

# **Application Guideline for Post-Doctoral Fellowship (Academic Year 2024) 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 2024 (from April 1, 2024 to March 31, 2025).

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

A PD is expected to conduct high-level research leading to a future career as a researchers and scholar, as well as to assist 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 regular undergraduate examinations, 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, 2024.

- i) (a) the applicant has received a Ph.D. degree from Sophia University in one of the following GSGS doctoral programs: International Relations, Area Studies, Global Studies, or (b) Students who have been enrolled in one of the three GSGS doctoral programs for at least three years prior to the start of the PD Fellowship and have left the program after earning all required credits,
- ii) the applicant has no full-time employment, including other research positions,
- iii) the applicant is a promising researcher in their respective fields,
- iv) the applicant 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, 2024 to March 31, 2025. 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 30 hours per week, and no more than 8 hours a day.

## 7. Compensation

- a) Basic monthly wage (BMW): The exact amount of BMW may vary, depending on the PD's educational and employment background; in AY 2022, it was approximately 260,000 yen per month for 30 working hours per week.
- b) Bonus: a 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).
- g) If you have special circumstances and want to hold a concurrent job, such as being a TA/part-time lecturer at our university or another university, you must follow the guidelines for concurrent employment set by the university and need to obtain prior permission.

## 8. Application Materials

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

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, October 22<sup>nd</sup>, 2023.**

## 9. Announcement of Results

The GSGS Evaluation Committee recommends an awardee to the University President. The final results will be communicated to the applicant(s) after January 2024.

## 10. Contact Information

Please direct inquiries 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)