Annex Form No. 5 (Related to Article 3)

Achievement Record in the Areas of

Education, Technical Skills, and Practical Work

Date:

Name (in the applicant’s handwriting):

　　　(Achievement)　　　　　　　　　　　　　　(Period)

**Authored publications (Other than academic papers and books):**

**Practical Achievements in Education:**

[Courses held etc.]

[Committee membership etc.]

[Others]

**Achievements in Clinical Activities:**

**Achievements in Social Activities:**

Annex Form No. 5 (Related to Article 3) EXAMPLE

Achievement Record in the Areas of

Education, Technical Skills, and Practical Work

Date:

Name (in the applicant’s handwriting):

(Achievement)　　　　　　　　(Period)

**Authored publications (Other than academic papers and books):**

Shadow Naomieand ELTON John, *Adventures in English Syntax and Semantics*, Tokyo, Japan: XXX University Press, 300 p., 2017.

**Practical Achievements in Education:**

[Courses held etc.]

TX University, 2013/10 - 2014/10

Introduction to General Linguistics (Undergraduate), 6 credits, Department of English

Language,

RRR University, 2018/04 - Present

Technical English (Undergraduate), 4 credits, Faculty of Literature

Advanced Research on English Syntax (Master's), 2 credits, Graduate School of Literature

[Committee membership etc.]

RRR University

Committee member for Foreign Faculty (Linguistic Division), 2018/4 - 2019/3

Committee member of Undergraduate English Program, 2019/4 - Present

[Others]

RRR University

English correction of administration scripts, 2018/4 - 2019/3

**Achievements in Social Activities:**

Committee member of Internationalization, RRR City, 2018- Present

How to complete the Achievement Record in the Areas of Education, Technical Skills, and Practical Work

[Evaluation focused on research achievements]

1. Use a computer to prepare the document (A4 size paper with approximately 2 cm margins at the top, bottom, left and right of the page), except for the signature which needs to be handwritten. Use black ink or a black ballpoint pen and write in block style for the handwritten part.
2. Write the year in the Western calendar style.
3. List major achievements from the past three years in the "List of Educational, Practical, Practical, and Other Achievements".
4. In the "Achievements" column, indicate the items of publications, educational practice, practical skills, practical work, clinical work, social achievements, etc., other than academic papers and books, and describe the contents of these items in detail. In the "Period." column, indicate the actual period and the number of times.
5. For publications other than academic papers and books, list the author(s), title, place of publication, number of pages, and year of publication in this order. Underline the name of the applicant in the author list. In the case of joint authorship, before the book title, write the names of the chapters and other information the applicant oversaw.
6. For publications in journals, list the authors, title, journal title, volume, page numbers, and year of publication in this order. Underline the name of the applicant. In case of many co-authors, they may be omitted. However, indicate the number of co-authors and as well as the ranking of the applicant among all the authors.
7. The following should be written in "Educational achievement".

(1) In "Courses held etc." section, list the main courses, practical training, seminars, etc. you were in charge of, selected from general and specialized education. Indicate the name of the university, the undergraduate school, department, graduate school or others (public lectures, teacher training, post-graduate clinical training instruction, etc.), and the number of credits or hours of lectures.

(2) In the "Committee membership etc." section, indicate the number of education-related activities such as membership of committees on admissions, curriculum, student life (welfare and guidance), and employment, etc., but also involvement in student affairs, acting as a homeroom teacher, and guidance for extracurricular activities.

(3) The "Others" section should include education-related activities outside the institution where the applicant works (part-time lecturers, etc.).

1. "Technical skills," "Practical work" and "Clinical work" should be described in the same way as the “Practical Achievements in Education” section.
2. In the "Achievements in Social Activities" section, list the names of committees and other relevant information in chronological order.
3. Class evaluations by students, faculty members, the head of the organization, etc. may be added as an appendix.
4. Records and evidence of student guidance, etc. may be added as an appendix.
5. Example (see appendix)

　　If the achievements can be identified and the amount of work can be specified, they may be listed according to the format of the respective organization and research field.