

## How to Fill Out the Forms in Tamagawa University Format:

### 01) “Curriculum Vitae” (CV) (履歴書)

### 02) “Statement of Research Achievements” (研究業績書)

### 03) “Statement of Pedagogical Achievements” (教育業績書)

#### 1. Regarding general procedures for filling out the forms

- (1) For the ‘year’ columns, use the Western calendar (e.g. 2020).
- (2) If you have nothing to write in the columns, write “N/A”.
- (3) In the sections with asterisks, circle or highlight the items which apply.
- (4) In the Statement of Research Achievements (研究業績書) document, fill in your main research-related academic achievements in the past five years, and in the Statement of Pedagogical Achievements (教育業績書) document, fill in your main pedagogy-related academic achievements, such as textbooks or teaching materials you have created. You may add achievements of more than five years ago if you wish.
- (5) If you have already prepared your own list of academic achievements, you may also attach it.
- (6) The ID photo should be 40 mm (height) x 30 mm (width), upper body, facing front, taken within the last 3 months, and in JPEG or PNG format if using a data file.

#### 2. Regarding the boxes where your signature is required

- (1) If you wish to use an alternative name (e.g. your family name before marriage) write it in the section 「通称名 (戸籍名)」 (Official alternative name as appears on Family Register) of the CV document. You also have to submit a 「通称名使用届」 (notice of acceptance of alternative name). (Further information will be provided after the recruitment procedure is completed.)
- (2) Type your name exactly as it appears on your passport.

#### 3. Regarding the “Education or Academic Career” section of the CV document

- (1) All information after high school, college, or equivalent, (concerning duration (dates), school name, etc., graduation / completion / withdrawal from school / others), should be chronological, beginning with the oldest information and ending with the most recent.
- (2) If you studied abroad, write the details in the “Education or Academic Career” section.
- (3) If you studied as a research student or student auditor, write the details in the “Education or Academic Career” section.
- (4) If you are still studying at the time of filling in this document, write “study ongoing” after the name of your school.

#### 4. Regarding both the “Education or Academic Career” and “Employment History” sections of the CV document

- (1) Fill in your entire work history (including periods of self-employment, periods as a ‘homemaker’, periods of unemployment, etc.) and be sure to leave no period unaccounted for in either section.
- (2) Concerning your current employment status, please enter “to present” after the name of your place of employment.

#### 5. Regarding the “Major” section of the CV document

- (1) In the 「専門分野 (“Major”)」 column, refer to the attached 「専門分野コード表 (List of Categories, Areas, Disciplines and Research Fields)」 and enter the numbers and names of up to three main areas of specialization.
- (2) In the 「専門分野のキーワード Keywords」 section, enter keywords which indicate your area of specialization. (Multiple entries are possible.)

**6. Regarding the “Degrees received” section of the CV document**

- (1) Enter the degree name (bachelor / master / doctor / professional), completion date, institution, and indicate "course" or “dissertation” beginning with the oldest and ending with the most recent. For degrees obtained from overseas higher education institutions, please enter the official name in the original language.
- (2) The way to write the degree name depends on the date of acquisition, as follows.  
 If you obtained your degree before June 1991, please enter "Master of ..." or "Doctor of ...".  
 [Example] "Master of Education" or "Doctor of Engineering"  
 If you obtained your degree after July 1991, please enter "Master's degree (○○)" or "Doctoral degree (○○)".  
 [Example] "Master (education)" or "Doctor (engineering)"

**7. Regarding the “Statement of Pedagogical Achievements” document**

**Achievements**

- (1) Examples of Pedagogical Methods Utilized  
 List examples including best pedagogical practices, practices incorporating multi-media devices, practices promoting self-access learning and learner autonomy, supervising teaching assistants, practices involving Web teaching or online courses.
- (2) Textbook and Material Development  
 List any textbooks and/ or teaching materials you have created. List any books, materials, lectures or presentations which are not listed on the Statement of Research Achievements document.
- (3) Evaluation by Institutions Concerning Pedagogical Competence  
 List letters of appreciation or certificates of accomplishment, etc., from institutions, students, faculty development, departments, etc. If you have teaching experience at a university (including part-time teaching), please be sure to fill it in.
- (4) Educational Experience Related to Business or Administrative Affairs  
 List experiences including training as a university teaching assistant or business intern, in-house training at companies, teaching continuous learning courses, studying abroad, survey activities, etc.
  - Research in business or civil service
    - Product development, production development
    - Joint research work, results, research role
  - Businesses, organizations, associations
    - Specialist work in International Assistance, Research and Development, Advanced Technology, International Finance
  - Information Technology
    - Computer work systems and software development
  - Mass media
    - Newspaper articles, TV programs
  - Social welfare fields
    - Activities, length of service, roles and functions in groups, associations, or organizations
  - Athletes and sports
    - Instructors’ and trainers’ experiences, accomplishments, and qualifications
  - Performers and artists
    - Portfolio of artwork
  - Museums
    - Summary of exhibitions and catalogs
- (5) Other  
 List any notable activities in organizations or committees for the improvement of higher education or awards for pedagogical achievements that are not related to items (1) ~ (4) above.