Guidelines for Filling out the Curriculum Vitae (Kyoiku-Koshi)

Rikkyo University

I.   Type all entries.

II. Record dates for all entries in the following order: YY.MM.DD (93.10.21). List entries in chronological order from the earliest to the most recent. For doctoral level work, if you completed a dissertation, list the completion date. Otherwise, list the completion date of the course or the date you left the program.
Record locations for all foreign institutions: INSTITUTION, COUNTRY (e.g. James Cook University, Singapore).

III. Educational Background:
List the dates of admission and graduation for all schools attended, beginning with high school.

IV. Professional Background, Teaching Experience:
1.   For all current and/or former tenured or tenure-track full-time positions at a university or research center, write the name of the institution, the college, the department, and your title. For example: Rikkyo University, College of Arts, Department of History, Professor.
2.   As for an adjunct position, list all recent positions that you have held, making sure to list the dates you began and ended each position. Provide the name of the institution, the college, the department, your title, and the subject title of the main course that you teach or taught. For example: Rikkyo University, College of Arts, Department of History,Adjunct Professor, Academic Writing.
3.   As for any part-time positions, provide a chronological list (earliest to most recent) that clearly shows your teaching history. Make sure to list the dates you began and ended these positions. For any current position, list the starting date and put "current" after the position information. List as above: institution, college, department, title, and subject title of the main course that you teach or taught.
4.   In addition to the above, please be sure to list any previous part-time positions that you held at Rikkyo University.

V.   Academic Degrees:
List the date(s) on which all graduate-level degrees were awarded.

VI. Activity in academic/professional organizations and/or social contribution activities
List the name and the period of affiliation of the academic organizations.

VII. Publications (up to 5):
1. For any published thesis or dissertation, put a circle (○) next to the title.
2. List publications in the following order by group: books, academic articles, textbooks.If you have many publications, you may choose to list only the main works.
3. For any published book or textbook, specify the publisher. For any published academic article, specify the journal name or association and include the volume number and/or issue. List the starting and ending page numbers of all published material. If you are a co-author, specify which page number(s) you wrote. If you cannot specify specific page number(s), note what role you played in the published material. For articles that passed a refereeing process, indicate this in parenthesis after the page number of the article. A refereed article is one that was screened to determine whether the article was publishable and whether any content or grammatical revisions were necessary prior to its acceptance for publication.
4. List works as "in press" only when the publication is certain and the publication date and/or publication volume is known.
5. Please do not include oral conference presentations and seminars.

VIII. All information provided is only used for employment purposes (during the hiring process as well as after any potential employment) or in the case of emergency.

Notes: Write your full name as it appears on the family register. If you would like to use your original family name (or the name you are commonly known as), add the name in parentheses after writing your officially registered name. In this case, if hired you will be required to submit a "Notification of Usage of Original Family or Other Name to Rikkyo's Personnel Affairs Division. Example: Hanako Rikkyo (Original Family Name: Hanako Suzuki)
Be sure to enter the pronunciation of your name in katakana as this is necessary for registration systems.