

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

### Kyoto University President's Award: Nomination Guidelines

Faculty, staff, or students who wish to nominate a candidate for the Kyoto University President's Award are requested to note the following points regarding the nomination form and reference materials. 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 may not be familiar with the nominee's field of specialization. Please also provide all relevant reference materials, etc., relating to the candidate's achievements.

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

**Please note that students nominated must still be enrolled at Kyoto University at the time of the award ceremony (mid-March 2025).**

##### 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 email address and telephone number of the student or the representative of the organization.

##### 2) "Nomination Criteria" field

- Check the appropriate box.

##### 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.

##### 4) "Nominator" field

- If the nominator is different from the nominee, please enter the nominee's email address as CC when submitting the nomination form via email.
- Enter the name of the nominator and the reading of the name in hiragana.

- Enter the email address and telephone number of the nominator in the “Contact Details” section.

## 2. Reference documents, etc. (copies)

- If 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 in, and any awards that the candidate has received for the paper. Please submit these materials together with the nomination form.
- If 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.

## 3. How to nominate a candidate for the award

- Please submit the nomination form and other documents via email to the address below.
- In the email’s subject line, please enter: “President’s Award Nomination: name of nominee (student or student organization).”
- Please provide a summary of the reason for your nomination (within 50 words) in the body of the email.
- Each nominator can nominate one candidate only.

Inquiries regarding this notice:

Welfare Division

Education Promotion and Student Support Department

Tel. Extension: 16-2514

Email: [840kagai@mail2.adm.kyoto-u.ac.jp](mailto:840kagai@mail2.adm.kyoto-u.ac.jp)

Issued by Welfare Division, Education Promotion and Student Support Department.