

## Waseda Institute for Advanced Study FAQs for Researchers Recruitment (Academic Year 2020)

### **■APPLICATION QUALIFICATIONS**

#### **<Ages>**

Q: Is a researcher aged over 40 eligible to apply?

A: Most previous intakes were in their 20s or 30s.

#### **<Research Fields>**

Q: Are any research fields acceptable?

A: All research fields are acceptable. However, when you fill in the online application form, you will be asked to specify which research area (Natural Sciences, Social Sciences, or Humanities) your research corresponds to.

#### **<Qualifications>**

Q: I'm working at a research institute as a researcher, but I don't have a doctorate. Do I meet the qualification "c. Persons with scholarly attainment equivalent to persons who have obtained a doctorate (persons who have completed the full term of a doctoral degree program, etc.) as of April 1, 2020, and who have research experience at a research institution" ?

A: As the scholarly knowledge and research achievements that are deemed to be on par with the acquisition of a doctorate differ depending on the discipline, a uniform standard has not been established. The applicant should apply based on his/her own assessment.

Q: I'd like to know if I am eligible for WIAS researcher with my academic background before application.

A: Suitability as a WIAS researcher is assessed based on the documents submitted by the applicant. The applicant should apply based on his/her own assessment.

Q: What are some of the projects of research/education that Waseda University is engaged in?

A: Waseda University is strengthening initiatives in the areas of life science and data science, as well as the seven model units under the "[Top Global University Project: Waseda Goes Global - A Plan to Build a Worldwide Academic Network that is Open, Dynamic and Diverse.](#)" Please refer to the following links for details on the initiatives in each unit/discipline.

\* [Global Japanese Studies](#)

\* [Empirical Analyses of Political Economy](#)

\* [Health Promotion: The Joy of Sports and Exercise](#)

\* [Frontier of Embodiment Informatics: ICT and Robotics](#)

\* [Energy and Nanomaterials](#)

- \* Mathematics and Physics Unit: [Multiscale Analysis, Modeling and Simulation](#)
- \* [Global Asia Studies](#)
- \* [Life Science](#)
- \* [Data Science](#)

### **■REGISTRATION FORM / Application Documents**

**All applicants are required to apply through online registration form on WIAS website.** Please make sure to read this FAQ and “the instructions regarding the Online Registration Form” in advance.

#### **<Research Achievement / Number of Academic Presentations>**

Q: Do I add the times when I have been a collaborator in a research project, even though I was not the presenter at an academic conference?

A: The situation may differ depending on the discipline. Generally, please include only research projects that you have presented yourself.

Q: Which should it be counted as "domestic" or "abroad", if I gave a presentation in English at International conference held in Japan?

A: If the conference is an international conference, please count it as "abroad".

#### **<References>**

Q: Do I have to write two references' names?

A: Names of two references are indispensable.

Q: Are references who live outside of Japan acceptable?

A: Non-Japanese or overseas references are acceptable.

#### **<Application Documents>**

Q: Can I add pages to “Curriculum Vitae” in Application documents?

A: Yes. Please fill in the required information as adding columns accordingly.

Q: Can I add pages to “Research Plan” in Application documents?

A: Yes. However, the maximum number of pages that may be added is two pages, making a total of 8 pages for the Research Plan section in the Japanese application form, and 9 pages for the English application form.

Q: On a Research Plan “3. Collaboration Plan”, I am required to describe “Prospective collaboration networks and research collaborators.” Do I need to obtain prior consent from prospective collaborators?

A: Proactive communication with prospective collaborators should be made by applicants' own decision.

Q: On a Research Plan "4. Publication, Invited Lectures and Presentations," can I list papers that are to be published as research achievements?

A: If the papers are accepted, you can list them as research achievements with a note such as "to be published."

**<Format for Application documents>**

Q: Is it possible to submit application documents in non-specified form?

A: As the specified form contains all necessary items for the selection and review process, an application with a non-specified form is not acceptable.

**<Language>**

Q: Do you accept application documents written in a language other than Japanese or English?

A: Application documents must be written in Japanese or English.

**<Application Submission>**

Q: Can I bring application documents directly to WIAS office?

A: Only online application is acceptable.

Q: Can I submit recommendation letters attached to the application documents?

A: Documents other than application documents are unacceptable for the first selection stage.

**<Revision of Submitted Information and Documents>**

Q: There are mistakes in information and the documents I submitted. Can I revise them?

A: Changes can be made to the registered contents by filling in all the information into the application form once again, and providing the PIN number that was first registered. However, registration changes can only be made during the application period. After the application deadline has passed, changes can no longer be made to the registered contents, and application documents can no longer be replaced.

Q: I cannot revise submitted information, as I forgot my PIN number.

A: PIN numbers cannot be reissued. Please contact us via the inquiry form on WIAS website and provide us with your name and application number.

**<Application Deadline>**

Q: Do you accept my application after the deadline?

A: No application after the deadline is acceptable for any reason.

## **■SECOND SELECTION STAGE (document screening)**

### **<Principal Research Achievements>**

Q: Are copies of original papers acceptable as principal research achievements?

A: Copies are acceptable. If your principal achievements are books, please submit three volumes of each.

Q: Should submitted papers be written in English or Japanese?

A: Papers written in other languages are also acceptable if you submit English or Japanese abstracts along with them.

Q: Can I submit doctoral dissertation as principal research achievements?

A: Doctoral dissertation is acceptable if you consider it as your principal research achievement.

## **■THIRD SELECTION STAGE (interview)**

### **<Language>**

Q: Can I have an interview in English?

A: The interview in English is available. However, if the applicant has a high level of proficiency of Japanese language (e.g. a native speaker of Japanese language,) the applicant might be asked to use Japanese language in the interview. Please confirm with WIAS office in advance whether an interview in English is available for you or not.

### **<Place>**

Q: I live overseas. Do I have to go to Japan for an interview?

A: The interview will be held at Waseda University in Japan in principle.

If there are any difficulties, please inquire individually.

## **■WORKING CONDITIONS**

### **<Salary>**

Q: How much would my salary be?

A: Your salary will depend on your position and age. Samples of annual salary (taxes included) are as follows:

#### **Assistant Professor**

age 30 : about 5.0 million JPY

age 35 : about 6.4 million JPY

#### **Associate Professor**

age 40 : about 7.7 million JPY

#### <Allowances>

Q: Do I join social insurance schemes, and is there any other allowance for dependent, housing or commuting in addition to basic salary?

A: You will be enrolled in the Employee's Pension Insurance, Health Insurance, Workmen's Accident Compensation Insurance, and Employment Insurance. Commuting allowance will be paid but there are no allowances for dependent or for housing.

#### <Space for Research Work>

Q: Do you provide a room for research work?

A: Each researcher is provided with an office room.

Q: Is there any laboratory or a space for experimental instruments and devices at WIAS?

A: WIAS does not have its own experimental laboratory. In principle you are expected to be affiliated with relevant departments or researchers by yourself to use laboratories on campus, if necessary. The university has open shared laboratories as well. For more details, please refer to the following URL (Japanese only).

[Waseda University Research Support Center] <<http://www.sci.waseda.ac.jp/rsc/>>

#### <Research Funds>

Q: Are any research funds provided by the university?

A: Individual Research Allowance is distributed to each researcher (212,000 JPY). In addition, there are subsidies for copying (3,000 JPY), travel expense subsidies for conference, domestic (90,000 JPY) and abroad (110,000 JPY), and Academic Paper Publication Subsidy, etc. The university also provides competitive Grant such as the Grants for Special Research Projects and the Grant Program for Promotion of International Joint Research. (The above mentioned are amounts disbursed in AY2019.)

#### <Research Assistant>

Q: Is a research assistant such as a graduate student assigned ?

A: No research assistant is assigned. You could hire an assistant or research assistant with your research expenses in accordance with regulations by funders or the University, if necessary.

#### <Teaching Opportunities>

Q: Am I asked to teach classes?

A: As teaching experience is very important in building an academic career, you will be asked to teach classes within specified limit.

Q: Can I conduct classes in a language other than Japanese?

A: There are some faculties and departments where you could teach in English.

**<Overseas Research Activities>**

Q: Is it allowed to do research in an institute outside Japan?

A: WIAS should be our researchers' primary place of work, but it is allowed to conduct research abroad depending on their research conditions on an as-needed basis. There were some cases of overseas business trips for one to three months.

**<Tenure Position>**

Q: Is there any chance to be promoted to a tenured position?

A: There is no system for appointing researchers to a tenured position.

**■OTHERS**

Q: Can I contact you by phone?

A: Please use the online inquiry form (on WIAS website) to contact us.

Please note that we may not be able to respond to your inquiry promptly, since we receive many questions at a time.