

# **Application Guideline for Post-Doctoral Fellowship (Academic Year 2023) Graduate School of Global Studies, Sophia University**

The Graduate School of Global Studies (GSGS) invites applications for the position of post-doctoral fellow for the academic year 2023 (from April 1, 2023 to March 31, 2024).

## **1. Duties of the Post-Doctoral Fellow (PD)**

A PD is strongly expected to conduct high-level research leading to a future career as a researcher and scholar as well as assist in educational activities in the GSGS

- i) Advancing research projects and improving research skills
  - to present research results in the PD & RA seminar at the end of the academic year
  - to apply for GS workshop/symposium at least once during the tenure
  - to apply for external research funds at least once a year
  - to submit original research papers to AGLOS and other publications
- ii) To assist GSGS educational activities
  - to assist with preparation and to participate in conferences, symposia, workshops, Faculty Development activities, and other events organized by the GSGS
  - to assist activities and projects organized by the graduate programs in the GSGS
- iii) Assist in proctoring examinations  
(Including end-of-semester undergraduate examinations, and undergraduate and graduate entrance examinations)

## **2. Recruitment Method**

Open call for current and former graduate students of GSGS who meet eligibility criteria (see #3).

## **3. Eligibility to Apply**

An applicant must fulfill all following conditions as of April 1, 2023:

- i) (a) have a Ph.D. degree from Sophia University in one of the following GSGS doctoral programs: International Relations, Area Studies, Global Studies, or (b) have the status of “withdrawal without completing dissertation” (*manki taigaku*).
- ii) has no full-time employment, including other research positions.
- iii) be a promising researcher in their respective fields
- iv) does not hold the “Research Fellowship for Young Scientists” from the Japan Society for the Promotion of Science

## **4. Number of PD Fellowships to be awarded**

One

## 5. Duration of PD Fellowship

The duration of the fellowship is one year, from April 1, 2023 to March 31, 2024. The fellowship is renewable on a yearly basis up to two years.

\* PDs are required to report to the University President (via the Dean of the GSGS) on the progress of their research when renewing the fellowship.

## 6. Work Hours

A PD generally works 20 to 30 hours per week, and no more than 8 hours a day.

## 7. Compensation

a) Basic monthly wage (BMW) for the PD is calculated as follows:

$$[\text{BMW for Research Associate (joshu)}] \times [\text{weekly hours worked as PDF}] \div 40$$

\* The exact amount of BMW may vary, depending on the PD's educational and employment background

b) Bonus: equivalent to one-month BMW will be paid twice a year, in June and in December.

c) Commuting expenses: paid according to the rules of the Sophia School Corporation

d) Research allowance: 170,000 yen

e) Conference travel allowance: 100,000 yen (plus an extra 50,000 yen for overseas trips) annually

f) Grant-in-aid for Scientific Research: PDs are eligible to apply for research funds awarded by MEXT (Ministry of Education)

## 8. Application Materials

Applicants may download the application from the GSGS homepage (<http://dept.sophia.ac.jp/g/gs/>)

Application forms must be filled out and submitted to the GSGS Office via e-mail ([gds-gs@sophia.ac.jp](mailto:gds-gs@sophia.ac.jp)).

**The application deadline is 23:59 on Sunday, September 25<sup>th</sup>, 2022.**

## 9. Announcement of Results

The GSGS Evaluation Committee recommends an awardee(s) to the University President. The results will be communicated to the applicant(s) after January 2023.

## 10. Contact Information

Please direct inquires to the Office of the Graduate School of Global Studies.

Rm. 435, Building No.10.

E-mail: [gds-gs@sophia.ac.jp](mailto:gds-gs@sophia.ac.jp)