(For scholarship applications) How to prepare Academic Accomplishments

Faculty of Science and Technology, Office of Student Services

【Precautions when preparing the document】

・ Please fill out the date of creation, your degree program, name of school, year level, student ID number, name, and the name of your supervisor on the Academic Accomplishments sheet. For the name of your supervisor, please write the name of the supervisor you have registered with the university.

・ Please follow the examples below to fill out items 1. to 7. For items for which you have no details to include, please write "(1) None."

・ For academic accomplishments (1. to 7.), the applicable period is "from the day you enrolled at graduate school to the submission date." If you have academic accomplishments from when you were enrolled at an undergraduate faculty, these may also be included.

・ Once you complete the document, please ask your supervisor to check the contents and have him/her submit it via Google form (for faculty members only).

・ This document can be multiple pages in length.

・ If your accomplishments include an online conference, you should mention that was held online.

・ For items 1. to 4. and 7. on Academic Accomplishments, papers, etc., that have not been accepted for publication at the time of submission or those that have been or are scheduled to be submitted cannot be included.

1. Published academic papers (Number and list these in order "(1), (2), (3) ...," starting with the most recent publication.)

   （Example）

   (1) Keio, Taro; Hiyoshi, Jiro; Kimura, Saburo; Mori, Ichiro, Giant nonlinear phase shift at exciton resonance in ZnSe, Appl.Phys.Lett., Vol.60, No.2, pp.192-194, published on August 15, 2020 Impact Factor (2020): 3.841.

      (a) Include peer-reviewed papers that have been published, scheduled to be published, and will be published.

      (b) In addition to the authors (list everyone in the order they appear on the paper), title of the paper, and name of the journal (volume, issue, page), include one of "published on $\times$ (month) $\triangle$ (day), $\bigcirc$ (year)" (if the paper has already been published), "scheduled to be published on $\times$ (month) $\triangle$ (day), $\bigcirc$ (year)" (if the publication date has been decided), or "accepted on $\times$ (month) $\triangle$ (day), $\bigcirc$ (year)" (if the paper itself has been accepted for publication but the publication date has not yet been decided).

      (c) For the impact factor of academic journals, check Journal Citation Reports and include it as "Impact Factor: $\bigcirc\bigcirc\bigcirc$." For journals that are not listed in Journal Citation Reports, write "Impact Factor: unknown."

2. International conference proceedings (Do not include items you list here again under "3 Presentations at international conferences." Underline the individual who presented the research.)

   （Example）

   (1) Jiro Hiyoshi, <u>Taro Keio</u>, Hanako Suzuki, GUI design solution for a monocular, see-through head-mounted display based on users' eye movement characteristics, 15th International Conference on Human – Computer Interaction, pp.102-105, Detroit, USA, presented on

November 15, 2021.
   (a) Specify the authors (list everyone in the order they appear on the paper and underline the presenter), title of the paper, name of the conference (name of the society that hosted the conference), where the conference was held (country), and the date the conference was held. In addition, include one of "presented on × (month) △ (day), ○ (year)" (if the presentation has already been made), "scheduled to be presented on × (month) △ (day), ○ (year)" (if the presentation date has been decided), or "accepted on × (month) △ (day), ○ (year)" (if presenting has been accepted but the presentation date has not yet been decided).

3.   Presentations at international conferences (Include presentations at international conferences that are not listed under "2. International conference proceedings." Underline the individual who presented the research.)
   （Example）
   (1) Jiro Hiyoshi, Taro Keio, Hanako Suzuki, Giant Excitonic Optical Nonlinearity in ZnSe, 5th International Conference on II-VI Compound, Detroit, USA, presented on November 15, 2021.
      (a) Specify the authors (list everyone in the order they appear on the paper and underline the presenter), title of the paper, name of the conference (name of the society that hosted the conference), where the conference was held (country), and the date the conference was held. In addition, include one of "presented on × (month) △ (day), ○ (year)" (if the presentation has already been made), "scheduled to be presented on × (month) △ (day), ○ (year)" (if the presentation date has been decided), or "accepted on × (month) △ (day), ○ (year)" (if presenting has been accepted but the presentation date has not yet been decided).

4.   Lectures at domestic events (Underline the individual who presented the research.)
   （Example）
   (1) Hanako Yagami, Taro Keio, The current state and future prospects of magnetic sensing systems, 51st Conference of the Japanese Society of ○○, Pacifico Yokohama, Yokohama, presented on September 15, 2021.
    (a) Specify the presenter (underline), collaborators, title of the paper, name of the conference (name of the society that hosted the conference), where the conference was held, and the date the conference was held. In addition, include one of "presented on × (month) △ (day), ○ (year)" (if the presentation has already been made), "scheduled to be presented on × (month) △ (day), ○ (year)" (if the presentation date has been decided), or "accepted on × (month) △ (day), ○ (year)" (if presenting has been accepted but the presentation date has not yet been decided).

5.   Patents (Number and list your achievements.)
   （Example）
   (1) Ichiro Yagami (50%), Taro Keio (30%), Hanako Suzuki (20%), Real-time communication method in parallel distributed control, patent application number 9-127876 (unexamined patent application number 10-307803, patent number 1234567), filed on January 15, 2021.
         (a) Specify the names of all of the inventors (include the contribution percentage of each individual), title, patent application number, and publication (application) date. If you are in the middle of the application process, specify the application number.

6.   Rewards and punishments (Only include those related to educational and research activities. Additionally, number the rewards and punishments.)
   （Example）
   (1) Taro Keio, ○○ Excellent Presentation Award, Japanese Society of ○○, The current state and future prospects of magnetic sensing systems (51st Conference of the Japanese Society of ○○), awarded on September 15, 2020.

Explanation: 5 persons selected from approximately 100 presenters to receive the award.

(2) Taro Keio, Fujiwara Award, dean of the Keio University Graduate School of Science and Technology Eiji Okada, Quantification of individual characteristics of handwritten characters and the development of a fully automated image improvement method for digital color images, awarded on March 26, 2021.

Explanation: 3 persons selected from among 20 recommended candidates from the major by the Graduate School of Science and Technology to receive the award.

    (a) Specify the name of the awardee, title, person (organization) giving the award, and the date the award was received. If the award was given to the individual, specify the individual's name, and if the award was given jointly, list the names of all recipients. Additionally, be sure to include the "Explanation:" as shown in the above example.

7. Architectural and design achievements (Include achievements related to design and productions here.)

    （Example）

(1) Taro Keio, Hanako Keio, House without a roof, selected for an honorable mention, 40th ◯ × industry building design competition, ○× industry, January 5, 2021.

    Explanation: Out of 540 entries, 11 pieces of work were selected as prize-winning works. Following the first prize and awards of excellence, our work was selected for an honorable mention and exhibited at the □△ exhibition.

(2) Taro Keio, Hanako Keio, House without walls, Residential building, Vo.92. No.10, pp.102-105, published on February 13, 2021.

    (a) In the case of being selected at a competition, etc.: specify the names of all designers, name of the work, selection (award) level, name of event (competition), name of organizer (organization), and date. Additionally, be sure to include the "Explanation:" as shown in the above example.

    (b) In the case of being published in a periodical, etc.: in addition to specifying the names of all designers, name of the work, publication name (volume, issue, page), include one of "published on × (month) △ (day), ◯ (year)" (if the article has already been published), "scheduled to be published on × (month) △ (day), ◯ (year)" (if the publication date has been decided), or "accepted on × (month) △ (day), ◯ (year)" (if the article itself will be published but the publication date has not yet been decided).

8. Other achievements [Include books and works such as databases and software (excluding those described in 1. to 7. above), KEIO TECHNO MALL, and other achievements related to educational and research activities other than those for 1. to 7. above.]

    （Example）

(1) Taro Keio, Hanako Yagami, Demonstration of using large-scale data in sports, Takashimaya Yokohama store (venue of a junior and senior high school student science fair), presentation of information technology content for junior and senior high school students, presented on August 1, 2019.

    (a) Include books, software, competitions, exhibitions, and other activities.

    (b) Specify the presenters (all), name of presentation and contents, publications for the presentation, presentation venue, details, and date of presentation.