Educational Methods”
 - Engaged in efforts to help students learn from their extracurricular activities, or placed your lessons online
 - Taught at a special educational institute, such as a judicial research or training institute.
 - ii. “2. Preparation of Textbooks/Teaching Materials”
 - Prepared books, teaching materials, etc. used for lessons, training programs, supervision, etc.
 - iii. “3. Evaluation by University, etc. of Your Educational Capabilities”
 - Results of your self-inspection or evaluation designated by your university
 - Results of evaluations by students of your lessons or mutual evaluations among faculty members
 - iv. “4. Matters Worthy of Special Mention regarding Applicants with Business Experience”
 - Instructed trainees, etc. from universities
 - Instructed trainees on request from vocational associations, such as the Japan Pharmacists Education Center
 - Engaged in education or training on business issues requiring expertise, such as lawsuits, verdicts, audits, credit, corporate alliances, or R&D
 - Served as a lecturer at university open seminars or social education seminars, or gave lectures at symposiums
 - v. “5. Others”
 - Earned a master’s/doctoral degree, instructed students to help them obtain academic degrees, or reviewed degree theses (served as a chief examiner/sub-chief examiner)
 - Received awards in recognition of your activities at organizations related to university education, or your educational achievements
 - Prepared questions for national examinations
 - ⑤ Occupational Achievements - Example
 - i. “1. Qualifications and Licenses”
 - “Doctor,” “Dentist,” “Pharmacist,” “Nurse,” “Faculty Member” or other qualification or license relevant to the courses to be held
 - ii. “2. Patents, etc.”
 - Patents, utility models, etc. relevant to the courses to be held
 - iii. “3. Matters Worthy of Special Mention regarding Applicants with Business Experience”

- Occupational achievements/results relevant to the courses to be held
 - Conducted joint research with a university
 - Engaged in lawsuits, verdicts, audits, credit, corporate alliances, R&D, etc.
 - Served as a member of an advisory council, administrative committee, ADR committee, etc.
 - Served as an investigator, etc. in an administrative agency
 - Gave a report/presentation on a medical case at an academic conference, workshop, etc.
 - Conducted research, studied abroad, researched overseas affairs
 - Reports, guidelines, manuals, magazine articles, etc. as evidence of the above activities
- i v . “4. Others”
- Evaluation/recommendation, etc. from a vocational association, etc. of your excellence as a businessperson
 - Citations from your academic papers
- ⑥ Attach a certificate of your qualification, or a certificate of commendation, recommendation, etc. from your employer or an organization, if necessary.

4. Books, academic papers, etc.

- ① Do not enter books, academic papers, etc. that have not yet been released as of the date when you fill in this form.
- ② Titles of Your Books, Academic Papers, etc.
- i . Categorize your main achievements on research, etc. appropriately into “Books,” “Academic Papers,” or “Others,” and enter the achievements with consecutive numbers in the order of release.
 - i i . You can provide the titles of your books as long as they have already been published. For “Books,” enter the titles and ISBN/ISSN codes of your books.
 - i i i . For “Academic Papers,” enter the titles of your academic papers published in academic magazines, academic society journals, research reports, bulletins, etc. For your degree thesis, indicate it clearly as such.
 - i v . For “Others,” enter your general remarks, abstracts for academic conferences, requested manuscripts, etc., as well as the themes of your reports and presentations, round-table talks, discussions, etc.
 - v . In the case of peer-reviewed academic papers, enter “Peer-reviewed” under the title of the relevant paper.
 - v i . If your books, academic papers, etc. are written in a language other than Japanese, enter their titles, etc. in that language. (In the case of joint authorship, also provide your chapters and sections and their titles.) In addition, also provide Japanese-translated versions of the titles in parentheses. Although it is not a prerequisite to provide such Japanese-translated versions, please do so as far as possible.
- ③ In the box marked “Single Authorship/Joint Authorship,” if only your name is written on the relevant book, etc. as the author, enter “Single authorship.” If the relevant book, etc. has more than one author, including you, enter “Joint authorship,” regardless of how you engaged in the work, such as supervising, editing, writing or editing, co-writing, or partial writing. If you served as the first author of the relevant joint work, enter “(FA).” If you served as the corresponding author of the relevant paper, enter “(CA).”
- ④ In the box marked “Date of Publication or Release,” enter the date when the relevant book, etc. was published or released.
- ⑤ Names of Publishing Companies and Magazines/Academic Associations
- i . In case of books, enter the names of their publishing companies.
 - i i . In case of academic papers, etc., specify the names of the magazines in which they were published, as well as their volumes, issue numbers, pages, etc.
 - i i i . In case of reports, presentations, etc., specify the names of the relevant academic conferences and the locations of the events.
- ⑥ Description

- i . For each of the relevant books, etc., provide an English summary of about 100 words. In addition, also provide a Japanese-translated version. Although it is not a prerequisite to provide such a Japanese-translated version, please do so as far as possible.
- ii . If the relevant book, etc. is a joint work, enter your chapters and sections, as well as their titles and pages, along with the names of all the authors including you. (Underline your name.) (If the number of authors is very large, provide the names of the main joint authors.) Provide the names of the authors in the same order as listed in the relevant book, etc. Also, describe your assignments that led to the relevant research's results.

If it is difficult to delineate your assignments, provide the reason for the difficulty. (E.g.: "Since this is a joint research, it is not possible to delineate my assignments from those of the other authors.")

Even if it is difficult to delineate your assignments quantitatively, such as by page numbers, try to avoid simply entering "it is not possible to delineate my assignments," and do your best to enter your assignments clearly to the extent possible. Even qualitative descriptions, such as "Engaged in XXX in the research," are also acceptable.

Also provide a Japanese-translated version.
Although this is not a prerequisite, please do so as far as possible.

Educational and Research Achievements

Date : MM. DD. YY

Name: Taro Kendai(Seal)

Field of study	Keywords of research content	
	Enter the date for each achievement in the ascending order.	
Matters concerning educational abilities	Date	Description
1. Implementation Examples of Educational Methods		
Lessons to prepare for certification examinations	From Apr. YY to present	Engaged in planning and operation of lessons to prepare for a certification examination, thereby increasing the pass rate from XX% to YY%
Lectures using audio-visual teaching materials	From Apr. YY to present	Teaching XX Science and YY Science, using PowerPoint and videos to provide easy-to-understand lectures
2. Produced Textbooks/Teaching Materials		
Materials designed to prepare for certification examinations	Nov. YY	Studied questions from past certification examinations, and created mock questions with a projection of future development
3. Evaluation by University, etc. of Your Educational Capabilities		
Evaluations on your performance as a faculty member	YY –	Highly evaluated every year by students, with an average of their annual evaluations on my lessons being XX
Evaluations by students of your lessons	YY	
4. Matters Worthy of Special Mention regarding Applicants with Business Experience		
Lessons held under high-school-university partnership	Aug. YY	Delivered a university sample lesson for XX (number) high school students Theme: xxxxx
5. Others		
Member of XX Committee of XX Association	Apr. YY-Mar. YY	Held XX as a member of XX Committee of XX Association
* You could additionally state if you have experiences on post graduate (master / doctor) research guidance or the dissertation review as achieved for an assistant.		

Matters concerning professional achievements	Date	Description
1. Qualifications and Licenses Doctor license	May YY	Doctor license registration: No. XX
2. Patent, etc. Equipment for XX	Dec. YY	Jointly developed equipment for XX Assignment: Proposition of a method for XX, and experimentation and verification of XX Joint applicants: A, B, <u>Taro Kendai</u> , C, and D
3. Matters Worthy of Special Mention regarding Applicants with Business Experience Member of Hiroshima Prefecture XX Advisory Council Work experience in XX corporation	Apr. YY-Mar. YY Apr. YY-Mar. YY	Joined the committee as an academic expert Assignment: XX project Task: XX Achievements: XX
4. Others Citations from your academic papers		

Also provide a Japanese-translated version. Although this is not a prerequisite, please do so as far as possible.

Book/Paper title Enter ISBN/ISSN codes.	Authorship	Date of issuance/ publication (month and year)	Name of publisher or academic journal/conference in which the research was published/presented	Description
<p>(Books)</p> <p>1. Title (ISBN-----)</p> <p>2. Title (TSSN-----)</p> <p>*If therelevantbookis part of a series of works (collection, course, library, etc.), enter the series' title and your volume in parentheses under the book's title.</p>	<p>Single author ship</p> <p>Joint author ship</p>	<p>Jul. YY</p> <p>Nov. YY</p>	<p>XX Publishing company</p> <p>YY Publishing Company</p>	<p>XXX - Study on XXX (Provide an English summary in about 100 words.) A total of X pages of XX size (e.g., A4)</p> <p>Explained on XX. (Provide a brief description of the entire joint work.) A total of X pages with the paper size XX (e.g., A4) Editor: XXX Joint authors: F, <u>Taro Kendai</u>, G, H, I, J, and K</p> <p>My assignment: single authorship of Chapter 2, Section 3 "Methods of XXX," pp.73-98 XXXXXXXXXXXX (Provide an English summary of your assignment in about 100 words.)</p>
	If you are the first author		If your part of the relevant joint work is of your single authorship, indicate so.	
<p>(Academic Papers)</p> <p>1. Title (Peer-reviewed) (Japanese-translated version)</p> <p>2. Monograph (Peer-reviewed) (Japanese-translated version)</p> <p>3. Monograph2 (Peer-reviewed) (Japanese-translated version)</p> <p>4. XXXXXX (Doctoral degree thesis)</p>	<p>Joint author ship (FA)</p> <p>Single author ship</p> <p>Joint author ship (CA)</p> <p>Single author ship</p>	<p>Feb. YY</p> <p>Jul. YY</p> <p>Dec. YY</p> <p>Date when the academic degree was granted</p>	<p>XX Study, Vol. 17, Issue No. 1, pp.66-81</p> <p>Journal, vol. 18, pp. 127-131</p> <p>Journal, vol. 18, pp. 221-229</p> <p>University that granted the academic degree</p>	<p>Verified XX and suggested YY. (Provide an English summary for the entire paper in about 100 words.) My assignment: XXXXXXXXXX Jointauthors:<u>TaroKendai</u>,L,M, N, plus 10 authors</p> <p>Confirmed the efficacy of XX. (Provide an English summary in about 100 words.)</p> <p>Analyzed XX for the purpose of YY. (Provide an English summary for the entire paper in about 100 words.) My assignment: XXXXXXXXXX Joint authors: XX, YY, <u>Taro Kendai</u>, and ZZ</p> <p>XXXXXXXXXXXX (Provide an English summary in about 100 words.) A total of X pages of XX size (e.g., A4)</p>
			In the case of a joint paper, do your best to enter your assignment in the relevant research.	
	If you are the corresponding author			
			In the case of a joint paper, do your best to enter your assignment in the relevant research.	

(other)				
<General Remarks>				
1. Presentation theme	Joint author ship	Jan. YY	XX Center Research Report, Issue No.20, pp.29-36	Examined the efficacy of XX. (Provide an English summary for the entire work in about 100 words.) My assignment: XXXXXXXXXX Joint authors: S, T, U, <u>Taro Kendai</u> , and V
2. Presentation theme	Single author ship	Mar. YY	Bulletin of XX School, XX University, Issue No.8, p.75	Conducted research on the effect of XX, and comparative examination. (Provide an English summary in about 100 words.)
<Presentations at International Academic Conferences>				
1. Paper (peer-reviewed) (Japanese-translated version)	Joint author ship (FA)	May YY	International of Congress (Singapore)	Conducted research on XX, revealing the tendency of YY. (Provide an English summary for the entire work in about 100 words.) My assignment: XXXXXXXXXX Joint speakers: <u>Taro Kendai</u> and XX
<Presentations at Domestic Academic Conferences>				
1. Presentation theme (Peer-reviewed)	Single author ship	Sep. YY	The XXth YY Conference (Osaka)	Analyzed XX based on a case of YY, revealing ZZ. (Provide an English summary in about 100 words.)
<others>				
None				
(Breakdown)				
○Books:___ (single-authored books:___,co-authored books:___)				
○Papers:___ (peer-reviewed papers:___, peer-reviewed papers in international journals:___), (English papers:___, Japanese papers:___), (single-authored papers:___, co-authored papers:___) (First-authored papers:___, correspondingauthor papers:___)				
○Other:___ (journal, newspaper article, etc. related to the field of the competition) Presentations at International Academic Conferences:___, Presentations at Domestic Academic Conferences:___				