

Instructions for Completing Application Documents

Center for the Promotion of Global Education (R-Globe) Office

Ryukoku University

Applicants are required to use the University's prescribed formats (Forms 1–5) when preparing the following documents: Curriculum Vitae, Statement of Purpose, Work Experience, Research Achievements, and Other Achievements. Please follow the instructions below when completing each form.

1. General Instructions

- (1) Please prepare all documents using Microsoft Word.
- (2) Use "Arial" font with a font size of 9 points. Only the name field should be in 18-point font.
- (3) Submit all documents in PDF format.
- (4) International applicants may use forms in their native language; however, a Japanese translation must be attached.

2. Curriculum Vitae (Form 1)

(1) Name

- 1) Enter your name exactly as it appears on official documents.
- 2) Provide your current address as of the date of completion.

(2) Education & Degrees

- 1) Provide full details of all education from high school onward.
- 2) If you have completed doctoral coursework without obtaining the degree, indicate "Completed doctoral coursework without degree."
- 3) Pre-university or special courses should be included under "Education"; research students and auditors under "Professional Experience."
- 4) Include academic degrees and professional qualifications.
- 5) For qualifications obtained abroad, describe them accurately with explanations.
- 6) For study abroad experience, please enter periods of study undertaken as a student under the "Education" section, and periods of study undertaken as a researcher under the "Professional Experience" section.

(3) Professional Experience

- 1) List all professional experience with titles and positions.
- 2) Clearly indicate employment periods. For current positions, state "Present."

(4) Activities in Academic Societies and Social Contributions

Please complete this section only if applicable. In addition, please ensure that the names of academic societies are entered accurately.

(5) Awards

The University is committed to the prevention of all forms of harassment, including sexual harassment. In particular, if the applicant has any history of disciplinary action related to harassment, the specific details must be clearly stated.

3 . Statement of Purpose (Form 2)

Please complete the form within the designated format.

4 . Work Experience (Form 3)

- (1) Please divide the information into “Professional Experience” and “Educational Experience within your professional experience.”
- (2) In the “Date” column, please indicate the duration of employment in a format such as “Month/Year – Month/Year (X years, X months)” so that the period of service is clearly understood.
- (3) With regard to teaching-related experience, please complete this section only if you have relevant experience, such as services as a part-time lecturer or teaching assistant (TA).
- (4) In the “Summary” column, please provide a concise description of your duties and responsibilities, in addition to your job title and position.

5 . Research Achievements (Form 4)

(1) Titles of Books and Academic Papers

- 1) Please list books, academic papers (including those scheduled for publication or presentation), followed by other works, assigning numbers in chronological order by date (from earliest to most recent).
- 2) Among all listed achievements, please place a circle (○) next to the numbers of up to three major achievements.

(2) Summary

- 1) For each book, academic paper, or other work listed, please provide a concise summary of the work. In the case of co-authored works, clearly describe the portion contributed by the applicant and indicate the relevant page numbers (e.g., p.XX ~ p.XX). In addition, list the names of all authors, including the applicant, in the order in which they appear in the original publication.
- 2) If it is difficult to identify the specific portion contributed by the applicant in a co-authored work, please provide a clear explanation of the reason (e.g., “It is not

possible to specify the individual contribution due to the nature of joint research.”).

- 3) In cases where a single volume has been written collaboratively by multiple authors, the relevant portion should be treated as a co-authored work, even if it appears to be a single-author contribution.
- 4) For doctoral dissertations, please clearly indicate that the work is a degree thesis.
- 5) For publications in academic journals or similar outlets, please specify not only the title of the journal but also the volume and issue number.
- 6) For works that are scheduled to be published in academic journals or similar outlets, please clearly indicate this status.

Please note that works merely planned for submission should not be included.

- 7) For academic papers, please indicate the number of citations.

6. Other Achievements (Form 5)

- (1) Please provide details of achievements in social collaboration, industry-academia-government collaboration, etc., if applicable, in chronological order by date (from earliest to most recent).
- (2) Please include any additional information or special notes that may be relevant for the selection process.

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