< Form 1 > (Please refer to the writing guidelines at the end of the document)

**Curriculum Vitae**

Name: **(Romanized, Please write your family name(s) using all-caps.)**

(First)

(Middle)

(Family)

\*Ex. Jane SMITH

Nationality:

Date of Birth:

(Month) (Day), (Year)

\*Ex. January 1, 1901

Current Address (Including Postal Code):

Tel No., Fax No., and E-mail address:

Current Employment:

**Education**

Month/Year Bachelor Degree, College of \*\*\*\*, \*\*\*\*University

Month/Year Master Course, School of \*\*\*\*, \*\*\*\* University (enrollment)

Month/Year Master Degree, School of \*\*\*\*, \*\*\*\* University (year of graduation)

Month/Year Doctor Course, School of \*\*\*\*, \*\*\*\* University (enrollment)

Month/Year Ph.D., School of \*\*\*\*, \*\*\*\* University (year of graduation)

|  |
| --- |
| Final Education：Graduated in ‘Doctor Course’, School of \*\*\*\*, \*\*\*\* University  Degree：Masters Degree in \*\*\*\* (\*\*\*\* University) or/and Ph.D. in \*\*\*\* (\*\*\*\* University)  Title of dissertation (Ph.D.):\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* |

**Employment Experience**

1. Full-Time

Month/Year- Month/Year \*\*\*\*Co., Ltd. （Renamed as \*\*\*\* in year 19xx）

Department A, staff (till Month/Year)

Department B, manager (till Month/Year)

Month/Year- present \*\*\*\* University

Department A, assistant professor (till Month/Year)

Department A, associate professor (till Month/Year)

Division B, professor (till present)

2. Part-Time

Month/Year- Month/Year Part-time lecturer, College of \*\*\*\*, \*\*\*\*University

**Professional Research Associations and Societies**

\*\*\*\* Association

**Awards/Punishments**

\*\*\*\*

I hereby declare that the above information is correct.

/ ,

(Month) / (Day), (Year)

Signature

# Education, Employment and Research Experience

/ ,

(Month) / (Date), (Year)

Signature

**Research Publications**

(Note: Please use a same reference style such as APA. For journal articles, you must include author(s), year, title, journal name, volume, issue, pages, and DOI if available. For books, please also include publisher and place.)

**Ⅰ．Books**

【Original Work】

(Note: Only publications with your name listed on the cover page as an author)

1.

2.

【Edited Work】

(Note: Only publications with your name listed on the cover page as an editor)

1.

2.

【Book Chapter】

(Note: Books that you wrote a part of.)

1.

2.

【Translation · Others】

1.

2.

**Ⅱ．Articles**

【Peer-reviewed Journal Papers】

1.

2.

【Non-Peer-reviewed Journal Papers】

1.

2.

【Oral Presentations】

(Please include the name of the academic society, place, date and time)

1.

2.

**Ⅲ．Others** Please add other valuable achievements that have not been mentioned above.

**Teaching Experience**

【Full-Time】

1.　Undergraduate Month/Year -Month/Year College of \*\*\*\*, \*\*\*\*University Subjects

2.　Graduate Month/Year -Month/Year School of \*\*\*\*, \*\*\*\*University Subjects

3.　Others Month/Year -Month/Year \*\*\*\* Institute Subjects

【Part-Time】

1.　Undergraduate Month/Year -Month/Year College of \*\*\*\*, \*\*\*\*University Subjects

2.　Graduate Month/Year -Month/Year School of \*\*\*\*, \*\*\*\*University Subjects

3.　Others Month/Year -Month/Year \*\*\*\* Institute Subjects

【Research Supervision Experience】

(Note: Please write your research supervision experience below, such as experience supervising a dissertation or seminars, etc).

1. Undergraduate level

Month/Year -Month/Year College of \*\*\*\*, \*\*\*\*University

2. Master’s level

Month/Year -Month/Year School of \*\*\*\*, \*\*\*\*University

3. Doctoral level

Month/Year -Month/Year School of \*\*\*\*, \*\*\*\*University

**Guidelines for writing your curriculum vitae:**

General

1. Please write years according to the western calendar.
2. Please write “none” if there is no relevant item.

Education

1. Write all academic qualifications including your university and/or technical college, and/or an institution that is recognized as equivalent or higher.
2. Also include other academic/professional qualifications (Lawyer, Doctor, Accountant etc.).

Employment Experience

1. Always indicate the status, position etc. for all employment experience.
2. If your work did not change but the name of the company or university was changed, please fill in the same block.
3. Clearly indicate the year you began and the year you completed your positions of employment. Write “till present” for current employment status.

Professional Research Associations and Societies

1. Each publication under each category should be numbered consecutively and listed from least recent to most recent.
2. Those yet to be published or to be presented should not be included.
3. If you edited a book and wrote a chapter, you should write under both “Edited Work” and “Book Chapter”.
4. “Peer-reviewed” refers to the case that you received comments from multiple people whose names are not revealed to you.
5. Publications in a language other than English should be translated into English. The original language used should be specified at the end of the line.
6. When "Ph.D. dissertation" is published as a book or a paper, it must be indicated as [Doctor Thesis].

Teaching Experience

1. Write your teaching experience.

**NB: Curriculum Vitae must be presented in A4 format.**