

Completing the Application Forms

Ryukoku University, Learning Support and Educational Development Center

Please use the University's designated application forms (Forms 1 to 5): 'Curriculum Vitae', 'Statement of Purpose', 'Work Experience', 'Statement of Research Achievements' and 'Statement of Other Achievements'. The forms should be completed as follows.

1. Common Items

- (1) Please use Microsoft Word to fill in the forms.
- (2) Please submit the application in PDF format.
- (3) If you are a foreigner, you may use a different format in your own language, but be sure to attach a translation.

2. Curriculum Vitae (Form 1)

- (1) Family name field
 - 1) Please enter your current address as of the date of entry into the register.
 - 2) For age, please enter your full age as of the date of entry into the CV.
- (2) Educational background
 - 1) Please provide details of all education beyond high school.
 - 2) If you have completed a doctoral course but have not yet obtained a doctoral degree, please enter 'Doctoral course (second semester) with credits completed'.
 - 3) Please enter in the 'Academic background' column for special courses and majors at universities, and enter in the 'Professional background' column for research students, auditing students, etc.
 - 4) In addition to degrees and titles, qualifications such as doctor, dentist, pharmacist, nurse, teacher, etc. should also be entered in the 'Educational background' field. In this case, please also include the registration number.
 - 5) Please fill in your qualifications in a foreign country accurately and also state the details of your qualifications.
 - 6) Please enter your study abroad experience in the 'Academic background' column if you studied abroad as a student, and in the 'Professional background' column if you studied abroad as a researcher.
- (3) Employment history column
 - 1) Please fill in all work experience and state the job title, position, etc.
 - 2) Please enter the period of employment so that it is clear. For current positions, be sure to state 'up to the present'.

(4) Academic and social activities

Please fill in only if applicable. Please provide the exact name of the academic society to which you belong.

3. Statement of Purpose (Form 2)

(1) In addition to the reasons for your application, please describe what you would like to do with your career by selecting more than one of the 'Duties' ① to ⑤ listed in the application guidelines.

< Job Description >

- ① Development and support of AL (Active Learning) and PBL (Problem Based Learning/Project Based Learning) subjects
- ② Development and support of interdisciplinary subjects
- ③ Planning and management of FD (Faculty Development)
- ④ Planning and management of academic training support
- ⑤ Tasks related to educational IR (Institutional Research).

4. Work Experience (Form 3)

(1) Separately fill in the 'Work experience' and 'Education experience' sections of the work history.

(2) In the column for years and months, enter 'XX years - XX years (XX years and XX months)' so that the period during which you were engaged in the job can be understood.

(3) Please enter your educational background if you have experience as a part-time lecturer or TA.

(4) In the summary column, in addition to the job title, etc., please provide a brief description of what you have worked on.

5. Research Achievements (Form 4)

(1) Names of books, academic papers, etc.

- 1) Books and academic papers (including those published or scheduled for publication) and others, numbered in order of date (past → present).
- 2) Please circle the number of the main achievements (up to three) among all achievements.

(2) Summary column

- 1) Please provide a summary of each book, academic paper, etc., within 200 characters for each book, academic paper, etc. In the case of co-authorship, please specify the outline of the part for which the author is responsible and the page on which it

- appears (e.g. PXX-PXX), and enter the names of all authors, including the author's name, in the order in which they appear in the book or academic paper in question.
- 2) In the case of co-authorship, if it is difficult to extract the part for which the author is responsible, please specify the reason for this. (e.g. Extracting the part of the author's name is not possible due to joint research).
 - 3) If a book is written by several authors, please organize the relevant parts as co-authored, even if it is a single-authored book.
 - 4) For dissertations, please state this clearly.
 - 5) Please specify the name of the journal in which the work was published, as well as the volume and number of the journal.
 - 6) Please state clearly if the work is to be published in an academic journal. Please do not include papers that you plan to submit for publication.
 - 7) For academic papers, please state the number of citations.

6. Other Achievements (Form 5)

- (1) Please enter the achievements in social cooperation, industry-government-academia cooperation and other activities in chronological order (past → present), if applicable.
 - (2) Please provide any other information that may be helpful in the review process or any special notes.
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