

## Guidelines for Curriculum Vitae

Rikkyo University  
Center for Foreign Language Education and Research

### I Expression of years

Write years using the Western calendar.

### II Name

1. 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.

Example: Hanako Rikkyo (Original Family Name: Suzuki)

2. Be sure to enter the pronunciation of your name in Japanese characters katakana as this is necessary for registration systems.

### III Signature

You may use a seal that expresses the image of the characters used in the name that appears on the family register. You may sign here if you are non-Japanese.

### IV Educational Background

Start your education history with your high school graduation year. If you have enrolled in a doctoral course of a graduate school, choose the status along with the date when you left the course from among (1) Graduation, (2) Withdrawal from the course with Completion of Course Requirements or (3) Dropped out.

### V Teaching Experience

1. Clearly write the name of the university or research institution you currently work at on a full-time basis as well as the department and your position.  
(Example: XX University, XX Faculty, XX Department, Professor)
2. Write chronologically the names of all institutions you have worked at on a full-time basis before joining your current workplace and your positions at those institutions.
3. Regarding any part-time lecturing work, you may choose to note only the positions you held at times you did not have a full-time position, including the dates. If you have worked for Rikkyo University as a part-time lecturer, please make sure to indicate this.
4. If you have any teaching jobs, please indicate the courses you taught.

## VI Academic Degrees / Teaching Licenses

Write the exact names of any Master's or higher degrees you have earned, the name of the university and your majors.

## VII Rewards and Punishments

Describe any awards you have received from public institutions, academic societies, publishers, etc.; disciplinary actions you have been subjected to in the course of duties; and any disciplinary actions you have been subjected to related to the improper receipt of research funds, etc.

## VIII Publications (Books, Articles up to 5)

1. List books (publications on which your name appears on the cover as the first author, except for periodicals), academic articles and teaching materials separately. For any published thesis or dissertation, put a circle (©) on the left of the title.
2. For any published book or textbook, specify the publisher. For any published academic articles, specify the journal name or association including the volume number and/or issue. Write the full name of the publishers, journals and academic societies.
3. For all publications, you must write the total number of pages and page numbers. For publications that you coauthored, include the page numbers you were primarily responsible for. If not possible, indicate what role you played in the published material. For articles that passed a refereeing process, put a circle (○) on the left of the title. List items as "in press" only when the proof reading and publication schedule is confirmed. Do not include the oral conference presentation and seminars.
4. The list of publications is limited to 10 pages on 5 sheets.

## IX Other

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