

\* The Japanese version is the authoritative version, and this English translation is intended for reference purposes only. Should any discrepancies or doubts arise between the two versions, the Japanese version will prevail.

## **The University of Tokyo Regulations on Academic Staff Training**

Established: The University of Tokyo Rules No. 17; April 1, 2004

### **Article 1 Purpose**

The purpose of these Regulations is to provide for necessary matters concerning on-the-job training for University of Tokyo academic staff pursuant to Article 12 of the University of Tokyo Regulations on Conditions of Employment of Academic Staff (Rules No. 16 of 2004).

### **Article 2 Academic Staff Training**

Academic staff members may, at their initiative or the order of their dean or director, engage in training related to their field of teaching or research away from their place of work, provided that the training does not impede their teaching or research duties.

### **Article 3 Approval of Training**

1. Academic staff members who wish to engage in self-initiated training as prescribed in the preceding Article shall obtain prior approval from their dean or director pursuant to the rules established by their academic organization (meaning the organizations listed in Chapters 3 and 4 of the University of Tokyo Rules on Basic Organizations (Rules No. 1 of 2004); the same shall apply hereinafter).
2. Approval as prescribed in the preceding paragraph shall generally be obtained for each separate day of training or a set of consecutive training days. However, blanket approval may be granted if training is to take place on a regular basis during a certain period.

### **Article 4 Long-term Training**

1. Participation in training outside Japan shall be limited to a period of two years per absence. If approval is required to be granted for overseas training beyond that period, an order shall be issued to the academic staff member to engage in external training as prescribed in Article 2, paragraph 1, item (1) of the University of Tokyo Regulations on External Assignment of Academic and Administrative Staff (Rules No. 22 of 2004).
2. Participation in training outside Japan as prescribed in the preceding paragraph shall be

limited to a total of four years.

**Article 5 Compensation During Training**

Academic staff members undergoing training are prohibited from accepting compensation (and benefits equivalent to compensation) from the university, laboratory, or other institution where the training is conducted unless the academic staff member is undergoing training outside Japan and has received permission to hold concurrent employment.

**Article 6 Necessary Travel Expenses for Training**

If academic staff members undergo training at a remote location requiring expenditures for travel and stay, the academic staff members are entitled to receive partial or full subsidies on the expenditures from external organizations.

**Supplementary Provisions**

These Regulations shall come into force on April 1, 2004.