Guide on
Japan Graduates Database (JGRAD)

(Address: https://hr.nistep.go.jp/)

National Institute of Science and Technology Policy
Ministry of Education, Culture, Sports, Science and Technology

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Overview of Doctoral Human Resources Database (JGRAD)

The National Institute of Science and Technology Policy (NISTEP) of the Ministry of Education, Culture, Sports, Science and Technology of Japan is currently working on the Doctoral Human Resources Database (JGRAD). We strongly encourage you to take this opportunity and register your profile in JGRAD.

Background and Purpose

Doctorate recipients are expected from industry, academia and government to be leaders of science and technology for innovation. NISTEP is a research institution of MEXT and constructs the Doctoral Human Resources Database (JGRAD) based on attributes and career information of doctoral graduates to provide a better understanding of doctorate graduates' activities in the society.

JGRAD not only offers a better understanding of doctoral graduates' research and career status, it also helps with policymaking through various surveys and analysis to ensure the graduates play an active role in the society.

Specifically, JGRAD will use the information provided by doctoral students and graduates for the following purposes:

i. Tracking doctoral graduates' career

ii. Research, analysis and academic research on doctoral graduates' research activities and occupations status

iii. Compiling statistics of doctoral graduates' research activities and occupations status

iv. Policymaking for doctoral graduates to play an active role

v. Communication and contact with doctoral graduates for surveys, requests and information provision related to i to iv

Benefits of Registration

We are considering providing various information to everyone who registers to JGRAD including information that can support their career. For example, we are making progress to cooperate with Japan Science and Technology Agency's researchmap and JREC-In Portal. We will also listen to users' voice and establish a system that benefits the registrants.

Handling of Personal Information

- Data you provide will be stored in one database. The DB will be managed by NISTEP and the operator for its strict security.

- NISTEP and the university you belong to or graduated from can only check the data of doctoral students and graduates. We may use the information you provided for career guidance or contact alumni.

- For more information about "Personal Information Handling", please refer to the following link.
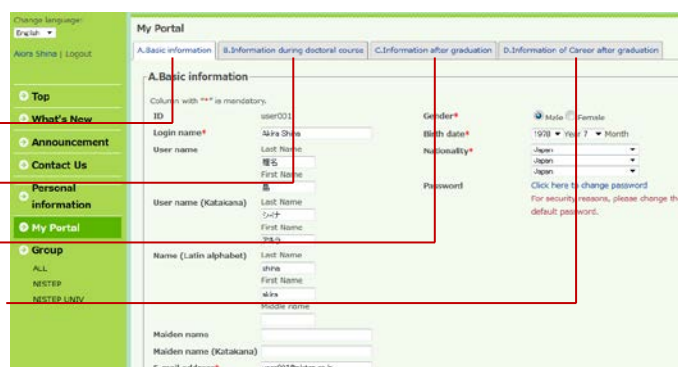
  https://hr.nistep.go.jp/personal-information/

JGRAD Registration process

Structure of JGRAD's My Portal

A. Basic Information

B. Information during doctoral course

C. Information after graduation

D. Information of Career after graduation

Overview	Main registration items

Initial registration

Overview
- After you receive the ID and password from your university, please access JGRAD and carry out initial registration in My Portal immediately.
- Refer to next page for how to login.
- If you do not register after a certain period, the university or NISTEP may send you an email requesting you to register.

Main registration items

A. Basic Information
- Email address (can be used after graduation)
- Gender
- Date of birth   etc.

B. Information during doctoral course
- Field of study
- Past working experience   etc.

Enrollment survey

Overview
- Every November, we check the JGRAD registration information and enrollment status of each registrant.
- Please cooperate with the questionnaires sent by the university or NISTEP.
- Please enter the information as of November 1.

Confirming registered information
- Affiliation   etc.
  (If there are any changes, please modify the information in **A. Basic Information** and/or **B. Information during doctoral course**)

Enrollment survey
- Place of residence
- Thoughts on future career etc.

Registration at completion

Overview
- Please register your information when you completed or withdrew from the doctoral program.
- Please enter the information as of May 1 after the graduation or withdrawal.

C. Information after graduation
- Program completion/ withdrawal date
- Whether you have earned a degree
- Degree you earned
- Career information after graduation/ withdrawal   etc.

Survey after graduation

Overview
- Every November, we confirm the affiliation information and conduct post graduation survey
- Please cooperate with the questionnaires sent by NISTEP.
- Please enter the information as of November 1

Confirmation of affiliation information
- Affiliation   etc.
 (If there are any changes, please modify **D. Information of Career after graduation**)

Survey after graduation
- Place of residence
- Career status   etc.

※ We will notify you of any changes in registration process.

1   Basic authentication

- Go to: **https://hr.nistep.go.jp/**.
- Basic authentication is required before the top page is displayed. Enter the **ID and password for basic authentication**.
    - ✓ The ID and password for basic authentication differ from the ID and password for login (see below).
    - ✓ ID and password for basic authentication are listed in the account notification email sent by your university. Please contact the university or secretariat if you have any questions.
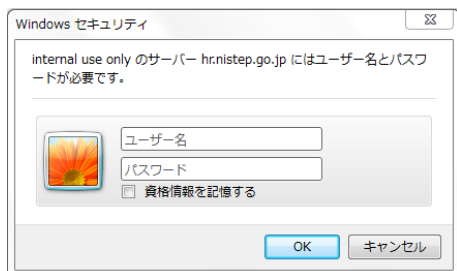

2   Login authentication

- After the top page appears, enter the **login ID and password** in the form at the upper left corner of the screen and click **Login**
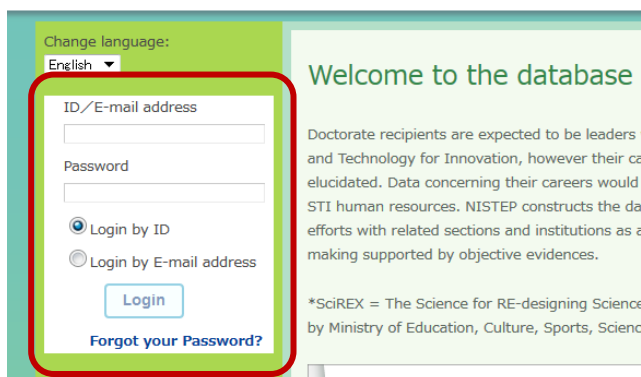
3   First login

- When you log in for the first time, you need to activate (start setup). Read the Use Agreement, enter your e-mail address, agree to the terms of use, and click <**Send**>.
- If the "Activate Doctoral Student Database" screen is not displayed, please choose "My Portal" on the left menu, and display the First login screen.
- URL for first login will be notified to the e-mail address you entered above. Click the URL.
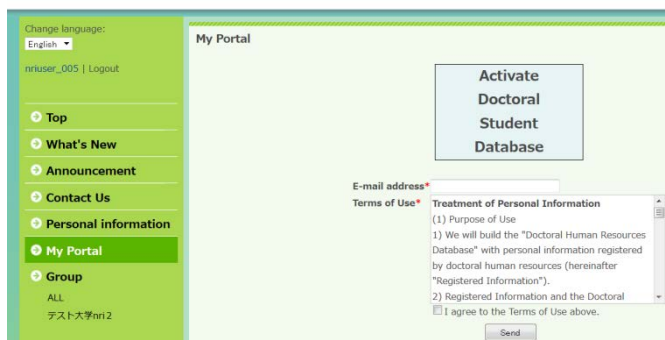
4   Password change

- Open the URL for first login and set a new password.
- If your personal top page (**My Portal**) appears, you have successfully logged in.
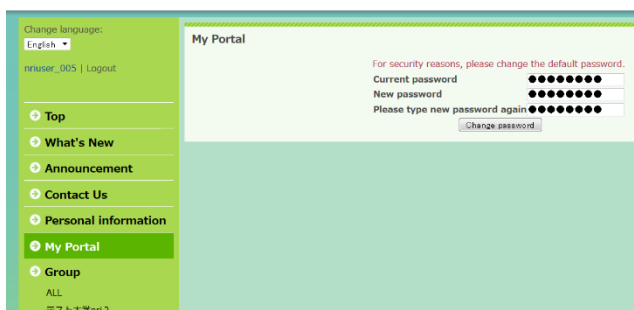
5 | Go to editing screen

- Click <**Edit**> at the top of <**My Portal**> displayed on the screen after login.

6 | A. Basic Information

- First, **A. Basic Information** tab is displayed.

- Enter the necessary information and click **OK** at the bottom of the tab.

  ✓ Please note that if you do not click **OK**, information you entered will not be saved.

7 | B. Information during doctoral course

- Next, go to **B. Information during doctoral course** tab.

- Enter the necessary information and click **OK** at the bottom of the tab.

  ✓ Please note that if you do not click **OK**, information you entered will not be saved.

8 | Data update

- You may be requested to answer questionnaires from NISTEP and universities. Questionnaires can be answered on the DB website. Your kind cooperation is appreciated.

- When you complete or withdraw from your doctoral program, please go to **C. Information after graduation** tab and enter required information.

- If anything changed after your graduation, please go to **D. Information of Career after graduation** tab and update the information.

- NISTEP and university may send you emails regularly to request you to update your information.

9 | Others

- Please refer to the following website for FAQ, User's Manual, and event information.
  http://www.nistep.go.jp/research/jgrad

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