

# Guide on Doctoral Human Resources Database

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



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

# Overview of Doctoral Human Resources Database

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 (DB). We strongly encourage you to take this opportunity and register your profile in the DB.

## Background and Purpose

- In Japan, active engagements of doctoral human resources in promoting innovations through science and technology are anticipated among industry, academia, and government.
- However, there is only a limited access to information on career paths of people after completion of doctoral studies, and a system assessing the activities of doctoral human resources in the society is yet to be developed.
- To overcome these challenges, we started developing the Doctoral Human Resources DB, as an information base to keep track on profiles and career paths of doctoral human resources. With this DB, we plan to further promote policy making for graduate education based on evidences.

## Benefits of Registration (Planned. Under consideration toward a full-scale operation)

### Carrier Support

- Opportunities and information on scholarships, job openings, overseas research positions, internships, etc. will be provided.
- Communication with alumni working for companies and laboratories will be possible.
- Role models and mentors can be found by viewing and searching information on careers of the DB registered members.

### Communication among PhDs

- The DB can be utilized as a place of interaction on a basis of university, graduate school, and research laboratory, as well as a place of interaction for international students.

### Collaboration with researchmap and JREC-IN

- Data exchange will be possible through collaboration with researchmap, JREC-IN, and others.

## Handling of 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 cannot look into individual data. Only anonymized data can be viewed.
- The university which you are currently enrolled or graduated can view your individual data. You may be contacted for a request of alumni visit or contact with alumni.

# How to Register

## 1 Login

- 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. (Note: The ID and password for basic authentication differ from the ID and password for login (see below)).
- After the top page is displayed, click <Login> on the upper right corner of the screen. Enter the ID and password for login. Check <Login by ID> and then click <Login>. (Note: You cannot log in, if <Login by E-mail address> is checked.)
- 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>.
- URL for activation will be notified to the e-mail address you entered above. Click the URL.
- If your personal top page (My Portal screen) appears, you have successfully logged in.

## 2 Entering Data

- Click the <Edit> button, fill in the information on <Basic Information> and <During doctoral course>. (Note: Enter the e-mail address you would continue to use after the completion of doctoral study.)
- Some of information may have been already filled in, as some universities have imported their own data beforehand.
- After you have completed your data entry, click <OK>. If you do not confirm, the data you entered will not be saved.

## 3 Updating Data

- When you complete your doctoral study, fill in the information on <After graduation>.
- After the completion of your doctoral study, update information on your record of research publications, change of employment position, etc.
- You may receive e-mails from your university on a regular basis, requesting for data update.

## 4 Others

- On the DB website, various information, such as NISTEP news on the situations of doctoral studies and careers after the completion of doctoral study, will be updated. Check the site on a regular basis.
- You may be requested to answer questionnaires from NISTEP and universities. Questionnaires can be answered on the DB website. Your kind cooperation is appreciated.
- On the bulletin board, communication among registered members, including doctoral graduates, is possible. Your participation is welcome.
- For further details of the DB usage, please refer to the "Doctoral Human Resources Database Operation Manual", under a separate cover.

## **Contact**

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