Guideline for Completing Form Education and Research Achievements

- In principle, please fill out Education and Research Achievements on a computer, and handle the form with care.
- List your achievements in chronological order, starting with the most recent, for each item.
- It is acceptable to use more space, sheets, or lines for each field, depending on the amount that you wish to write for each item.
- The No. in the top right corner serves as the serial number for Education and Research Achievements I to IV.
- For "promotions," write down only education and research achievements for the period of time from your current employment position to the present point in time.

[Education and Research Achievements I: Research Activities]

- To practitioners: Research achievements are not limited to pure research papers, etc.; please describe such achievements comprehensively, indicating whether they are authored books, edited books, reports for academic conferences, commentaries related to field of specialization (case commentary, news commentary, draft commentary, etc.), round-table discussions, lecture records, investigative reports, etc. (indicate, if applicable, if you are a co-editor, co-author, collaborator, etc.).
- If you do not have any applicable achievements, write "N/A".
- Even if all items are "N/A", make sure to submit this section.

1. Researcher information

Write down your ORCID, Researcher No., and Researcher ID if you have one.

2. Books

・Clearly indicate the book name/title, chapters and pages you wrote, publication date and publisher, with regard to books that you authored by yourself, books that you co-wrote, and books to which you contributed*

*Co-writing is considered as being when your name is listed on the cover, colophon, etc. of a book. If your name is not listed in such locations, you are considered as having contributed to the book.

*If you co-wrote or contributed to a book, make sure to write down the pages that you wrote.

・Write down the total number of books at the end of this item. (For personnel promotion, write down the total number for the period of time from your current employment position to the present point in time.)

3. Master's Thesis / Doctoral Dissertation

・ Write down the title of your thesis/dissertation, publication date, university and graduate school name.

4. Papers

- If listing papers that are being submitted to academic journals, only those that have been decided to be featured in the journals are applicable.
- With regard to papers that you authored by yourself and those that you co-authored, write down the paper title, author name(s), journal/institution name, whether your paper was peer-reviewed, volume, first and last pages and publication date (Western calendar year).
- List the names of all co-authors in the order in which they are listed in the paper. When doing so, underline your own name, and if you are head author, indicate "(Head)".
- For each paper, indicate the number of times that it has been cited.
- Write down the total number of papers at the end of this item. As a breakdown, also indicate the number of papers that were peer-reviewed, the number of papers featured in SCOPUS, and the number of papers featured in Web of Science. For the number of papers featured in SCOPUS and the number of papers featured in Web of Science, it is acceptable to indicate only one or the other under inevitable circumstances. (For personnel promotion, write down the total numbers for the period of time from your current employment position to the present point in time.)

5. Academic conference presentations

- For international conferences, indicate "(International conference)"; for invited lectures, indicate "(Invited lecture)"; for keynote speeches, indicate "(Keynote speech)"; and for peer-reviewed presentations, indicate "(Peer-reviewed)".
- Write down the title, presentation month/year, main organizer/title of featured journal, etc.
- If a presentation/lecture was made in a language other than Japanese, clearly indicate "(in *language*)" after the title.
- Write down the total number of presentations at the end of this item. As a breakdown, also indicate the number of presentations at international conferences, number of invited lectures, number of keynote speeches, and number of peer-reviewed presentations. (For personnel promotion, write down the total numbers for the period of time from your current employment position to the present point in time.)

6. State of acquisition of external funds (Grants-in-aid for Scientific Research("KAKENHI"), public research funding other than Grants-in-aid for Scientific Research, research funding from other private institutions; all limited to research representative)

- Grants-in-aid for Scientific Research: Write down the type, name of research topic, research period (years) and amount (total) for the research topic for which you were the research representative, that was adopted for this grant.
- Public research funding other than Grants-in-aid for Scientific Research: Write down the name of the research funding, research topic, research period (years) and amount (total) for the research topic for

which you were the research representative, that was adopted for public funding, such as the Japan Society for the Promotion of Science, JST, NEDO, ministerial/local government agencies, etc.

- Research funding from other private institutions: Write down the name of the research funding, research topic, research period (years),and amount (total) for the research topic for which you were the research representative, that was adopted for consigned/joint research funding from private corporations, grants from private foundations, etc.
- Write down the total number of funds at the end of this item. As a breakdown, also indicate the number of Grants-in-aid for Scientific Research and the number of public research funding other than Grants-in-aid for Scientific Research. (For personnel promotion, write down the total numbers for the period of time from your current employment position to the present point in time.)

7. Awards received for research activities

- If you have received awards such as academic awards, and particularly international academic awards from foreign science academies, write down the name of the award, name of the granting organization/society and month/year of the award.

8. Patents/utility models, etc.

- Write down the contents, acquisition month/year, etc.

9. Research history in countries other than Japan

- If you have a history of research that should be specially noted and that was not listed in your CV, write down the period during which you were engaged in that research (start to finish), overview, country name, affiliated institution, etc.

10. Achievements such as joint research, etc. with foreign institutions

- Write down the implementation period, presentation period, period of involvement, etc.

11. Other items that should be specially noted with regard to research activities

- If there are special items other than the above items that should be specially noted, such as the acquisition of competitive funds from various foundations, being featured in the media for research achievements/results, etc., write them down here.

[Education and Research Achievements II: Educational Activities]

◆ If you do not have any applicable achievements, write “N/A”.

◆ Even if all items are “N/A”, make sure to submit this section.

1. Awards received for educational activities, educational evaluations (teaching awards, etc.)

・Write down the month/year in which you received the award/evaluation, an overview, granting institution, etc.

2. Main subjects that you were in charge of up until now

・Write down the subject name, implementing institution and years that you taught the subject.

3. Number of students you advised on their thesis/dissertation over the last 3 years

・Indicate the number of students whom you advised on their Master’s thesis or Doctoral dissertation according to whether you were the chief examiner or second examiner.

4. Creativity in education contents/techniques (including class evaluations, etc.), history of education in language(s) other than Japanese

・Indicate the date of implementation, overview, implementing institution, etc.

・History of education in language(s) other than Japanese, can be for both within and outside of Japan.

5. Textbooks, educational materials, reference books created

・Write down the title, publisher, publication date, etc.

・If created in a language other than Japanese, clearly indicate “(in *language*)”.

6. Presentations, lectures, etc. related to educational techniques and practices

・Write down the presentation month/year, title, presentation location, etc.

・If a presentation/lecture was made in a language other than Japanese, clearly indicate “(in *language*)” after the title.

7. Attendance of seminars, training programs, etc. related to educational techniques

・Write down the month/year of attendance, title, organizing group, etc.

8. History of educational activity in countries other than Japan, and language(s) used

・If you have a history of educational activity that should be specially noted and that was not listed in your CV, write down the period during which you were engaged in that educational activity (start to finish), overview, country name, affiliated institution, etc.

9. Other items that should be specially noted with regard to educational activities

・If there are special items other than the above items that should be specially noted, such as being featured in the media for educational achievements and educational techniques, write them down here.

[Education and Research Achievements III: Practical Experience Related to Field of Specialization]

◆ Education and Research Achievements III: Practical Experience Related to Field of Specialization is a form that is anticipated to be filled out mainly by practitioners.

◆ If you do not have any applicable achievements, write "N/A".

◆ Even if all items are "N/A", make sure to submit this section.

1. Practical experience related to field of specialization

With regard to practical experience related to your field of specialization, write down the period, affiliated institution(s), qualifications/positions, and contents of your work. If you have qualifications as a lawyer, certified public accountant, etc., write down the acquisition date/registration date.

2. Other items that should be specially noted with regard to practical experience related to field of specialization

For example, with regard to the following kinds of items that should be specially noted, write down the implementation period, presentation period, involvement period, etc., and an overview.

・Instructor, faculty member, etc. at the Legal Research and Training Institute, etc. (for those in the legal profession)

・Featuring/introduction of your own research and practical experience in the media

・Lectures, laboratory work, contribution to the creation of educational material, etc. at/for training workshops, corporate training, seminars, lectures, etc.

・Instruction at university extension courses and social extension courses, lectures at symposiums, etc.

・Reporting and presentation at study groups, workshops, etc.

・Review committee member for Grants-in-aid for Scientific Research

・Review committee member for various awards and honors

・Investigator, etc. at administrative agency

・Investigative research, investigation of foreign affairs, etc.

・Joint research with university

・Committee member for various tests, councils, administrative commissions, various ADRs, etc.

・Chairperson, officer, etc. for various groups and organizations

*For experience related to academic societies, indicate such experience in Education and Research Achievements IV: Affiliated Societies, Qualifications, Other.

[Education and Research Achievements IV: Affiliated Societies, Qualifications, Others]

◆ If you do not have any applicable achievements, write “N/A”.

◆ Even if all items are “N/A”, make sure to submit this form.

1. Affiliated societies, positions, etc.

With regard to academic societies, etc. with which you are currently affiliated, write down the society name, your position, etc. and the month and year of affiliation.

2. Qualifications, etc.

If you have the following kinds of qualifications, licenses, etc. related to your major field of study, write down the contents and acquisition date.

・Teacher’s certificate: Write down the type, classification, subject

・Qualifications to handle hazardous materials, chemical substances, etc. (Operations chief of specified chemical substances, operations chief of organic solvents work, operations chief of radiography with X-rays, health supervisor, hazardous materials engineer, etc.)

3. Others

If there are special items that do not correspond to any of the above items, write them down here.