

総長賞への推薦をご検討されている教職員・学生 各位

To faculty, staff, and students who wish to nominate a candidate for the Kyoto University
President's Award

教育推進・学生支援部厚生課

「京都大学総長賞」の推薦書類作成に係る留意事項について
Kyoto University President's Award Nomination Guidelines

「京都大学総長賞」の推薦書・参考書類等の作成に際しては、適切かつ円滑な審査・
選考のため、以下の点にご留意ください。

選考委員会の各委員は、個々の推薦内容に関する専門家ではないことを前提として、
可能な範囲で資料をご用意ください。

Please note the following with regards the nomination form and reference materials for the Kyoto
University President's Award. Your care and attention will ensure that the selection process is
conducted fairly and smoothly.

When completing the nomination form, please ensure that the details are presented in a way which
is easy to understand, as the members of the selection committee member may not be familiar
with the details of each nomination. Please also provide all relevant reference materials, etc.,
relating to the candidate's achievements.

①学生表彰候補者推薦書（別記様式1）

1. Kyoto University President's Award Nomination Form (Appended Form 1)

推薦できる学生は、『表彰時（平成31年3月中旬）に学籍を有する者』に限られます
ので留意ください。

Please note that any students nominated must still be enrolled at Kyoto University at the
time of the award ceremony (mid-March 2019).

「推薦する学生又は学生団体」欄

- ・氏名又は団体名（代表者名）には、「ふりがな」を記載してください。
- ・連絡先には、「メールアドレス、電話番号」を記載してください。

1) “Nominee (Student or Student Organization)” field

- Enter the name of the student or student organization you wish to nominate and the reading of the name in hiragana. (In the case of a student organization, please also include the name of its representative.)
- In the “contact details” section, enter the e-mail address and telephone number of the student or the representative of the organization.

「推薦基準」欄

- ・いずれか1つを選択してください。

2) “Nomination Criteria” field

- Check the appropriate box.

「推薦理由」欄

- ・ 欄外2の注意事項を参照のうえ、推薦内容が専門外の委員にも理解できるように記載してください。
- ・ はじめに概要をまとめ、続けて詳細に記載してください。
- ・ 参考書類等との関係をわかりやすく記載してください。

3) “Reason for Nomination” field

- Provide the reason(s) for nomination in a way which is easy to understand, as per the instructions (Note 2) on the nomination form.
- Begin by providing a summary of why you wish to nominate the candidate, and then provide details.
- Explain the relevance of the reference materials, etc., submitted with the nomination in a way which is easy to understand.

「推薦者」欄

- ・ 他薦の場合、氏名は推薦者が自筆で記入してください。
- ・ 氏名には、「ふりがな」を記載してください。
- ・ 連絡先には、「メールアドレス、電話番号」を記載してください。

4) “Nominator” field

- The nominator must sign their own name on the form.
- Enter the name of the nominator and the reading of the name in hiragana.
- Enter the e-mail address and telephone number of the nominator in the “contact details” section.

②参考書類等（写）

- ・ 論文の場合、全文ではなく要旨（原則として日本語）とし、その論文が受けた評価・賞等の資料を添付してください。
- ・ 掲載誌等をそのまま添付するのではなく、関係箇所（表紙、目次、記事等）の抜き刷りとしてください。
- ・ 大きさは、原則としてA4判としてください。
- ・ 綴じる際はクリップ止めとしてください（ホッチキスは使用しないでください）。

2. Reference documents etc. (copies)

- When the nomination is being made for an academic paper, please submit the abstract of the paper (preferably written in Japanese) and other reference materials, such as details of which academic journals the paper has been published, or which awards the candidate has been received due to the paper. Please submit these materials together with the nomination form.
- When the nomination is being made for an article, please submit an offprint of the article (including the front page and table of contents of the magazine or journal, etc., and the article itself). Please submit these materials together with the nomination form.
- In principle, reference documents submitted should be A4 size.
- Please clip relevant reference documents together when submitting (please do not use a

stapler).

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