

【Translation】

Guidelines for Giving Kyushu University Young Female Researchers and Female
Graduate School Students Awards
(Sanae-I. Itoh Awards)

Established: March 26, 2018

Amended: March 30, 2020

(Purpose)

1. These Guidelines set out the principle concerning the awards named "Kyushu University Young Female Researchers and Female Graduate School Students Awards," which have been created to honor young female researchers (excluding professors) and female graduate school students who have attained outstanding academic research achievements at Kyushu University (hereinafter referred to the "University"), with the aim of motivating them in carrying out research activities and thereby contributing to the development of outstanding female researchers who will lead the future of academic research and the promotion of diversity at the University.

In 2019, former Executive Vice President Professor Sanae-I. Itoh, who had made a great effort for the creation of this commendation program offered a donation to the University, designating its use as the fund for this program. Accordingly, in that academic year, the awards were renamed as the "Kyushu University Female Researchers Awards (Sanae-I. Itoh Awards)."

Subsequently, her husband Mr. Kimitaka Itoh offered a donation to the University following the wishes of the late former Executive Vice President Professor Sanae-I. Itoh, who passed away in 2019. Thereafter the Kyushu University Sanae-I. Itoh Fund was set up in 2020. From this Academic Year which marks the third year of the program, the award has been renamed the "Kyushu University Young Female Researchers and Female Graduate School Students Awards (Sanae-I. Itoh Awards)" after the University decided to run the commendation program using the fund.

(Qualifications)

2-1. The persons eligible for the Awards are those who meet the following requirements regarding either of the sections and who are recommended by the relevant faculty members, etc.:

(1) Young Female Researchers Award in Science

Female researchers who are under employment by the University at the time of recommendation (excluding professors) and who meet all of the following conditions at the end

of the previous academic year:

- (a) have been employed by the University for at least three years;
- (b) are aged 40 years old or younger; and
- (c) have attained outstanding research achievements within the past three years.

(2) Female Graduate School Students Award in Science

Female students who are enrolled in graduate schools of the University at the time of recommendation and have made outstanding research achievements within the past three years at the end of the previous academic year.

2-2. If the nominees have taken some time off from work or study as a result of maternity or nursing care for a certain period within the past three years, the period as set forth in 2-1. can be modified as follows:

Period of leave of absence for maternity or nursing care	Period during which nominees should have attained "outstanding research achievements"
Less than one (1) year	Three (3) years plus one (1) year
One (1) year or more	Three (3) years plus the period of leave

2-3. There is no limitation on the research fields for the recommendation of nominees.

2-4. The past winners are not eligible for recommendation; provided, however, that those who were previously given the Awards during their study at graduate school at the University still remain eligible for Young Female Researchers Award in Science.

(Recommendation)

3. Recommendation for the Awards is to be made by submitting a record and letter of recommendation in the prescribed forms with other necessary documents. Self-recommendation may be accepted on the condition that the nominees meet the requirements as specified in Young Female Researchers Award in Science and hold the position of associate professors, lecturers or assistant professors at the time of recommendation.

(Call for Recommendation)

4. The Executive Vice President responsible for promotion of gender equality publicly announce

the call for recommendation of nominees in order to give the Awards. The necessary matters concerning the call for recommendations are provided by the Executive Vice President responsible for promotion of gender equality.

(Selection Committee on Nominees for Female Researchers Awards)

5-1. The University has in place the Selection Committee on Nominees for Female Researchers Awards (hereinafter referred to as the "Committee").

5-2. The Committee conducts screening and selection of nominees who have been recommended in response to the call for recommendation as provided in 4.

5-3. The Committee is composed of the following members:

(1) persons with relevant knowledge and experience who are designated by the President (this may include the specialists from outside the University); and

(2) Staffs of the Office for the Promotion of Gender Equality, who are designated by the President.

5-4. The members of the Committee are appointed from among persons who obtain knowledge and experience in humanities and social sciences, science and engineering, and life science respectively. The number of members are to be balanced and equal from each of these fields.

5-5. The term of office for the members of the Committee shall be two years and the members may be reappointed; provided, however, that in the event of vacancy arising among the members of the Committee, the successor may be appointed to serve the remaining period of unexpired term of the predecessor.

5-6. The Committee has a Chairperson who is designated by the President from among the members as provided in 5-3.

5-7. The Chairperson convenes the Committee and presides over its meetings.

5-8. If the Chairperson is unable to fulfill his/her duties, a member designated by the Chairperson in advance performs the Chairperson's duties on his/her behalf.

5-9. A member who has recommended a nominee may not participate in the screening and selection process of the nominee.

(Committee Meetings)

6-1. The Committee may not hold a meeting nor make a determination unless at least half of its members are present.

6-2. All matters put up for a meeting of the Committee are determined by a majority of the members present and in case of a tie, the Chairperson makes a final determination.

(Attendance of Persons Other Than Members)

7. The Committee may request persons other than its members to attend its meeting and seek their explanation or opinions if necessary.

(Selection)

8. Each academic year, one winner of the Best Researcher Award and a few winners of the Outstanding Researcher Award are selected for Young Female Researchers Award in Science and Female Graduate School Students Award in Science respectively; provided, however, that this does not apply if the Committee determines that none of the nominees is qualified for the Awards.

(Determination of Awards Winners)

9. Awards winners are determined by the President following the screening and selection of the Committee.

(Giving of Awards)

10-1. Awards are given by the President by giving a certificate of commendation to the Award winners.

10-2. An extra prize may be given in addition to the certificate of commendation as provided in 10-1.

(Administrative Affairs)

11. Administrative affairs concerning the giving of the Awards are handled by the Employee Relations Division of the Human Resources Department.

(Auxiliary Provisions)

12. Other necessary matters than provided herein the Guideline concerning the giving of the Awards are provided for separately by the Executive Vice President responsible for promotion of gender equality.

(Implementation)

13. These Guidelines start to be implemented from March 26, 2018.

Supplementary Note

These Guidelines start to be implemented from April 1, 2020.

This guideline shall be for reference only as the translation of Japanese original version.