

Outline for Curriculum Vitae (Teachers Other than Part-time Lecturers)

Rikkyo University

I Expression of years

Write years using the Western calendar.

II Name

Write your full name in alphabet the same as it appears on your passport and, your name in katakana the same as any of your official documents issued in Japan as such certificate of residence or bank book. 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)

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

III Signature

It is unnecessary to sign your CV at this moment.

IV Educational Background and Teaching Licenses

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

Example: 199x 3 20 XYZ High School – Graduated
199x 4 01 XYZ University, MA in TESOL– Entered
200x 5 30 XYZ University, MA in TESOL - Graduated

V Academic Degree

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

VI Professional Background, Teaching Experience

1. Clearly write the name of the university or research institution you work at on 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 status at those institutions.
3. Regarding any part-time lecturing work, you can choose to note only the positions you held at times you did not also have a full-time job. Please include dates. If you have worked for Rikkyo University as a part-time lecturer, please also mention this.

VII Publications (Books, Articles)

1. List books (publications on which your name appears on the cover as the first author, except for periodicals) and articles separately. Please indicate the name of any theses with a circle on the left of the name.
2. Write the correct names of the publishers, journals (including the volume or issue) in which the article is carried and the academic societies that published the journals. All correct information must be provided.
3. For publications that you coauthored, please include the page numbers you had primary responsibility for.
4. The list of publications is limited to 10 pages on five sheets.