Instruction for filling out the application forms

**Common to all forms**

・All forms must be written in Japanese or English.

・Fill in the forms in chronological order (oldest to newest).

・Application forms should not be stapled together so that we can make their copies.

 ・All forms must be submitted in both print and digital copies. The digital copy should be in Microsoft Excel / Microsoft Word format and saved to a CD-R / DVD disc.

**(Form 1)Curriculum vitae　(Include 2 sheets)**

【Education】

・Fill in your academic background.

【Academic Degree】

・Fill in your academic degree (bachelor, master and doctor).

【Professional Experience】

・If you have a period of unemployment, explain the gap.

**(Form 2) List of achievements**

・Put the serial numbers on items in each category.

・If you don’t have any achievement in the category, please write “None”. (Don’t delete the category title. ([Books], [Reviews]).

・List all authors’ names, translators’ names or presenters’ names, and underline your name.(e.g. Hiroshima T.)

・If you are Corresponding author of the publication, please put “\*” after your name. (e.g. Hiroshima T.\*)

・If you write about sharing writings in “Books”, specify which section you contributed.

・If you write about translated books, indicate it.

・You cannot include publications under submission.

・If you write publications in press, indicate it and attach the certifying document.

・You cannot include conference abstracts.

・Put a framed box on the number of your SCI / SSCI / A&HCI / ESCI publications. (e.g. )

・Put a triangle on the number of your Scopus-indexed papers other than SCI / SSCI / A&HCI / ESCI publications.

・Put a circle on the number of your publications related to the doctoral dissertation.

・Choose 5 major publications representing your achievements , and write “Major publication” at the end of the publication details.

・When you write the publications that have Impact Factors, add the values and Q1 (only if applicable) referring to the latest year of “Journal Citation Reports” by Clarivate Analytics. (e.g. IF: 5.3, Q1)

・When you write Times Cited, add the values referring to ”Web of Science” by Thomson Reuters. (e.g. TC:10)

**(Form 3) Status of acquired external funding in the last ten years as a Representative**

　・Fill in the acquired external funding during in the last ten years as a Representative.

**(Form 4)** **Outline of the past teaching and research activities.**(one page of A4)

**(Form 5) Research Plans after taking office.** (one page of A4)

**(Form 6)** **Aspirations for education after taking office.** (one page of A4)(Form 2)

List of achievements

Name

|  |
| --- |
| 【Doctoral dissertation】\*Author, Title, Name of university, Date(MM/YY)【Books】\*Authors or translators (all in order), Title, pp., Publisher, Date(MM/YY) (e.g. 1. Hiroshima T: Clinical ##### of #####････. Handbook of ････: pp 100-150, Publisher, March 2005)【Reviews】\*Authors (all in order), Title, Name of Journal, vol, pp., Date(MM/YY), Impact Factor, Times Cited【Original Papers (refereed)】\*Authors (all in order), Title, Name of Journal, vol, pp., Date(MM/YY), Impact Factor, Times Cited (e.g. 1. Hiroshima T.\*, Yamaguchi I, Okayama H: The relationship between ･･･. Journal of ###, 15: 200-215, May 2007, IF:5.00, TC:10)【Original Papers (non-refereed)】\*Authors (all in order), Title, Name of Journal, vol, pp., Date(MM/YY)【Presentations at International Conferences (Invited Lecture)】\*Presenters (all in order), Title, Conference Name , Date(MM/YY)【Presentations at International Conferences (Oral Presentation)】\*Presenters (all in order), Title, Conference Name , Date(MM/YY)【Presentations at International Conferences (Poster Presentation)】\*Presenters (all in order), Title, Conference Name , Date(MM/YY)【Teaching Experience】\*Target Schools, Period, Subject Name (e.g. 1. School of ##### Sciences, 2010-2015, ##### of ######)【Contributions for Academic Societies】\*Academic Society’ name, Committee name, Title, Period.【Social Contributions】【Awards】\*Award Name, Summary, Date(Year/Month/Day)【Patents】\*Patent holder’s Name(all in order), Patent Name, Summary, Date(Year/Month/Day)【Additional Remarks】 |

(Form 3)

Status of acquired external funding in the last ten years as a Representative

　　　　　　　　　　　　　Name

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Period | Fund Name | Research theme | Allotted Amount of Money |
|  |  |  |  |  |

(Form 4)

Outline of the past teaching and research activities(one page of A4)

Name

|  |
| --- |
|  |

 (Form 5)

Research Plans after taking office. (One page of A4)

Name

|  |
| --- |
|  |

(Form 6)

Aspirations for education after you taking office. (One page of A4)

 Name

|  |
| --- |
|  |