



# Young Researchers' Portfolio (HIRAKU-PF)

## User Guide for HIRAKU Long-Term Internship Applicants

### ◆ What's HIRAKU-PF?

**HIRAKU-PF** provides a platform for young researchers including doctorates and postdocs to get connected with other researchers in different fields or to interact with private industry, through multiple functions to appeal their profile and research, such as Portal, ePortfolio, Search functions. It also allows HIRAKU Member Organizations (universities, companies, public institutes, etc.) to disseminate variety of information useful for your career development or skill enhancement, which includes notices on internship opportunities, open positions, training programs/workshops, etc. Skill Development function is also available for you to understand your strengths and areas for improvement for your continued growth. Through multiple functions to “collect” “connect” and “interact”, HIRAKU-PF helps you deepen your connection to the society and build new network with insights, which will eventually open up your future.

With regards to the Research Achievement Report to submit as a part of the HIRAKU Long-Term Internship application documents, we would request you to update your research activities and achievement in ePortfolio function in HIRAKU-PF, get them downloaded to Excel and print it out for submission.

This User Guide illustrates how to create your HIRAKU-PF log-in ID, how to sign-in and register your research activities and achievement for further report extract.

You also need to raise an interview request through HIRAKU-PF Career Counseling function to take preliminary consultation, which is a mandatory requirement prior to the submission of your application documents. Please refer to the USER GUIDE, available to access from the icon appearing at the upper-right in the system.

### ◆ How to create your Log-in ID

If it is the first time to log in HIRAKU-PF, please register your account (ID) following the below procedure.

Note: For those who got enrolled at the doctorate course in Hiroshima University on or after April 1, 2017., you should have already received your log-in ID and password to your Hirodai e-mail account (i.e. [your Student ID]@hiroshima-u.ac.jp).

1. Access HIRAKU-PF URL (<https://hiraku.hiroshima-u.ac.jp>)
2. Click “New User Registration” icon to appear at the bottom-right.
3. Click “English information is here” to jump to the English page, scroll down to the bottom and click the HIRAKU-PF icon in green under “Sign-up here!”, enter your enrolled university e-mail address and click “Save”.
4. Find an auto-notice e-mail sent to the address registered at above step #3 and click the URL described there. (If it does not automatically transfer you to the site, please copy and paste the URL into your browser.)
5. Enter your basic profile information into the “Account Registration” page.
6. Tick the “「利用規約に同意する」(Agree to the Terms of Service)” and click Save.

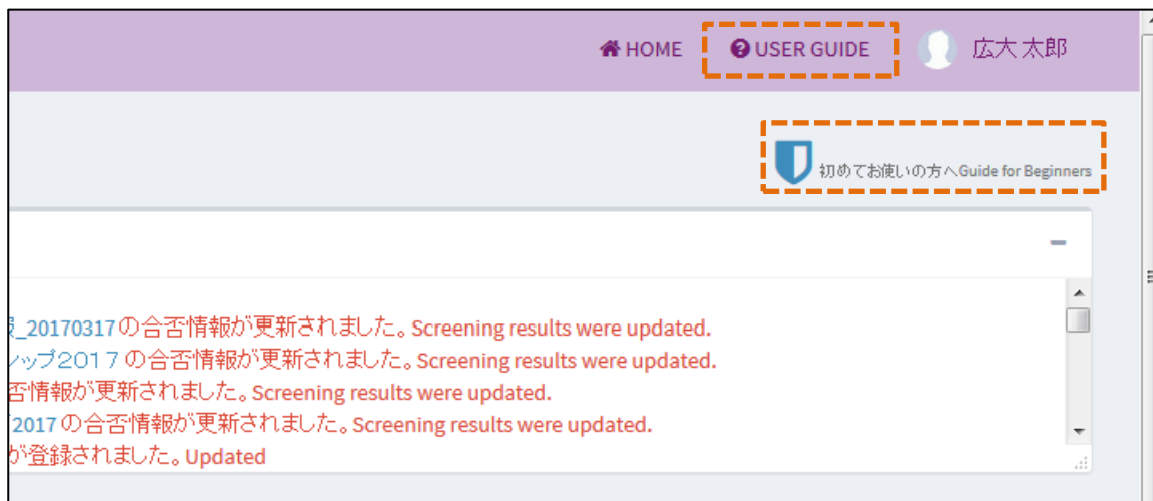
## ◆ Log in to the System

- ① Click below URL to log in HIRAKU-PF  
<https://hiraku.hiroshima-u.ac.jp>
- ② Enter your log-in ID and click “Sign in” button.



- ③ Enter the password and click “Sign in”.

[NOTE] You can download the operating manual by clicking the “USER GUIDE” icon at the upper-right. You can also download more detailed user manual by clicking “Guide for Beginners” below.



## ◆ Update your Research Activities and Achievement in your ePortfolio

Click “ePortfolio → Edit” from the function menu at left. Following the User Guides, click “Research Activities” tab and register your record of Published Papers, Lecture/Oral Presentation, Publications/Books, Patents, Awards, Works, External Funds, etc.

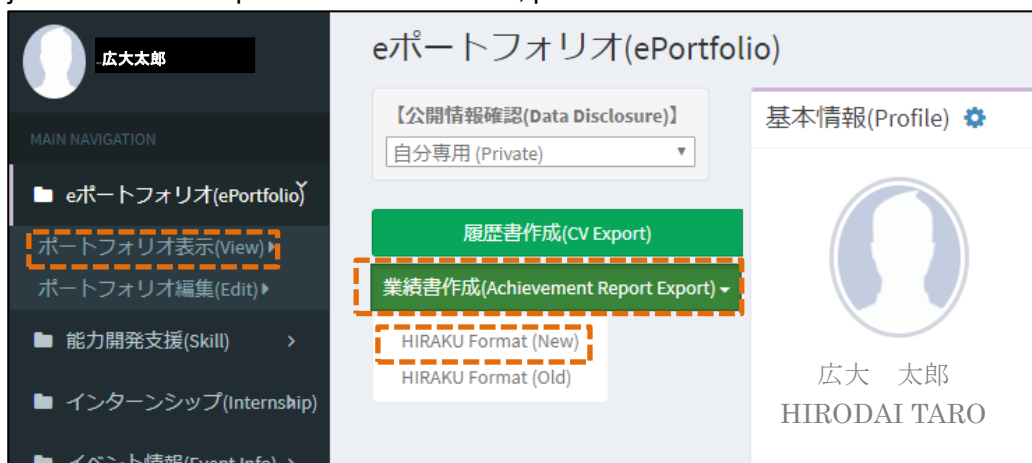
<Reference>

“Guide for Beginners” 1.ePortfolio ③ Update your basic profile and your research achievement. & ④ Upload your research activities in bulk.



◆ Download your Research Activities Report

Click “ePortfolio → View” from the function menu at left. Click “Achievement Report Export” icon in green and select “HIRAKU Format (New)” to download the report into Excel. Please make appropriate adjustment\* of the report format or contents, print and submit it.



\*Note: Please be sure to make the following adjustment after you download the report to Excel.

- To make your name bold and underlined in the list of your research achievement.
- To fill in Y or N in the “SCI/SSCI/A&HCI/ESCI 論文(Journal) (Y/N)” fields for each paper.

## ◆ Assess your Skills

Click “Assess/Develop Skills → Skills TOP” from the function menu. Out of the three graphics under the “Vitae Researchers Development Framework” (RDF), choose and click the middle “Employability”.

Out of 63 skill descriptors of RDF, you'll find 27 descriptors considered to be required skills/competencies to raise employability (transferability) of the researchers. Click it one by one to check which phase you are.

大項目	中項目 (Sub-domain)	小項目 (Descriptor)	フェーズ (Phase)	エビデンス (Evidence)	アクションプラン (Action Plan)
A: 知識とスキル	A1 知識基盤	A1.1 専門分野の知識 (Subject knowledge)	3	[A1] A B C Dの研究において、テーマを「○○」に特定し、基本的な研究上の問いと仮説を導き、3分間コンペティション2015において企業賞XYZを受賞した。	[A1] 特に養成が必要と思われるA1.1 (専門分野の知識) の強化に努め、養成科目の受講、および各種イベント参加によってレベルを上げる。
		A1.2 研究方法 (理論的知識) (Research methods - theoretical knowledge)	0		

A pop-up window will show you the description of expected skills, knowledge, attitude and behavior by phase. Choose the phase you think you are at as of today and click “Save”.

詳細項目確認&診断(RDF Descriptor Phases & Assessment): 雇用適正診断(Employability)

RDF No. A2.5 能力(Skill) 問題解決力 (Problem solving)

下記のフェーズごとに求められる知識・態度・技術を確認し、今自分が達成していると思うフェーズを選択してください。選択した診断記録は更新日ごとに保存され、過去に遡って出力できます。  
Please select your current phase, based on the below description (expected knowledge, skills and attitude). Your self-assessment record will be stored in the database, which can be historically extaced.

フェーズ(Phase)					
0	1	2	3	4	5
自分の研究における基本テーマを特定し、基本的な研究上の問いと仮説を構っている。(Isolates basic research questions and hypotheses.)	幅広い研究課題に対して解決策を練り上げて適用し、研究成果を効果的に分析、解釈している。(Formulates and applies solutions to a range of research problems and effectively analyses and interprets research results.)	研究の新たな動向、複雑な問い、広範な課題を見定め、大型のプロジェクトを立案している。(Identifies new trends, complex questions and broader problems; designs substantial projects. Challenges particular hypotheses and refines them in the light of results.)	物事の理解に大きく貢献することで研究課題をリードしている。的確な問題提起によって、従来型の思考一般に異議を唱え、研究テーマを前進させるプロジェクトを立案している。(Leads a research agenda by making major contributions to understanding. Asks the pertinent questions and designs projects that challenge traditional thinking in general and progress research themes.)		

自分の現在の達成フェーズを選択してください。 Please select your current phase. 3

保存(Save)

27 descriptors are categorized into four big domains from A to D. You can fill in the evidence (to prove your phase) and action plans (to improve each skill) per domain, by clicking the pencil icon to appear at the top right corner of each cell. Click [Save] to complete your assessment.

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A: 知識と知的能力	A1 知識基盤	A1.1 専門分野の知識 (Subject knowledge)	3	[A1] A B C Dの研究において、テーマを「○○」に特定し、基本的な研究上の問いと仮説を練り、3分間コンペティション2015において企業賞XYZを受賞した。	[A1] 時に達成が必要と思われるA1.1 (専門分野の知識) の強化に努め、養成科目の受講、および各種イベント参加によってレベルを上げる。
		A1.2 研究方法 (理論的知識) (Research methods - theoretical knowledge)	0	[A1.2] 学部生の時にXXXを行ったことにより自信を持っている。XXX、XXXを利用して情報探索を行い、常にその信頼性を確保するためにXXXという方法を使って検証し、指導教員に確認している。	[A1.2] 自分の専門分野についての知識を深化させるため、XXX、XXXに挑戦する。(2017年3月末まで)
		A1.3 研究方法 (応用力) (Research methods - practical application)	0		対象養成科目を受講する。(1年次後期中)

To export the assessment results into Excel, click “Reporting” icon at the top right, choose Employability under the “Assessment Type” and click “Export” to download the report.

雇用適正診断(Employability)

能力養成 / Skill Development

能力診断/更新 Assessment 養成科目 Subjects 全体・年間目標 Objectives 自己評価レポート Reporting

レポート出力(Reporting)

各種レポート出力(Extract Reporting) 出力(Export) 閉じる(Close)

設定・更新した目標・行動計画、自己評価結果をレポートとして出力します。診断タイプ、出力時点をそれぞれ選択し、「出力」ボタンをクリックしてください。 You can extract your objectives/action plans/skill assessment results in Excel format. Choose the Assessment Type and Date of Record, and click the “Export” button.

出力内容設定(Reporting Criteria)

診断タイプ(Assessment Type) 研究者基礎能力診断(Starter in Research)

出力時点(Date of Record) 研究者基礎能力診断(Starter in Research) 雇用適正診断(Employability) R D F 全項目診断(Full RDF Skills)

◆ Other Remarks

Click your account name at the upper right corner, where you can find the “Sign out” button.



◆ Inquiry/Contacts

If you have any questions or queries about HIRAKU-PF, please contact HIRAKU Operating Council Office (hiraku@hiroshima-u.ac.jp).

