Attached Form 2

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Record of Education and Research Achievements  Date:  Name | | | | | | |
| Research Field | | | | Keywords for Research | | |
|  | | | |  | | |
| Educational Capacity | | | | | | |
| Description | | | | Dates | Overview | |
| 1. Example of practicing an education method | | | |  |  | |
| 2. Textbook or teaching material made | | | |  |  | |
| 3. Evaluation of educational capacity by university/institution | | | |  |  | |
| 4. Special remarks on practical experiences | | | |  |  | |
| 5. Other | | | |  |  | |
| Execution of Work | | | | | | |
| Description | | | | Dates | Overview | |
| 1. Certification/License | | | |  |  | |
| 2. Patent, etc. | | | |  |  | |
| 3. Special remarks on practical experiences | | | |  |  | |
| 4. Other | | | |  |  | |
| Research Achievements | | | | | | |
| Titles of Books, Academic Papers or Other Publications | Single or Multiple Author(s) | | Dates of Publication/ Presentation | Names of Publishers, Journals  or Academic Societies | | Overview |
| (Books)  1  2  3 |  | |  |  | |  |
| (Theses)  1  2  3 |  | |  |  | |  |
| (Academic papers)  1  2  3 |  | |  |  | |  |
| (Other)  1  2  3 |  | |  |  | |  |
| (Status of competitive research funds) | | 1  2  3 | | | | |

(Note)

1. Unpublished work at the time of filling out this document cannot be listed in the “Research Achievements” section.

(Sample)

Attached Form 2

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Record of Education and Research Achievements  　　Date:  Name: ○○ ○○ | | | | | | | |
| Research Field | | | | Keywords for Research | | | |
| ○○, △△, □□ | | | | ●●, ▲▲, ■■ | | | |
| Educational Capacity | | | | | | | |
| Description | | | | Dates | | Overview | |
| 1. Example of practicing an educational method   1. Seminar on ○○ 2. Work by △△ | | | | April 2011 to present  April 2011 to present | | ○○○○...  △△△△... | |
| 2. Textbook or teaching material made   1. Developed ●● experiment manual 2. Developed ▲▲ teaching material | | | | April 2011 to present  March, 2011 | | ●●●●...  ▲▲▲▲... | |
| 3. Evaluation of educational capacity by university/institution   1. Class evaluation by students (out of 100 points) | | | | FY 2013  FY 2013 | | Overall evaluation\*.\* (○○Studies Ⅰ)  Overall evaluation\*.\* (○○ Studies ⅠI) | |
| 4. Special remarks on practical experiences  1. Training and guidance by ○○ (including lectures) | | | | April 2006 to present | | Engaged in ○○ at ○○ Corporation and gave training and guidance on ○○ (lecture on ○○). | |
| 5. Other  1. Engaged in work at ○○. | | | | April 2006 to present | |  | |
| Execution of Work | | | | | | | |
| Description | | | | Dates | | Overview | |
| 1. Certification/License   1. ○○ | | | | March 2006 | | ○○ | |
| 2. Patent, etc.   1. Manufacturing method of △△ | | | | March 2013 | | Patent No. \*\*, Your name: □□□□, △△△△ | |
| 3. Special remarks on practical experiences  1. □□ | | | | March 2006 | | □□ | |
| 4. Other  1. ●● | | | | March 2006 | | ●● | |
| Research Achievements | | | | | | | |
| Titles of Books, Academic Papers or Other Publications | Single or Multiple Author(s) | | Dates of Publication/ Presentation | | Names of Publishers, Journals, or Academic Societies | | Overview |
| (Books)   1. ○○○○ 2. △△△△   (\*listed in the order that they were published.) | Single Author  Multiple Authors | | September, 2011  September, 2011 | | ○○ Publishing Company  △△ Publishing Company | | ○○○○...  △△△△...  Editor: △△△△  Author: △△△△, Your name, □□□□  Your work: Chapter ○ Section ○, ○○, pp40-70 |
| (Theses)  1  2  3 | Single Author | | September, 2011 | | ○○ University Graduate School (Master's degree (◇◇)) | | ○○○○…. |
| (Academic papers)   1. ○○○○ (with peer review) 2. △△△△ 3. □□□□   (\*listed in the order that they were published.) | Multiple Authors | | September, 2011 | | △△ Publishing Company  △△△△ (\*title of the published journal)  　Volume □ Issue □ | | (\* Write a summary of 5 major academic papers in about 200 letters.)  ○○○○...  Author: △△△△, Your name, □□□□  Your work: Chapter ○ Section ○, ○○, pp120-140 |
| (Other)   1. ○○○○ 2. △△△△   (\*listed in the order that they were published.) | Single Author | | September, 2011 | | ○○ Conference  At ○○ University | | ○○○○... |
| (Status of competitive research funds) | | 1 Scientific Research (B) Comparative Study on ●● and △△ (2015, Principal Investigator ○○○○, single author)  (April 2015 to March 2020) | | | | | |

(Note)

1. Unpublished work at the time of filling out this document cannot be listed in the “Research Achievements” section.

**Filling out the Record of Education and Research Achievements**

1. “Research Field” and “Keywords for Research”
   1. In the university “Research Field” section, write up to three major research fields using specific names listed as “disciplines” in the “List of Categories, Areas, Disciplines and Research Fields” for Grants-in-Aid for Scientific Research used until FY 2017 or the names listed under “Document Review Section” (“and related fields” can be omitted) of the Review Section Table (Overview) for Grants-in-Aid for Scientific Research. In the “Keywords for Research” section, write up to five keywords that describe your research based on the “disciplines” in the “List of Categories, Areas, Disciplines and Research Fields” or the names listed under “Basic Section” of the Review Section Table (Overview) for Grants-in-Aid for Scientific Research. If the keywords are not found in the lists, write them as appropriate.
   2. If you have practical knowledge or experience in the major (if “Standards for Establishment of Universities” Article 13 (iii) and (vi), Article 14 (v), Article 15 (ii), or Article 15-2 (iii) are applicable), write “practical experience in ○○” in the “Research Field” section and write up to five keywords that describe the work in the “Keywords for Research” section.
2. “Educational Capacity” and “Execution of Work”
   1. In the “Description” section, provide a brief description of actual educational capacity and execution of work related to the class subject you teach in each of the classifications in chronological order.
   2. In the “Dates,” write the time when each of the Description occurred or was presented, or the period during which you were engaged.
   3. In the “Overview,” write an overview of the Description and related position and role you had as well as the outcome of the work.
   4. Examples of “Educational Capacity”
      * + 1. “1. Example of practicing an educational method”

* Promotion of extracurricular learning. Introduction of the course contents on the internet, etc.
* Teaching experience at an educational institution including a Legal Training and Research Institute
  + - * 1. Examples of “2. Textbook or teaching material made”
* Promotion of extracurricular learning. Introduction of the course contents on the internet, etc.
  + - * 1. “3. Evaluation of educational capacity by university/institution”
* Results of self-examination or evaluation at each university
* Class evaluation by students, mutual evaluation among instructors
  + - * 1. “4. Special remarks on practical experiences”
* Instruction for interns visiting from universities
* Training and guidance requested by a professional group such as the Japan Pharmacists Education Center
* Education or training on specialized practice including lawsuits, judgments, auditing, credit, corporate partnerships, or research and development
* Teaching an extension course or a social education course, or lecturing at a symposium
  + - * 1. “5. Other”
* Activities in a university education related group, awards for educational achievements
* Making state examinations questions
  1. Example of “Execution of Work”
     + - 1. “1. Certification/License”
* Medical, dental, pharmaceutical, veterinary, nursing or teaching certificate that is related to the class subject you will teach
* Teaching experience at an educational institution including a Legal Training and Research Institute
  + - * 1. “2. Patent, etc.”
  + Patent or utility model that is related to the class subject you will teach
    - * 1. Example of “3. Special remarks on practical experiences”
  + Joint research with a university
  + Record of taking charge of lawsuits, judgments, auditing, credit, corporate partnership, or research and development
  + Membership in various committees, administrative commissions, or various ADRs
  + Official position as an inspector at an administrative agency
  + Reporting or presentation of cases at a seminar/workshop
  + Research, studying abroad, overseas field research, etc.
  + Content of the evaluation that was given when the decision was made including reports, guidebooks, manuals, magazines, or other documents that support the above
    - * 1. “4. Other”
* Evaluation/recommendation by a professional group on your excellence as a practitioner
* Actual citation of your academic paper
  1. Please attach any certificates of qualification, awards/recommendation documents from an employer, or other organization as necessary.

1. “Research Achievements”
   1. Unpublished work at the time of filling out this document cannot be listed in this section.
   2. “Titles of Books, Academic Papers or Other Publications”
      * + 1. Classify major research achievements into “(books),” “(academic papers),” and “(other publications)” appropriately. Number and list them in the order that they were published.
          2. Please provide the title of the book.
          3. When listing academic papers, list the ones that were published as academic papers in international academic journals, academic periodicals, or research reports. If it is a dissertation, it should be indicated accordingly.
          4. For other publications, provide titles of review papers, abstracts for conferences, or requested manuscripts. Please provide themes if it was for a report, round-table, or symposium.
          5. Academic papers with peer reviews should be listed with a remark “(with peer review)” after the title of the paper.
          6. If the book or academic paper is written in a language other than Japanese, write the title of the book in the original language and add a translation of the title in parenthesis (including the chapter, section, title of the part you wrote if it is written by multiple authors).
   3. For the “Single or Multiple Author(s),” write “single author” if the publication was by you only. If the publication was by multiple people, please write “multiple authors” regardless of their involvement such as supervisor, editor, author and editor, coauthor, or contributor. If it is a presentation at an academic conference, please add the symbol “-.”
   4. “Dates of Publication/Presentation” should include the year and month that the book was published or presented.
   5. “Names of Publishers, or Academic Societies”
      * + 1. Please provide the name of the publisher.
          2. For academic papers, please indicate the title, volume, issue, and page of the journal that the paper appears in.
          3. For reports, please indicate the name of the academic conference and the place where it was held.
   6. “Overview”
      * + 1. Please write a summary of five major academic papers in approximately 200 letters.
          2. If the book is written by multiple authors, include the following information.

* The chapter, section, title, and page that you wrote (if you cannot specify the part you wrote, please provide reasons for that instead).
* Names of all the authors including yours underlined. If there are many authors, list only major coauthors in the order that they appear in the book.
  1. In the “Status of competitive research funds” section, enter the status of acquisition of competitive research funds (Grant-in-Aid for Scientific Research, etc.) or joint research for the most recent five years.