Guide on Doctoral Human Resources Database

(Address: https://hr.nistep.go.jp)



National Institute of Science and Technology Policy Ministry of Education, Culture, Sports, Science and Technology

October 2014 Edition

Overview of Doctoral Human Resources Database

The National Institute of Science and Technology Policy (NISTEP) of the Ministry of Education, Culture, Sports, Science and Technology of Japan is currently working on the Doctoral Human Resources Database (DB). We strongly encourage you to take this opportunity and register your profile in the DB.

Background and Purpose

- In Japan, active engagements of doctoral human resources in promoting innovations through science and technology are anticipated among industry, academia, and government.
- However, there is only a limited access to information on career paths of people after completion
 of doctoral studies, and a system assessing the activities of doctoral human resources in the
 society is yet to be developed.
- To overcome these challenges, we started developing the Doctoral Human Resources DB, as an information base to keep track on profiles and career paths of doctoral human resources. With this DB, we plan to further promote policy making for graduate education based on evidences.

Benefits of Registration (Planned. Under consideration toward a full-scale operation)

Carrier Support

- Opportunities and information on scholarships, job openings, overseas research positions, internships, etc. will be provided.
- Communication with alumni working for companies and laboratories will be possible.
- Role models and mentors can be found by viewing and searching information on careers of the DB registered members.

Communication among PhDs

• The DB can be utilized as a place of interaction on a basis of university, graduate school, and research laboratory, as well as a place of interaction for international students.

Collaboration with researchmap and JREC-IN

• Data exchange will be possible through collaboration with researchmap, JREC-IN, and others.

Handling of Information

- Data you provide will be stored in one database. The DB will be managed by NISTEP and the
 operator for its strict security.
- NISTEP cannot look into individual data. Only anonymized data can be viewed.
- The university which you are currently enrolled or graduated can view your individual data. You may be contacted for a request of alumni visit or contact with alumni.

How to Register

1 Login

- Go to: https://hr.nistep.go.jp.
- Basic authentication is required before the top page is displayed.
- Enter the ID and password for basic authentication. (Note: The ID and password for basic authentication differ from the ID and password for login (see below)).
- After the top page is displayed, click "Login" on the upper right corner of the screen. Enter the ID and password for login. Check "Login by PhD ID" and then click "Login".
 (Note: You cannot log in, if "Login by a registered e-mail address" is checked.)
- When you log in for the first time, you need to activate (start setup). Read the Use Agreement, enter your e-mail address, and click "Agree".
- URL for activation will be notified to the e-mail address you entered above. Click the URL.
- If your personal top page (my portal screen) appears, you have successfully logged in.

Entering Data

- Click the "Edit" button, fill in the information on "Basic Information" and "Information at the Time of Course Enrollment". (Note: Enter the e-mail address you would continue to use after the completion of doctoral study.)
- Some of information may have been already filled in, as some universities have imported their own data beforehand.
- After you have completed your data entry, click "Confirm". If you do not confirm, the data you entered will not be saved.

3 Updating Data

- When you complete your doctoral study, fill in the information on "Immediately after the Completion of Study".
- After the completion of your doctoral study, update information on your record of research publications, change of employment position, etc.
- You may receive e-mails from your university on a regular basis, requesting for data update.

4 Others

- On the DB website, various information, such as NISTEP news on the situations of doctoral studies and careers after the completion of doctoral study, will be updated. Check the site on a regular basis.
- You may be requested to answer questionnaires from NISTEP and universities. Questionnaires can be answered on the DB website. Your kind cooperation is appreciated.
- On the bulletin board, communication among registered members, including doctoral graduates, is possible. Your participation is welcome.
- For further details of the DB usage, please refer to the "Doctoral Human Resources Database Operation Manual", under a separate cover.

Contact

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National Institute of Science and Technology Policy Ministry of Education, Culture, Sports, Science and Technology hr@nistep.go.jp

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Doctoral Human Resources Database User's Manual

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1. ACCESSING THE DOCTOR DATABASE WEBSITE

PROCEDURE

(1) Access

Use a web browser to access the Doctor Database.

Enter in <u>https://hr.nistep.go.jp</u> into the web browser. Basic Authentication is used at the current time, so entering this URL will cause a window to pop up prompting you to enter in the authentication password. Enter in your [ユーザー名 (User Name)] and [パスワード (Password)] to be informed separately.

Windows セキュリティ 🛛 🕅
internal use only のサーバー hr.nistep.go.jp にはユーザー名とパスワ ードが必要です。
ユーザー名 パスワード □ 資格情報を記憶する
OK キャンセル

(Confirmation screen when using Internet Explorer)

ユーザ名とパス	ワードを入力してください 🛛
?	https://hr.nistep.go.jp の "internal use only" に対するユーザ名とパスワードを入力してください
ユーザ名:	
パスワード:	
	ОК キャンセル

(Confirmation screen when using Firefox)

2. LOGGING IN/OUT OF THE DOCTOR DATABASE

This section describes the process used to log into and out of the Doctor Database.

PROCEDURE

(1) Login

Click <User Login> on the top right of the screen to log into the Doctor Database.



① Select login method

Clicking <User Login> will bring up a window requesting you to enter your ID and password. Check the <Login by ID>.

Userl

Login::::::::::::::::::::::::::::::::::::
E-mail address/ID
Password
$^{\odot}$ Login by E-mail address
Login by ID
Login Cancel
Forgot your Password?

② Enter your ID and password

Login
E-mail address/ID
Password
Cogin by E-mail address
Optimize Login by ID
Login Cancel
Forgot your Password?

③ Click the <Login> button

After entering your ID and password, click the <Login> button.

🕈 Тор	Welcome to the database of doctorate recipients
News	
Ontact Us	Doctorate recipients are expected to be leaders who create new knowledge and new ways in Science and Technology for Innovation, however their career paths after graduation have not
● 201409-300(大学)のお部屋	been fully elucidated. Data concerning their careers would be referred as a portfolio to design policy options for STI human resources. NISTEP constructs the database of doctoral recipients based on coordinated efforts with related sections and institutions as a SciREX* project which aims to promote STI policy making supported by objective evidences.
 ● 登録グループ 博士人村の場示板 重連載整大学 	*SCREX = The Science for RE-designing Science, Technology and Innovation Policy program operated by Ministry of Education, Culture, Sports, Science and Technology (MEXT)
change language: English 💌	To the second se

(2) Logout

Click <Logout> on the top right of the screen to log out of the Doctor Database.



SPECIAL NOTES

- Cancelling the login process
 - Click the <Cancel> button when you do not wish to log into the Doctor Database.
- Reissuing passwords

If you have forgotten your password, click <Forgot your Password> on the login screen. The procedure to reissue a new password will be sent to the e-mail address registered in member information. Reissue a new password by following the instructions included in this e-mail.

Login
E-mail address/ID
Password
© Login by E-mail address
Output Description of the second s
Login Cancel
Forgot your Password?

3. ACTIVATION

You will need to complete the activation process for the Doctor Database when logging in for the first time.

PROCEDURE

Activation is performed on the Activation screen that displays after logging in.

- (1) Access the Doctor Database URL and log in
 - ① Access the Doctor Database URL
 - ② Click the [Login] link on the top right of the screen, enter your ID and password and click the <Login> button

690

ge(0) Control Panel

Login	
E-mail address/ID	
Password	
O Login by E-mail address	
Optimized Login by ID	
Login Cancel	
Forgot your Password?	
	E-mail address / ID Password © Login by E-mail address © Login by ID Login Cancel

③ The Activation screen will be displayed 博士人材DB

	Activate		
	Doctoral		
	Student		
	Database		
E-mail address*			
	The terms & conditions for us: contents of this site is gover by this agreement. Please reac the following conditions, and register only if you agree to	rned E	
	By using this site, I agree to from the following actions of I agree to the Terms of Use above	- T	
	Send		

- (2) Enter your e-mail address and agree to the terms of use
 - ① Enter your e-mail address and agree to the terms of use 博士人材DB



- 2 The E-mail Sent screen will be displayed
- (3) Completing the activation process
 - ① Click on the URL found in the activation key notification e-mail sent to the e-mail address you entered
 - 2 You will be sent to the My Portal screen (this completes the activation process)



SPECIAL NOTES

• Contact the administrator if an error occurs.

4. ENTERING BASIC INFORMATION

After completing the activation process, next doctoral course students and graduates are to register basic information about themselves.

This section explains this procedure.

PROCEDURE

Members can enter in basic information about themselves on the My Portal screen that displays after logging in.

The Basic Information Entry screen will be displayed on the My Portal screen as shown below. (*In some instances information already registered by the university will differ with that on the screen)

 Top News 	新設備報 posted in past [Sday(s)]。 No news to show.	
Ontact Us		
 マイポータル 登録グループ Registration Group 博士人材DB掲示板 Doctoral Human Resources Database BBS 	博士人材DB Edit	
NRI大≇	Resume ID nri002 Login name NRIユーゲ002 Name of graduate school NRI大学	
change language: English 🚽	Degree certification date Degree name	
COPYRIGHT © 2014 NISTEP - National Institute of Science and Technology Policy. ALL REGHTS RESERV		

(1) Enter in basic information

① Display the Edit Basic Information screen

Click the <Edit> button inside the Doctor Database on the My Portal screen to edit basic information.

Top News Contact Us	新能情報 posted in past stay(a) ■ No news to show.
 ♥ Contact 0s ♥ マイポータル 	博士人材DB
 登録グループ Registration Group 博士人材DB掲示板 Doctoral Human Resources Database BBS NRI大学 	Resume
	ID nr002 Login name NRI⊥-+≠002
	Name of graduate school NRI大学
change language: English 🗨	Degree certification date Degree name

4 NISTEP - National Institute of Science and Technology Policy. ALL RIGHTS RESERV. Powered by NetCommons2 The NetCommons Proj 2 Click the <Basic Information> tab on the top left

*As basic information will already be displayed when clicking <Edit>, this step normally will not be required.

◎ マイボータル	博士人材DB
 ・ ・ ・	Basic information During doctoral course After graduation Career after graduation
hkLX∓ change language: Englan ▼	Column with "*" is mandatory. ID n1001 Gender* ® Male © Penale Login name* [Ni] = + 901001 Birth date* 196 veraf : Venath User name Last Name Nationality* Japan - Can't specify- v First Name Password Click here to change bassword Kale Maiden name Last Name default password. First Name 200 Name (English) Last Name YAMADA First Name TAROU Midde name
	Maiden name KH Maiden name KH Maiden name KH (Katakana) ¥ £.5 E-mail address* Inn00008@partner.ni.to.jp. Linput a private e-mail address that will remain usble after graduation. (ex: grad) E-mail address confirm*

③ Enter in relevant data in the format required for the field

Fields with an asterisk (*) mark are required items.

④ Register the entry results

Click the <OK> button on the bottom of the screen to confirm and send entries.

SPECIAL NOTES

- Make sure to click the <OK> button for each screen after entries are made as any basic information entered will not be reflected when transitioning to other tabs when the <OK> button has not been clicked.
- Click the <Cancel> button to remove entered content during the editing process.

5. ENTERING COURSE ENROLLMENT INFORMATION

Next doctoral course students and graduates are to register course enrollment information about themselves.

This section explains this procedure.

PROCEDURE

Members can enter in course enrollment information about themselves on the My Portal screen that displays after logging in.

The Course Enrollment Information Entry screen will be displayed on the My Portal screen as shown below.

(*In some instances information already registered by the university will differ with that on the screen)

Top News Contact Us	新着情報 posted in past <mark>5day(s)</mark> No news to show.			
● マイポータル	博士人材DB			
 ・ ・ ・	Edit			
NRI大学	Resume			
	ID Login name	nri002 NRII-+#002		
	Name of graduate			
	Degree certificatio	on date		
change language: English 💌	Degree name			
		COPYRIGHT © 2014 NISTEP - National Institute of Science and Technology Policy. ALL RIGHTS RESERVED Powered by MetCommons? The NetCommons Proje		

(1) Entering course enrollment information

① Display the Course Enrollment Information Entry screen

Click the <Edit> button inside the Doctor Database on the My Portal screen to edit course and current status information.

• Top • News • Contact Us	新音情報 posted in past <u>5day(a)</u> No news to show.
● マイボータル	博士人材DB
 登録グループ Registration Group 博士人材DB掲示板 Doctoral Human Resources Database BBS 	Edt
NRI大学	Resume ID nri002
	Login name NRIユーザ002
	Name of graduate school NRI大学
	Degree certification date
change language: English 👻	Degree name
	COPVRIGHT © 2014 NESTEP - National Institute of Science and Technology Policy, ALL REGHTS RESERVE

② Click the <during doct<="" p=""></during>	oral Cour	se> tab on the top	left				
● マイボータル	博士人材DB						
● 登録グループ Registration Group	Basic information During doctoral course After graduation Career after graduation						
博士人材DB揭示板 Doctoral Human Resources Database BBS NRI大学	During doctoral course						
	Column with "*" is						
	Type of course*	 Second term of the doctoral course (3-year) 	Main research area*	Physical scient Mathematics	ves V		
	Data of	 Full doctoral course (5-year) 	Sub research area 1	- Can't specify			
	Date of entrance*	200 Year Year		- Can't specify	- •		
change language: English T	Standard term		Sub research area 2	- Can't specify			
	of study*	2 Year	Number of English				
	Name of	a sense at little	papers peer reviewed*	1	۲		
	graduate	NRI大学 情報研究科	Number of Japanese	1	•		
	school*		papers peer reviewed*		•		
	Major field of study	佐報科学	Number of peer	a1	1 7		
	Type of school*	National university	reviewed presentations at conferences	Oral Poster			
		Apply Does not apply	overseas*	Poster	•	·	
	same school*	For 3 year doctoral course students:	Number of reviewed	Oral	1 7		
		Applies for students who graduated from a	presentations at	Poster			
		Master's course of same school as doctoral course.	conferences in Japan*	roster			
		For 5 year doctoral course students:	Other conference presentations*	Oral	1 7		
		Applies for students who graduated from an		Poster	0 •	J I I I I I I I I I I I I I I I I I I I	
		undergraduate course of same school as	Other notable activities (published research,	as r			
	Student type*	 ø student 	awards received, etc.)*	なし			
	student type*	© With a job	Number of patent				
		© Foreign student	applications (includes	1	T		
		 Foreign student with a job 	foreign patents)*				
	Currently with a						
	job or on leave of absence*	 On leave of absence Does not apply 					
	or absence.	a nors the oblet					

③ Enter in relevant data in the format required for the field

Fields with an asterisk (*) mark are required items.

④ Enter <Educational background before doctoral course> details

Clicking the<Add educational background information> button displays the Enter Educational History screen as a popup. Field entries and selected fields can be changed by changing the Educational History option selected.

Enter in relevant data in the format required for the field. Fields with an asterisk (*) mark are required items.

Clicking the <Add> button will list the educational history entered on the Course Enrollment Information Entry screen. Click the <Cancel> button to close the popup screen.

Add educational background information $\ensuremath{\textcircled{\sc l}}$				
Column with "*" is manda	itory.			
Educational	Bachelor III Master's course			
background*	Professional graduate school I Master's course			
	Second term of the doctoral course (3 year)			
	Full doctoral course (5 year) Other			
Date of entrance /				
graduation of	2014 🜉 Year 1 🜉 Month~2014 🜉 Year 1 🜉 Month			
undergraduate course*				
Name of university,				
faculty, department*				
Type of school*	National university (in Jap			
Location*	Japan 💂			
	Hokkaido 💌			
	Add Cancel			

(5) Enter [Work experience before doctoral course]

Clicking the <Add work experience information> button displays the Enter Work History screen as a popup.

Enter in relevant data in the format required for the field. Fields with an asterisk (*) mark are required items.

Clicking the <Add> button will list the work history entered on the Course Enrollment Information Entry screen. Click the <Cancel> button to close the popup screen.

Add work experience in	formation
Column with "*" is mand	latory.
Employment term*	20(▼ Year 4 ▼ Month~ 20' ▼ Year 5 ▼ Month
	Choose "-" if still working
Type of organization*	Private-sector company 🔻
	Private-sector company 🔻
Location*	Japan 🔻
	Hokkaido V
Name of organization*	野村総合研究所
Name of department*	情報技術本部
Job rank	アプリケーションエンジニア
	Add Cancel

6 Register the entry results

Click the <OK> button on the bottom of the screen to confirm and register entries.

SPECIAL NOTES

- Make sure to click the <OK> button for each screen after entries are made as any course enrollment information entered will not be reflected when transitioning to other tabs when the <OK> button has not been clicked
- Click the <Cancel> button to remove entered content during the editing process

6. ENTERING COURSE COMPLETION INFORMATION

Next doctoral course students and graduates are to register course completion information about themselves.

This section explains this procedure.

PROCEDURE

- (1) Entering course completion information
 - ① Click the <Edit> button inside the Doctor Database on the My Portal screen to modify the Course Completion Entry screen.

◎ マイポータル	博士人材DB			
 ・ ・ ・	Basic information During doctoral course After graduation Career after graduation			
NRDX∓ change language: English ▼	Column with *** is mandatory. Course completion I is school as a student status* I Completed course I Course completion date* Degree certification date* Degree name* Degree is not listed, please choose 'other' and type in the name of your degree. Certification of degree* I Degree earned I Degree not earned Certification of degree. Certification of degree. Cerification of d			
	Overseas research activities* O yes ® No Internship experience* @ yes @ No			
	<career information=""> Career after graduation* Work Career after graduation* Work Continue study Continue study Continue study Continue study Student with a job (regular employment contract, or a contract for 1 year or Ionger with 30 - 40 working hours per week). Other / Unplanned One that does not fit in the choices above (includes residents, students</career>			

- 2 Click the <After graduation> tab, the third from the top left
- ③ Enter in relevant data in the format required for the field.

Fields with an asterisk (*) mark are required items.

④ Enter in [Overseas research activities]

Select whether you have/do not have overseas research experience. An Overseas Research Activity Experience popup screen will display when clicking the<Add overseas research activities information> button shown when selecting that you have such experience.

Enter in relevant data in the format required for the field. Fields with an asterisk (*) mark are required items.

Clicking the <Add> button will list the overseas research activity experience entered on the Course Completion Entry screen.

Add overseas research activities information				
Column with "*" is mandatory.				
Activity period*	Activity period* Less than one month ▼			
Type of	Universities and college 🔻			
organization*	National university (in Ja			
Location of	Japan 🔻			
organization*	Hokkaido 🔻			
Name of				
organization*				
A	dd Cancel			

(5) Enter in [Internship experience]

Select whether you have/do not have internship experience. An Internship Experience popup screen will display when clicking the<Add internship experience information> button shown when selecting that you have such experience.

Enter in relevant data in the format required for the field. Fields with an asterisk (*) mark are required items.

Clicking the <Add> button will list the internship experience entered on the Course Completion Entry screen.

Add internship experience:::::::::		\otimes
Column with "*" is mandatory.		
Internship period*	less than two weeks	
Type of organization*	Universities and college 🔻	
	National university (in Ja	
Location of organization*	Japan 🔻	
	Hokkaido 🔻	
Name of organization*		
Add	Cancel	

6 Enter the <Career information>

Select your course in the course information selection section. Field entries and selected fields will change depending on the selections made.

Enter in relevant data in the format required for the field. Fields with an asterisk (*) mark are required items.

Average time spent studying*	Ave lect	ek Less than 7 hours rage time spent per week for tures, presentations, academic paration, etc.	paper		
Overseas research activities*	۲	Yes © No		e	Add overseas research activities information
Internship experient	oe* ⊛	Yes 🔍 No			ZAdd internship experience information
<career information=""></career>					
Career after graduat	tion*	Work		-	regular employment.
		Continue study		schools outside o	
		Work and continue study			ar employment contract, or a contract for 1 year or
		O other (Understand	-		ng hours per week).
		Other / Unplanned			e choices above (includes residents, students
			preparing		post-doctors without an employment relationship).
New job or		ich O Dahum be fammer ich O d	Ohleen	Scheduled	30 hours or more per week
returned to former job*	• New]	job 🔍 Return to former job 🔍 🤇	other	working hours*	 20 hours or more, less than 30 hours per week less than 20 hours pr week
Multiple jobs*	Yes			Employment	No determined
				term*	© one year or more
Date work starts*	201 ▼	Year 1 V Month		term	© less than one year
Type of		sector company 🔻			1 ▼ Year 1 ▼ months
organization*	Private-	sector company 🔻		Employment	Tenure-track
Name of	NRI			status*	At the longest 1 ▼ Year 1 ▼ months
organization*					for people who have an employment term
Location of	Japan	T		Industry	information and commu
organization*	Tokyo	T		group*	
Type of		ch and developr V		Job type*	Science researcher
occupation*		cherat private o ▼ cher, or somethi ▼			
Job rank	相比				
				ОК С	lancel

⑦ Register the entry results

Click the <Add> button on the bottom of the screen to confirm and register entries.

SPECIAL NOTES

- Make sure to click the <Add> button for each screen after entries are made as any course completion information entered will not be reflected when transitioning to other tabs when the <OK> button has not been clicked.
- Click the <Cancel> button to remove entered content during the editing process.

7. POST-STUDIES COURSE ENTRY

Next graduates of doctoral courses are to register post-studies course information. This section explains this procedure.

PROCEDURE

- (1) Entering post-studies course information
 - Click the <Edit> button inside the Doctor Database on the My Portal screen to edit the Post-Studies Course Entry screen

◎ マイポータル	博士人材DB	
 登録グループ Registration Group 	Basic information During doctoral course After graduation Career after graduation	
博士人材DB揭示板 Doctoral Human Resources Database BBS NRI大学	Career after graduation	
	<career information=""></career>	Add career information
	04/2014 NRI 研究員	Edit Delete
	Back to resume	
change language:		
English V		

- 2 Click the <Career after graduation> tab, the fourth from the top left
- ③ Enter in <Career information>

Clicking the<Add career information> button displays the Enter Course Information screen as a popup. Field entries and selected fields will change depending on the selected course information fields.

Enter in relevant data in the format required for the field. Fields with an asterisk (*) mark are required items.

Add career information				
Column with "*" is mandatory.				
Choose career infor	mation			
Work	Regardless of regular or irregular employment.			
Continue study	Includes schools outside of Japan.			
Cother / Unplani	ned One that does not fit in the choices above (includes residents,			
	students preparing for more study, post-doctors without an			
	employment relationship).			
New job or				
returned to former job*	🖲 New job 🖱 Return to former job 🕾 Other			
Multiple jobs*				
Employment term*	2014 Year 1 Month~ - Year - Month			
	Choose "-" if still working			
Type of	Universities and colleges			
organization*	National university (in Jap			
Name of				
organization*				
Location of	Japan 🗶			
organization*	Hokkaido			
Job rank*	Research and developmen			
	Post-doctors, etc.			
	Post-doctors, etc.			
Job rank				
2	Ø 30 hours or more per week			
hours*	© 20 hours or more, less than 30 hours per week			
	© less than 20 hours pr week			
Employment term*				
	1 Vear 1 months			
Employment	Tenure-track			
status*	At the longest 1 Vear 1 Vennorths			
Industry group*	agriculture and forestry			
Job type*	Science researcher			
	Add Cancel			

④ Register the entry results

Click the <Add> button on the bottom of the screen to confirm and register entries.

SPECIAL NOTES

- Make sure to click the <Add> button for each screen after entries are made as any course information entered will not be reflected when transitioning to other tabs when the <Add> button has not been clicked
- Click the <Cancel> button to remove entered content during the editing process

8. VIEWING/EDITING MEMBER INFORMATION

Doctoral course students and graduates can confirm or modify any basic information, course enrollment information, or post-studies course information they have entered. This section explains this procedure.

PROCEDURE

Members can view and edit member information on the My Portal screen which displays after logging in.

⊙ Тор	新酱情報			
· · · · · · · · · · · · · · · · · · ·	posted in past Sday(a)			
News	No news to show.			
Ontact Us				
● マイボータル	博士人材DB			
 登録グループ Registration Group 博士人材DB掲示板 Doctoral Human Resources Database BBS 	Edit			
NRI大学	Resume			
	ID nri002			
	Login name NRIユーザ002			
	Name of graduate school NRI大学			
	Degree certification date			
change language: English 🚽	Degree name			
Engisn				
	COPYRIGHT @ 2014 NISTEP - National Institute of Science and Technology Policy. ALL RIGHTS RESERVED			

The basic information entered will be displayed on the My Portal screen as shown below.

- (1) Viewing/editing basic information
 - Display the Edit Basic Information screen Click the <Edit> button inside the Doctor Database on the My Portal screen to edit basic information.

- ② Click the <Basic Information> tab on the top left *As basic information will already be displayed when clicking <Edit>, this step normally will not be required.
- ③ Enter in relevant data in the format required for the field Use the same data entry procedure as that for basic information
- Register the entry results Click the <OK> button on the bottom of the screen to confirm and send entries.

- (2) Viewing/editing course enrollment information
 - Display the Edit Course Enrollment Information screen
 <u>Click the <Edit> button inside the Doctor Database on the My Portal screen.</u>

 Top News 	■ 新語情報 posted in past [Sday(s) ■ No news to show.
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2 Click the <During doctoral course> tab on the top left

- ③ Enter in relevant data in the format required for the field Use the same data entry procedure as that for other screens
- Register the entry results Click the <Add> button on the bottom of the screen to confirm and register entries.

- (3) Viewing/editing the Edit Course Completion Information screen
 - Display course completion information Click the <Edit> button inside the Doctor Database on the My Portal screen.

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2 Click the <After graduation> tab on the top left

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	school* Average time spent per week at laboratory, study spaces, etc. of school. RA experience* ¥ Yes © No Average time spent for studying* Average time spent for lectures, presentations, academic paper preparation, etc. • • • • • • Average time spent for veel (sets than 7 hours) veel veel studying* Average time spent per week for perparation, etc.						
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- ③ Enter in relevant data in the format required for the field Use the same data entry procedure as that for other screens
- Register the entry results Click the <Add> button on the bottom of the screen to confirm and register entries.

- (4) Viewing/editing the Edit Post-Studies Course Information screen
 - ① Display the post-studies course Click the <Edit> button inside the Doctor Database on the My Portal screen.

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2 Click the <Career after graduation> tab on the top left

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③ Click the <add career="" inform<="" p=""></add>	nation>	link
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Cother / Unplan	ned One that does not fit in the choices above (includes residents,						
	students preparing for more study, post-doctors without an						
	employment relationship).						
New job or							
returned to former	≪ New job [©] Return to former job [©] Other						
job*							
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	Choose "-" if still working						
Type of	Universities and colleges						
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Location of	Japan 🗨						
organization*	Hokkaido						
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	Post-doctors, etc.						
	Post-doctors, etc.						
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-	# 30 hours or more per week						
hours*	© 20 hours or more, less than 30 hours per week						
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	1 Wear 1 months						
Employment	Tenure-track						
status*	At the longest 1 y Year 1 months						
Industry group*	agriculture and forestry						
Job type*	Science researcher 💂						

- 4 The Course Information Registration screen will be displayed when clicking the <Add Course Information> link. Enter in relevant data in the format required
- (5) Register the entry results

SPECIAL NOTES

Registering information for each screen cannot be done all at once. Click the <Add> button for each • screen to register the information on the screen.

9. ANSWERING QUESTIONNAIRES

This section covers the method used to answer questionnaires requested by the Ministry of Education, Culture, Sports, Science and Technology or university bodies.

PROCEDURE

All members will be informed of requests from various related parties to answer questionnaires with a notification under <新着情報 (New Information)> on the My Portal screen after logging in.

(1) Display the Questionnaire screen

Click the link to the questionnaire displayed on My Portal.

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(2) Answering the questionnaire and confirming answers

- ① Answer the questionnaire
 - The following answer formats are used for questionnaires.
 - Either-or choices Choose one of the options when responding.
 - Multiple choice
 - Select multiple answers when responding.
 - Written format
 - Answer the question freely in text form.

ンケート
ISTEP大学職業意識調査
問1: 規質問001
⊃邏択肢A ○選択肢B ○選択肢C
問2: 規質問002
□選択肢A □ 違択肢B □ 選択肢C □ 選択肢D
問3:
規質問003
$\hat{\downarrow}$
回答する

 ② Confirming and correcting questionnaire answers Click the <回答する (Respond)> button when all answers are complete. A Confirmation screen containing the content of your answers will be displayed when the < 回答する (Respond)> button is clicked. Check the content of the answers displayed.

アンケート	
NSTEP大学職業意識調査	
以下の内容でよろしければ[確定する]ボタンを押して、	
回答を確定させてください。	
質問1: 新規質問001	
◎ 選択肢A ◎ 選択肢B ● 選択肢C	
質問 2: 新規質問002	
□ 選択肢A □ 選択肢B □ 選択肢C ■ 選択肢D	
質問3: 新規鎖問003	
自由記述	
<<戻る 確定する	

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If any responses have been made in error, or if anything has been left out, click the <戻る (Return)> button to return to the Questionnaire Response screen.

(3) Confirm questionnaire responses

Once you have confirmed the content of all answers on the questionnaire Confirmation screen, click the <確定する (Confirm)> button.

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- You can view your answers by clicking <結果を見る (View Results)>
- Clicking <集計結果を見る (View Total Results)> for questionnaires where aggregate results are available for viewing will enable you to view the total results for answers made as of the moment this was clicked.

SPECIAL NOTES

• Questionnaires are considered to have been responded to when the Questionnaire Confirmation Complete screen displays instead of the Questionnaire screen when clicking the link to the questionnaire from the New Information section.