

Academic Year 2014  
**Postdoctoral Industry Liaison  
Application Guidelines**

The Graduate School of Science and Engineering has established the “Industry-Academia Cooperative Program for the Development of Advanced Human Resources” for doctoral students and young researchers with a PhD, including those who withdrew from a Doctoral Program with completion of course requirements but without completing a doctoral dissertation, with the goal of establishing a career path for the next generation of innovative researchers in industrial technology.

The program reinforces participants’ abilities to apply their expertise, including advanced theories and skills, as well as the capability of making creative discoveries, to areas beyond their field of specialty.

The Graduate School of Science and Engineering is now seeking young researchers who are eager to participate in this program and are motivated to contribute to our education and research. The program application requirements are as follows.

**I. Position**

Postdoctoral Industry Liaison

**II. Number of selected candidates**

Approximately 8

**III. Place of work**

Biwako Kusatsu Campus, Ritsumeikan University

- \* During the period of the Coop Training, the workplace will be the location of your assigned business organization.

**IV. Responsibilities**

- (A) Take part in the training activities provided by the Industry-Academia Cooperative Program for the Development of Advanced Human Resources.
- (B) Assist in education and research activities at the Graduate Schools of your supervisor by making reports on the results of the performed responsibilities stipulated in the preceding provision.

**V. Employment conditions**

- 1. Affiliation: Graduate School of Science and Engineering
- 2. Work type: Part-time
- 3. Term of employment: from April 1 2014 to March 31 2015
  - \* Term of employment shall not to be renewed.
- 4. Work days: 4-5 days a week (negotiable)

5. Working hours: 7.5 hours per day (may vary)  
(You may not hold other employment)  
\* During the period of the Coop Training, the hours will be the stipulated business hours of company where you are dispatched.
6. Salary: 2,000 JPY per hour
7. Other conditions:
- (A) Bonus and retirement allowance shall not be provided.
  - (B) Actual cost for public transportation fare between home and place of work (the university or the business you are dispatched to) shall be provided up to the limit of 20,580 JPY per month as commuting allowance.
  - (C) Social insurance of the Promotion and Mutual Aid Corporation for Private Schools of Japan, Unemployment Insurance and Worker's Accident Compensation Insurance shall be enrolled in by the university.  
\*During the period of the Coop Training, Worker's Accident Compensation Insurance shall be enrolled in by the business where you are dispatched.

## **VI. Eligibility and Requirements**

The applicant must meet all the following conditions.

The applicant must be someone who:

- (A) obtained a doctoral degree or withdrew from a Doctoral Program with completion of the course requirements but without a doctoral dissertation, in the field of physical/life/engineering sciences approximately in the last 5 years.
- (B) is under 40 at the time of appointment.
- (C) does not hold other employment, including fixed-term employment such as postdoctoral fellowship, at the time of appointment.
- (D) is able and willing to undertake the Co-op Training for the period of 3-6 months at a business or a research institute in Japan or abroad and will use it as an opportunity to begin building a career path.

## **VII. Important notes for the supervisor**

The supervisor must be someone who:

- (A) is able (or likely to be able) to secure or have potential internship positions which he/she can introduce to the applicant.
- (B) understands that he/she will play a part in "Triangle Foster Instruction System" and cooperate in giving the applicant daily instructions concerning the program.

## **VIII. Duties**

- (A) Participate in the Practical Curriculum and 3-6 month long-term internship
- (B) Participate in symposiums and special lectures offered by the program and those it designates offered by Doctoral Students Career Path Support Center.
- (C) Submit weekly reports, a mid-term report and a final report during the term of Coop Training.
- (D) Make presentations and reports in debriefing sessions, etc. for the program when requested.

## **XI. Application**

1. Application documents

- Appointment Application Form (designated form)
- Participation Application Form (designated form)
- Curriculum vitae (no designated form)
- Details of current research (no designated form)
- Reasons for applying and future career plan after the completion of the program (no designated form)
- Experience of joint-research and internships, if any (no designated form)
- Supervisor Project Plan (designated form)

\* Applicants with foreign nationality are required to submit a copy of their passport and visa.

## 2. Application period

Third Application Period: From February 21, 2014 to March 7, 2014

Second Application Period: From January 16, 2014 to February 14, 2014 **【closed】**

First Application Period: From November 20, 2013 to January 15, 2014 **【closed】**

\* A third application period will be conducted if the number of selected candidates is not filled.

## 3. Submission location

Application documents may be mailed or delivered to the office below.

Administrative Office

College of Science and Engineering

Ritsumeikan University

1-1-1, Noji-higashi, Kusatsu, Shiga, JAPAN 525-8577

## 4. Contact

E-mail: d-career@st.ritsumei.ac.jp

Extension number: 3004 (Attn: Hosokawa (Mr.))

# X. Evaluation

## 1. Method

After screening application documents and interviewing both supervisors and candidates, the Program Selection Committee determines a comprehensive score, which will determine whether the candidate is selected or denied. The Program Selection Committee employs the criteria indicated in the evaluation below.

## 2. Criteria

Selection shall be based on a comprehensive score of the grades for both the supervisor and candidate.

	Description	Grade
Supervisor	How well the research and learning environment is prepared for the Postdoctoral Industry Liaison position.	A/B/C

	Description	Grade
Candidate	1. Highly likely to be a successful researcher/engineer who can create industrial innovation.	A/B/C
	2. A career plan after the completion of the program is clearly indicated.	

# XI. Notification of results

Evaluation results will be mailed to the supervisor and the candidate by the middle of March (tentative schedule)..