

September 24, 2024

The Japanese version is the authoritative version, and this English translation is intended for reference purposes only. Should any discrepancies or doubt arise between the two versions, the Japanese version will prevail.

FY2025 Career Advancement Project (CAP) Researcher Application Guidelines

1. Purpose

The purpose of this position is to employ an excellent researcher, who is the spouse/partner* of a researcher at Hiroshima University and wishes to live with their spouse/partner and continue or resume their research, as a Career Advancement Project Researcher (hereinafter referred to as a “CAP Researcher”) on a part-time basis, with the key aim being to promote the continuation or resumption of the careers of researchers who have had to postpone their career due to their spouses’ /partners’ employment, by nurturing them as researchers who can be active in diverse areas of society, such as in education, research institutions or industry.

*The term “partner” refers to a person to whom the applicant can prove a partnership with via the document listed within the “Policies and Guidelines at Hiroshima University for Respecting Gender and Sexual Diversity - To Be Inclusive of LGBT+ Students, Faculty and Staff”, which was recognized by the Executive Board on December 27, 2022. (Application effective on April 1, 2023)

2. Number of positions

Several.

3. Term of employment

April 1, 2025 to March 31, 2026 (no renewal planned).

4. Work location and duties

Work location: Graduate school to which the researcher’s academic supervisor is assigned to (Scope of change) Place of work designated by the graduate school to which her academic supervisor is assigned

If the graduate school to which her academic supervisor is assigned is located in:

Higashi-Hiroshima area: Higashi-Hiroshima area (other places of work designated by the University)

Hiroshima area: Hiroshima area (other places of work designated by the University)

Higashi-Senda area: Higashi-Senda area (other places of work designated by the University)

Duties: The Researcher will carry out the research work described in her Annual Research Plan (9. Application documents (Form 6)).

(Scope of change) In principle, there is no change.

(Refer to Article 6-2 of the Work Regulations for Contract Employees.)

However, duties may be changed within the scope which does not require any change of position.

5. Eligibility

Applicants must satisfy **all** of the following eligibility requirements.

(1) Researchers who have a spouse/partner that holds a full-time researcher position at

Hiroshima University, and who wish to continue or resume their research

- (2) Hold one or more Ph.D. degrees (or expecting to acquire a Ph.D. by the end of March 2025)
- (3) Not employed full-time as of hiring by Hiroshima University (the University)
- (4) Possess a prospective academic supervisor at the University
- (5) Have not been employed in this CAP Researcher position (full-time or part-time) in the past

6. Work hours

Up to 10 hours per week. *Working days/hours are negotiable.

7. Salary and benefits

Based on Hiroshima University's Regulations for Appointment, Removal, Salaries, Working Hours, Time-off and Leave of Contracted Teaching and Research-Related Employees

https://education.joureikun.jp/hiroshima_univ/act/frame/frame110000179.htm (only in Japanese)

https://www.hiroshima-u.ac.jp/jinji_seido/syugyokisoku/kisoku_en/110000179 (in English)

(please note that this English translation is provided as a reference, and if there is a conflict between the Japanese and English versions, the Japanese language takes precedence).

Salary: The hourly rate for part-time work stipulated in Article 145 of the above Regulations shall apply. (The rate may be limited according to the respective budget/s.)

Social insurance, etc.: Industrial accident compensation insurance.

Salary payment date: On the 21st of each month (the salary payment is based on the calculation period starting from the first day, to the last day of the previous month).

8. Selection process

- (1) First screening (selection based on application documents)
- (2) Second screening (selection based on interview)

9. Application documents

(1) CV (Form 1)

- If you have been previously employed by the University (including as a TA, RA, researcher, etc.), details of this employment must be included on the form.
- Non-Japanese citizens must attach a copy of their residence card (both sides of the card, with the detailed information being clearly readable).

*Those who do not have permission to engage in activities other than those permitted under their current status of residence, will need to apply for and obtain permission to work as a part-time CAP Researcher prior to being hired.

(2) Letter of Recommendation (Form 2)

(3) Letter of Consent (Form 3)

(4) List of Research Achievements (Form 4)

(5) Application for Career Advancement Project (CAP) Researcher (Form 5)

- Reason/s why you are not currently engaging in a research career (i.e. life event or employment-related reasons)
- Personally envisioned career path
- Research status to date
- Research plan
- Notable extramural activities such as participation in academic societies and study abroad

(6) Annual Research Plan (Form 6)

(7) Proof of Partnership Document (Appendix)

*Only applicants who have a "partner" that holds a full-time researcher position at Hiroshima University need to submit the "Proof of Partnership Document".

10. Application method

Please submit the application documents via the following two ways.

By registered mail	Form 1 - 3	<p>Application Form 1, 2, and 3 should be submitted to the address listed within "15. Contact information for submitting application and questions", by registered mail.</p> <p>Applicants who have a partner that holds a full-time researcher position at Hiroshima University need to also enclose one of the documents listed within "(7) Proof of Partnership Document", outlined within the 9. Application documents section.</p> <p>*On the front of the envelope, please write "Career Advancement Project (CAP) Researcher (Part-time) application documents" in red ink.</p>
By e-mail	Form 4 - 6	<p>Application Form 4, 5, and 6 should be saved as PDF files and submitted to the e-mail address listed within "15. Contact information for submitting application and questions", by e-mail.</p> <p>*The subject of your e-mail should be "[CAP Researcher] (Part-time) Application Form 4-6".</p>

11. Application deadline

Applications must be received by 5 p.m. on Monday, October 28, 2024 (Japan Standard Time)

12. Notification of selection results

Successful candidates will be notified by e-mail in February 2025.

13. Duties, obligations, etc. of CAP Researchers

- (1) To carry out research based on the plan described in the annual research plan.
- (2) To indicate when presenting research findings that the research was conducted with the status of being a CAP Researcher.
- (3) To actively strive to obtain external funding.
- (4) To actively attend the Practical Programs organized by the Global Career Design Center at Hiroshima University.
- (5) To submit a monthly report describing research progress and a final report describing achievements during the term of employment following the completion of the research term.
- (6) To provide information for reports and/or cooperate in symposiums and/or other events, etc. related to the CAPWR projects as much as possible when requested upon.

14. Name of hiring organization

Hiroshima University

15. Contact information for submitting application and inquiries

CAPWR Office

Hiroshima University

Building K3 4th Floor, 1-1-1 Kagamiyama, Higashi-Hiroshima, Hiroshima, 739-8524, Japan.

TEL: (+81) 82-424-5722 (Extension: Higashi-Hiroshima 5722)

E-mail: ura-women@office.hiroshima-u.ac.jp

16. Miscellaneous

- (1) Probationary employment period: Six (6) months (Hiroshima University Work Regulations

for Contract Employees).

- (2) Personal information obtained through the application documents will be used for the purpose of selecting candidates and for procedures necessary for HR, salary and welfare programs, along with statistical surveys, after appointment. The information will not be used or provided for any other purpose.
- (3) Application documents will not be returned. The application documents of the candidates whom we have decided not to employ will be disposed of in an appropriate manner by the University after the completion of the selection process.
- (4) Travel expenses for interviews shall be the responsibility of the candidate.
- (5) Please note that Hiroshima University has been entirely smoke-free since January 2020.