

【Translation】

## Guidelines for Giving Kyushu University Young Female Researchers and Female Graduate School Students Awards

Established: March 26, 2018

(Purpose)

1. These Guidelines provide for necessary matters for 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 results at Kyushu University (hereinafter referred to the "University"), with the aim of motivating them in carrying out research activities, 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.

(Eligible Persons)

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

(1) Young Female Researchers Section

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 40 years of age or younger; and
- (c) have made outstanding research achievements within the past three years.

(2) 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.

- 2-2. If the persons referred to in the preceding paragraph 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 eligible person 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

2-3. There is no limitation of fields of research eligible for the awards.

2-4. 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 for the awards in the Young Female Researchers Section.

(Recommendation)

3. Recommendation for the awards is to be made by submitting a record and letter of recommendation using the forms provided separately, with other necessary documents. Those who meet the conditions for the awards in the Young Female Researchers Section and hold the position of associate professors, lecturers or assistant professors may recommend themselves.

(Invitation of Recommendations)

4. In order to give the awards, the Executive Vice President responsible for promotion of gender equality invites recommendations of nominees. The necessary matters concerning the invitation of recommendations are provided for 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 of nominees who have been recommended in response to the invitation referred to in 4.

3. The Committee is composed of the following members:

(1) persons with relevant knowledge and experience in and outside the University, who are designated by the President; and

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

- 5-4. The members referred to in 5-3(1) are appointed from among persons with knowledge and experience respectively in humanities and social sciences, science and engineering, and life science, and almost the same number of members are appointed from each of these fields.
- 5-5. The term of office of the members referred to in 5-3 is two years, and the members may be reappointed; provided, however, that in the event that a vacancy arises among the members, the term of office of the successor is the remaining period in the term of office of the predecessor.
- 5-6. The Committee has a Chairperson who is designated by the President from among the members referred to in 5-3.
- 5-7. The Chairperson convenes the Committee and presides over its meetings.
- 5-8. If the Chairperson is unable to attend to 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 process of the nominee.

(Committee Meetings)

- 6-1. The Committee may not hold a meeting and 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 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 it finds 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 each of the Young Female Researchers Section and the Female Graduate School Students Section; provided, however, that this does not apply if the Committee determines that none of the nominees is qualified for the awards.

(Determination of Award Winners)

9. Award winners are determined by the President, following the discussion at 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 referred to in the preceding paragraph.

(Administrative Affairs)

11. Administrative affairs concerning the giving of the awards are handled by the Human Resource Department Section of the Employee Relations Division.

(Auxiliary Provisions)

12. Beyond what is provided for in these Guidelines, the necessary matters 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.

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