【Translation】

Academic Year 2018 Guidelines for Recommendation for Kyushu University Young Female Researchers and Female Graduate School Students Awards

1. Purpose

Kyushu University (hereinafter the "University") has been promoting education and research which respect diversity including international views in accordance with the basic philosophy of becoming a center of research and education of the highest standards, full of vitality, and constantly addressing future challenges. With global attention being increasingly paid to achievements of women, the University has created a commendation program named "Kyushu University Young Female Researchers and Female Graduate School Students Awards" to honor young female researchers (excluding professors) and female graduate school students who have attained outstanding academic research results. This program aims to give incentives to not only award winners but also many other young female researchers and motivate them in carrying out research activities, thereby contributing to the development of outstanding female researchers who will lead the future of academic research.

2. Persons Eligible for Recommendation

Persons eligible to be recommended for the awards are young female researchers and female graduate school students of the University who, at the end of the previous academic year, are recognized as having attained outstanding academic research results through the research activities they carried out in the past three years, and meet the following conditions, regardless of their research fields.

Those who were previously given the awards under this program are not eligible; provided, however, that those who were previously given the awards in the Female Graduate School Students Section remain eligible to be recommended for the awards in the Young Female Researchers Section.

[Yong Female Researchers Section]

Female researchers who are under employment by the University at the time of recommendation, 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 40 years of age or younger; and

(c) have made outstanding research achievements within the past three years.

[Female Graduate School Students Section]

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

For the awards in both the Young Female Researchers Section and the Female Graduate School Students Section, if prospective nominees took leave of absence from work or school for childbirth, child care, or nursing care for a certain period within the past three years, the period during which they should have made "outstanding research achievements" is modified as follows:

Period of leave of absence for childbirth, childcare or nursing care	Period during which prospective nominees should have made "outstanding research achievements"
Less than one year	Three years plus one year
One year or more	Three years plus the period of leave

3. Selection Method

The President selects the award winners based on the submitted recommendation documents and following the screening process by the Selection Committee (including external members) set up within the University. Prospective nominees may be interviewed if necessary.

The Selection Committee selects one nominee for each of the Young Female Researchers Section and the Female Graduate School Students Section, from each of the three fields, namely, humanities and social sciences, science and engineering, and life science, and selects one for the Best Researcher Award and one or two for the Outstanding Researcher Award; provided, however, that this does not apply if the committee determines none of the selected nominees is qualified for the awards.

4. Prizes

The winner of the Best Researcher Award is given a certificate of commendation and an extra prize, and the winner(s) of the Outstanding Researcher Award is given a certificate of commendation.

5. Recommendation Method

Nominees may be recommended by other people in principle.

The recommender is required to fill in the following form (Form 1) and submit it with printed copies of the nominee's papers or books. The recommender must be a faculty member of the University who is familiar with the content of the research carried out by the recommended nominee. Associate professors, lecturers and assistant professors may recommend themselves

for the awards.

- Letter of recommendation **[Form 1]**
- Copies of the papers or books written by the nominee which represent the nominee's research results (up to three articles for each student and five articles for each researcher)

6. Submission Method

The recommender should submit the necessary documents by email to the contact address indicated in 11 below in the following manners.

- All documents must be submitted in the PDF format in principle.
- To submit a copy of a book, the cover, table of contents, and the relevant part of the text must be extracted from the book and compiled into a PDF file.
- The University's file sharing system can be used to submit large files.

7. Recommendation Period

From April 16 to May 31, 2018

8. Announcement of Selection Results

The nominees will be notified of the selection results around August.

9. Awards Ceremony

The awards ceremony will be held in late September. After the ceremony, a presentation meeting will be held for the award winners to give presentations on their research results. The award winners will be notified of the details of the schedule, etc. separately.

10. Others

(1) No inquiries about the selection results will be accepted.
(2) The name and affiliation of the award winner and the research achievements for which the award is given will be made public.
(3) The personal information contained in the submitted documents will be kept safe and used only for the purpose of implementing this commendation program.
(4) The submitted documents will not be returned in principle.

11. Where to Submit Documents and Make Inquires

Commendation Program Section
Office for the Promotion of Gender Equality
Kyushu University
TEL: 092-802-2034 [Ito Campus: ext. 2034]

e-mail: prize@danjyo.kyushu-u.ac.jp

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End

This is only for translation and the Japanese version is original.