



Young Researchers' Portfolio (HIRAKU-PF)

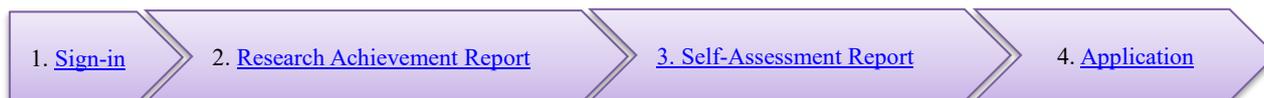
User Guide for HIRAKU Long-Term Internship Applicants

◆ What is HIRAKU-PF?

HIRAKU-PF provides a platform for young researchers including doctorate students and postdocs, so that they can get connected with other researchers in different fields and interact with the industry outside of academia, through multiple functions to help appeal their profile and research, such as Portal, ePortfolio, search functions, to name a few. You, as a young researcher, can also receive various information from HIRAKU Member Organizations (universities, companies, public institutes, etc.), which is beneficial for your career development or skill enhancement, including internship opportunities, open positions, training programs/workshops, amongst others. The Skill Development function is also available to help you to understand your strengths and areas of improvement for your continued growth. Through multiple functions to “collect”, “connect” and “interact”, HIRAKU-PF helps you deepen your connection to society and expand your network with insights, which will eventually develop your future.

If you are wishing to participate in the HIRAKU Long-Term Internship Program, you will be required to download the Research Achievement Report and the Self-Assessment Report, and submit them together with the other application documents within HIRAKU-PF.

This User Guide illustrates how to log-in to the system, register your research activities/achievements and conduct your self-assessment, in order to download and submit the aforementioned reports.



You should also make a meeting request through the HIRAKU-PF Career Counseling function to undertake a preliminary consultation with a career adviser, which is a mandatory requirement prior to the submission of your application documents. Please refer to the USER GUIDE, which is accessible from the icon appearing at the upper-right of the screen within HIRAKU-PF.

1. How to sign-in to the system

If you are enrolled at Hiroshima University as a doctoral student, you should have received a HIRAKU-PF ID and password right after your entry to the doctoral program, via an e-mail notification from the HIRAKU Operating Council Office (wakateyousei@office.hiroshima-u.ac.jp) to your original Hirodai e-mail address ([Student ID]@hiroshima-u.ac.jp). If you cannot find the e-mail notification, have changed your Hirodai e-mail address, or you do not remember your password, please contact the HIRAKU Operating Council Office.

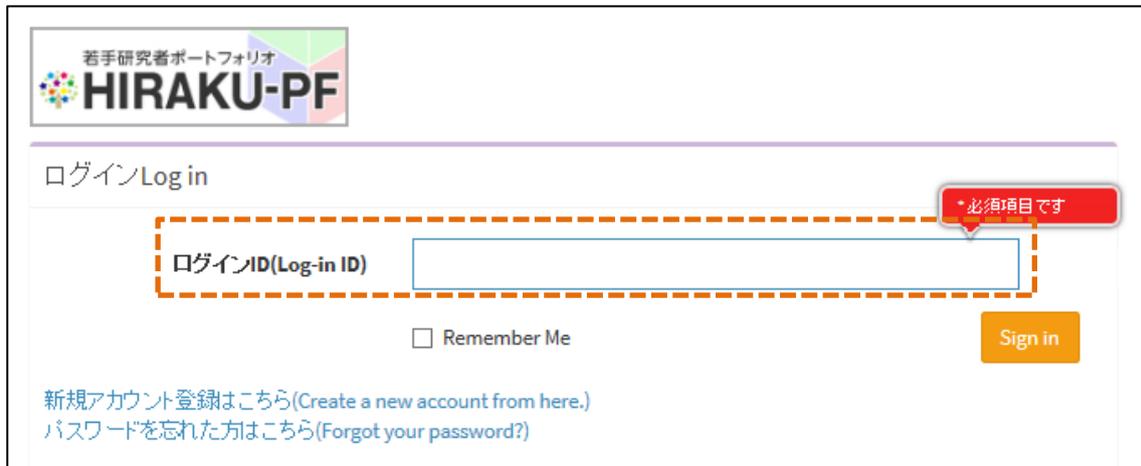
For those who are enrolled at a HIRAKU Member Organization other than Hiroshima University, or for those who have not received their password*¹, please follow the below procedure to create a new account. (*¹ Please firstly confirm that your account has not been created, to avoid duplicate account creation.)

- ① Click [here](#)
- ② Click “(Create a new account from here.)”, enter your e-mail address that contains the domain of your enrolled organization, and click Save.
- ③ Access the auto-notification e-mail which should have been sent to the e-mail address you registered during step ③ and click the URL there. (If the link does not automatically transfer you to the HIRAKU-PF site, please copy and paste the URL into your browser.)
- ④ Enter your basic profile information into the “Account Registration” page.
- ⑤ 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

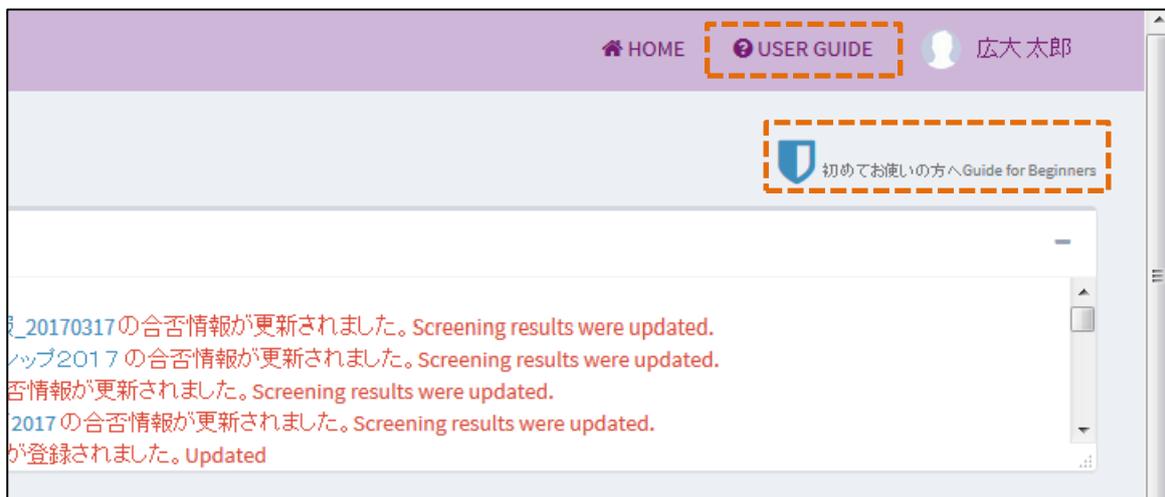
① Click the below URL to log-in to HIRAKU-PF.
<https://www.hirakupf.hiroshima-u.ac.jp>

② Enter your “Log-in ID” and click the “Sign in” button.



③ Enter your password and click “Sign in”.

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

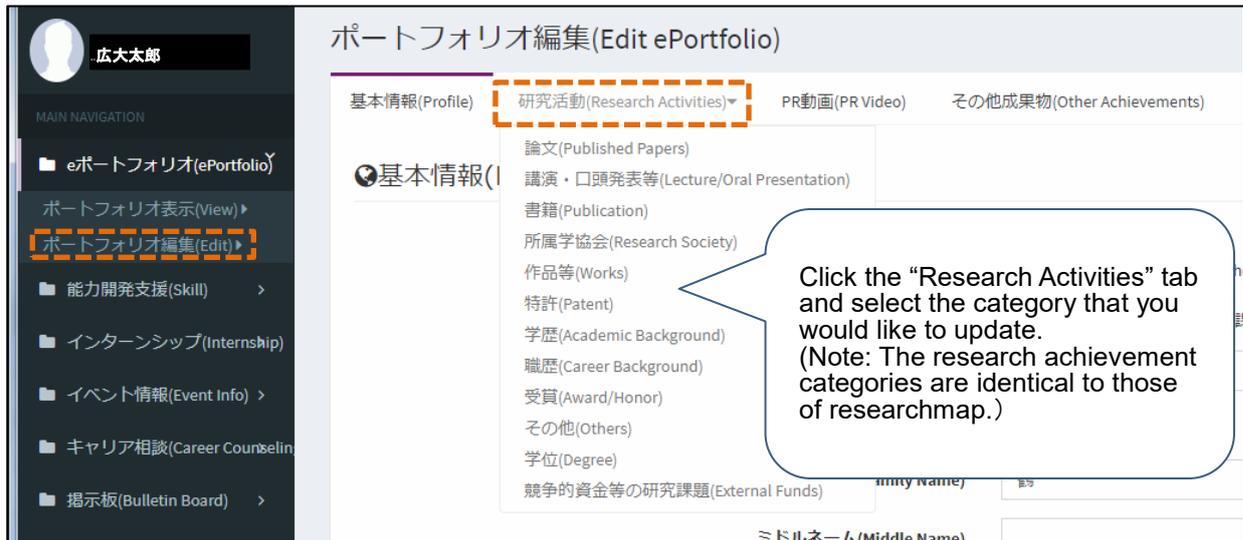


2. Update your research achievements and download the report

Click **ePortfolio → Edit** from the function menu on the left of the screen. Following the User Guides, click the “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” P42~43 1.ePortfolio ③ Update your basic profile and your research achievements. & ④ Upload your research activities in bulk.



You can bulk upload your research achievements for each category. To do so, click the “Download” button to download the Excel template first and fill in/edit/delete necessary information accordingly. Click the “Upload” button and choose the updated Excel file to overwrite the registered information.



ポートフォリオ編集(Edit ePortfolio)

基本情報(Profile) 研究活動(Research Activities) PR動画(PR Video) その他成果物(Other Achievements)

論文(Published Papers)

一括登録したい場合には、「ダウンロード」ボタンを押して一括登録書式を落とし、新しい登録情報を入力してローカルに保存してからアップロードしたファイルの残したい情報の下に追加情報を入力してアップロードしてください。If you want to bulk-upload your achievement record and click the "Upload" button to upload the file. Please be noted that the upload file will fully overwrite the information, so please leave any pre-registered information.

ポートフォリオ公開先(Privacy Setting) ネット公開(Public) 他ユーザに開示 (Open to the other users) 自分専用 (Private)

新規登録(New) ダウンロード(Download) アップロード(Upload)

編集(Edit)	削除(Delete)	タイトル(Title)	著者(Author)	誌名(Title of Journal)
編集(Edit)	削除(Delete)	Le Grand Scientifique	Test D Hirodai	L'etude Scientifique
編集(Edit)	削除(Delete)	若手研究者の実態 (テスト)	広島Dテスト	ABC
編集(Edit)	削除(Delete)	What to learn from TED?	Test D Hosokawa	THE ACADEMIA

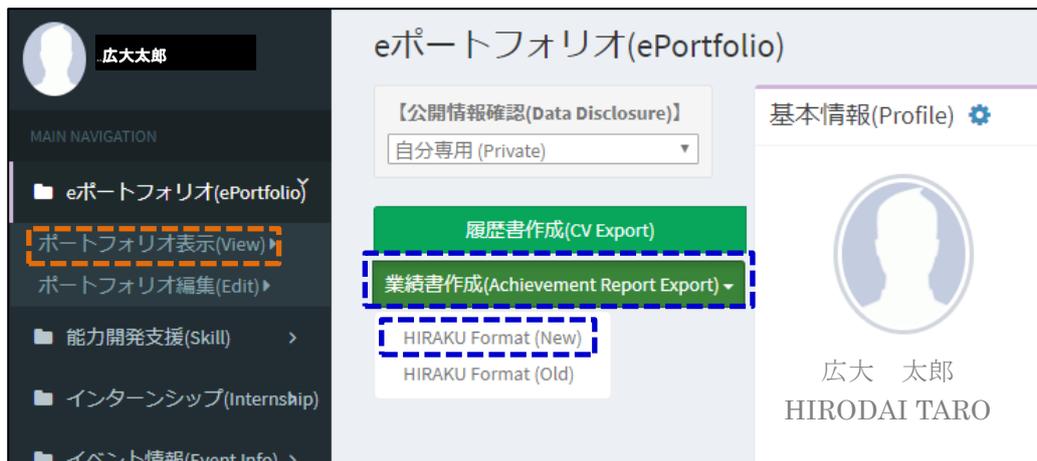
◆ **Download your Research Achievement Report**

Click **ePortfolio → View** from the function menu on the left. Click the **Achievement Report Export** icon in green and select **HIRAKU Format (New)** to download your report into Excel. Please make necessary adjustments* to the report format.

*Note:

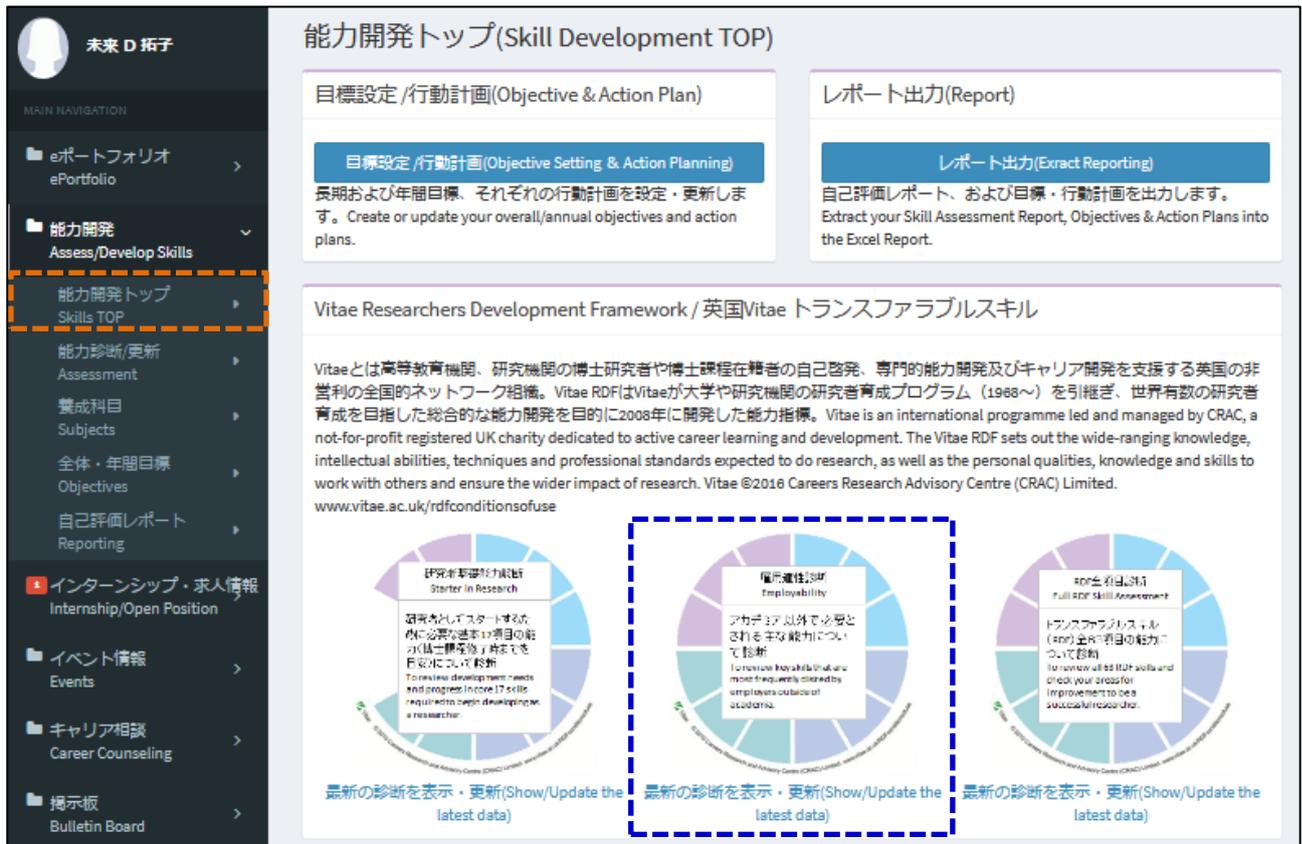
Please make the following modifications to the downloaded Excel report before submission:

- Make your name bold and underlined within the list of the achievement record.
- Fill in Y or N in the “SCI/SSCI/A&HCI/ESCI 論文(Journal) (Y/N)” section for each paper.



3. Self-Assessment and download the report

Click **“Assess/Develop Skills → Skills TOP”** from the function menu. Click the **“Employability”** graphic under the Vitae Researchers Development Framework section to start your assessment.



Out of the 63 descriptors of skills and competencies expected of researchers, 27 of those are selected to assess your employability. Click each skill descriptor to check your current phase for each.



雇用適性診断 (Employability)

最終更新日時
2019/03/20 11:23

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	A1.1 専門分野の知識 (Subject knowledge)	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		

Cancel Save

You can check the expected level of skills, knowledge, attitude and behavior at each phase per each respective skill descriptor. Choose the phase that you think you are currently at.

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
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述べている。(Isolates basic themes of own research; formulates 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。 保存(Save)

The 27 skills are divided into 4 domains from A to D. Pick up specific skills you would like to highlight within each domain and fill in the evidence of your assessment (in regard to which phase/s you are at) in the Evidence section, and how to develop/improve those skills in the Action Plan section. You can click the **pencil icon** to edit the contents. Click the **"Save"** button once you complete all entries.

最終更新日時 2019/03/20 11:23 雇用適正診断(Employability)

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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: 知識と知的能力	A1 知識基礎	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	[A1.4] 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。	[A1.1] 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)

Click the **"Reporting"** button at the upper-right, choose **"Employability"** for the Assessment Type and click the **"Export"** button to download the Assessment Report.

雇用適正診断(Employability)

能力養成 / Skill Development 自己評価レポート Reporting

能力診断/更新 Assessment 全体・年間目標 Objectives

養成科目 Subjects

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.

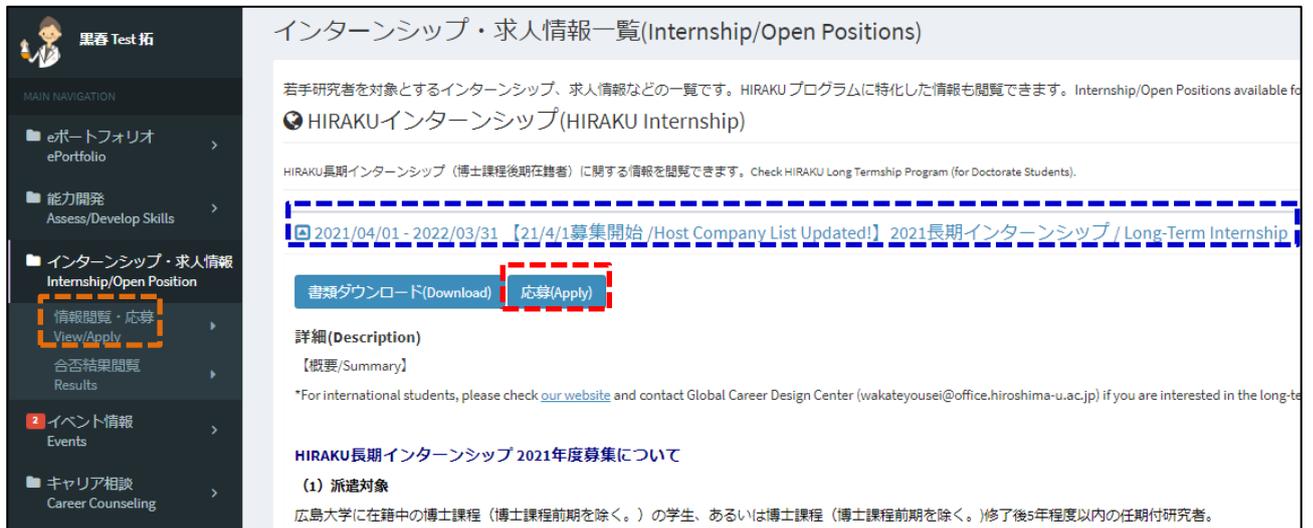
出力内容設定(Reporting Criteria)

診断タイプ(Assessment Type)

出力時点(Date of Record)

4. Application to the HIRAKU Long-Term Internship

Click “[Internship/Open Position → View/Apply](#)” from the menu. Open the [Long-Term Internship](#) information listed under “HIRAKU Internship”, click the [Apply](#) button, find all the application documents from your browser, including the Research Achievement Report and the Self-Assessment Report created in the above steps 2 and 3, and attach them to complete your application.



◆ Other Remarks

Click your account name at the upper-right corner of the screen and click the “Sign out” button to log out of the system.



◆ Inquiry/Contacts

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