

[14]2024 Doshisha University Graduate School of Global Studies Assistant (non-tenured) Guidelines for Applicants

1. Purpose

With the aim of improving the quality of education and research at the graduate school level as well as supporting international students' post-doctoral research and career path, Doshisha University establishes a system to appoint a foreign national who has obtained a doctoral degree as an international student as an Assistant (non-tenured) (hereinafter referred to as the "Assistant").

2. Application Requirements

Applicants must fulfill all of the following (1) to (3).

- (1) Those who are/have been enrolled at the Graduate School of Global Studies, Doshisha University in the 2022 or 2023 academic year and obtained or expect to obtain a Ph.D. degree.

Only those who have submitted their doctoral dissertation while enrolled as a student are eligible to apply.

- (2) Those who do not have a full-time position at another organization.
- (3) Those who will be supervised by a full-time faculty member of Doshisha University Graduate School of Global Studies.

Regardless of the above conditions, note that those who have Japanese citizenship, or foreign nationals who have a permanent residence permit in Japan, are not eligible to apply.

3. Number of Persons to be Appointed

1 person

4. Expected Date and Period of Appointment

- (1) Expected date to be appointed: April 1, 2024
- (2) Period of appointment: Two years from April 1, 2024 to March 31, 2026

5. Affiliation

Doshisha University Graduate School of Global Studies

6. Duties

- (1) The Assistant shall work primarily at the Graduate School of Global Studies and engage in assistant work in research and education. Duties may include giving assistance to the editing of periodicals published by the Graduate School of Global Studies, guiding students in developing skills in writing academic theses, contributing to the planning and management of academic gatherings and symposiums, and giving advice to international students in research and daily life.
- (2) The Assistant must not engage in outside employment or subsidiary business as a general rule.

7. Research Conditions

- (1) Individual Research Allowance is provided.
- (2) Eligible to apply for a subsidy of overseas travel expenses according to the Implementation Guidance on Overseas Travel Expenses Subsidy.

8. Salary and Benefits

Salary of the Assistant shall be paid as follows according to the “Agreement Regarding Doshisha University Assistant (non-tenured) System.”

- (1) Matters pertaining to the salary and benefits of the Assistant are as stipulated in Doshisha Employment Regulations/Policy for Limited-term Faculty.
- (2) For social insurances, the Assistant shall join the Promotion and Mutual Aid Corporation for Private Schools of Japan and be covered by employment insurance and workers' accident compensation insurance.

9. Research Accomplishments

The Assistant must submit a report on research accomplishments to the Graduate School of Global Studies at the end of each academic year.

10. Application Procedure

- (1) Application Period: December 1 (Fri), 2023 – December 8 (Fri), 2023
- (2) Required documents
 - ① Application Form (prescribed form)
 - ② CV and Research Results (prescribed form)
 - ③ Three major research accomplishments, including Ph.D. dissertation (original, offprint or photocopy)
 - ④ Research Plan during service (each within 3 pages in A4 size)
 - ⑤ Reason for application during service (each within 1 page in A4 size)
- ※ Applicants may download prescribed format from Global Studies' website from October 1st
- (3) Submission
Mail (Arrival to Doshisha must be no later than the application period) or hand-deliver (Due by: December 8, 5:00p.m. JST)
- (4) Submission Process
(If by hand-deliver)
Hand in to Doshisha University Graduate School of Global Studies' Office (Karasuma Campus)
(If by mail)
Send to: Ms. Yayo OKANO,
Graduate School of Global Studies, Doshisha University
Karasuma-Imadegawa, Kamigyo-ku, Kyoto, 602-0898 JAPAN
(Write “Application Documents for Global Studies Assistant (non-tenured) Inside” in red on the envelope. Make sure to send by a traceable service.)

11. Screening Process

After the screening of applicants at the Graduate School of Global Studies Faculty Meeting, Doshisha University Committee of Deans and Directors will make a final decision to appoint the successful candidate for the Assistant position.

The successful candidate must additionally submit the following documents as soon as his/her appointment is decided.

- Academic transcript and Certificate of Graduation of undergraduate studies
- Academic transcripts and Certificates of Completion of graduate studies (Master's and Doctoral programs)
- ※ If you are currently a student, submit the Certificate of Completion after your appointment is decided.

12. Other

- (1) If the successful candidate fail to obtain a Ph.D. by the last day of March 2024, appointment of the candidate will be canceled.
- (2) Date of receipt of the Ph.D. shall be the date indicated on the degree diploma.
- (3) The term of employment for the Assistant shall be no more than 2 years. The Assistant shall leave the position at the end of the term of employment.
- (4) The Assistant who has left the position at Doshisha University shall not be reappointed.
- (5) Application documents will be disposed after screening. Personal information will not be used for any other purposes. If you wish to have your documents returned, be sure to have an extra envelope enclosed when submitting your application.

13. Inquiries

Office of Graduate School of Global Studies

Doshisha University

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