

* 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 Sabbaticals

Established: The University of Tokyo Rules No. 18; April 1, 2004

Revised: The University of Tokyo Rules No. 127; March 26, 2020

Article 1 Purpose

The purpose of these Regulations is to provide for the standards concerning sabbaticals and equivalent long-term training for University of Tokyo academic staff pursuant to Article 12, paragraph 4 of the University of Tokyo Regulations on Conditions of Employment of Academic Staff (Rules No. 16 of 2004) (hereinafter referred to as the Regulations on Conditions of Employment).

Article 2 Length of Sabbaticals

1. The length of a sabbatical (hereinafter referred to as sabbatical period) shall, in principle, be the period specified for the categories listed in each of the following items.
 - (1) For those whose term of continuous service as a member of university academic staff is over three years – from over one month to not more than six months.
 - (2) For those whose term of continuous service as a member of university academic staff is over six years – from over two months to no more than one year.
2. The sabbatical period prescribed in the item 1 of the preceding paragraph may be taken in a cumulative period of no longer than one year from the first start date of the sabbatical period, and the sabbatical period prescribed in item 2 of the same paragraph may be taken in a cumulative period of no longer than two years from the first start date of the sabbatical period. In this case, each segment of the sabbatical period shall be longer than one month.

Article 3 Requirements

1. Academic staff members shall as part of their long-term training, acquire the right to devote themselves to independent research and study at domestic and research institutes, etc. in order to improve their abilities in specialized fields, pursuant to the provisions in the items of paragraph 2 of the preceding article.
2. Once an academic staff members exercise their rights set forth in the preceding paragraph, then the said right shall be lost. However, academic staff members shall be entitled to the

right to take a sabbatical once again after acquiring the period of service prescribed in each item of paragraph 1 of the preceding Article calculated from the end of the immediately preceding sabbatical period.

3. Periods of long-term training, and periods of long-term training as prescribed in Article 12, paragraph 3 of the Regulations for Conditions of Employment and periods of external training as prescribed in Article 2 of the University of Tokyo Regulations on External Training of Academic and Administrative Staff Assigned to Research Duties, etc. (Rules No. 23 of 2004) shall, in principle, be excluded in the calculation of the period of continuous employment prescribed in paragraph one of the preceding Article.
4. Academic organizations within the University (meaning the organizations listed in Chapters 3 and 4 of the University of Tokyo Rules on Basic Organizations (Rules No. 1 of 2004)) may establish their own sabbatical eligibility requirements such as age, work contents, work experience, etc., separate to the requirement prescribed in these Regulations.

Article 4 Exemption of Duties During Sabbaticals

The head of each academic organization may, pursuant to the rules established by their organization, exempt academic staff members on sabbaticals from attending faculty meetings and executing other duties pertaining to the management and operation of the academic organization.

Article 5 Procedures

1. University academic staff members who wish to make use of their rights as specified in Article 3, paragraph 1 or the proviso of paragraph 2 shall submit to their dean or director an application stating the length, place and outline of research and study.
2. Deans or directors may, upon receiving an application prescribed in the preceding paragraph, give approval thereof provided that the sabbatical in question is deemed not to impede the academic organization's educational activities and operations.
3. University academic staff members whose sabbatical research shall be performed away from their normal place of work shall complete the prescribed procedures for business trips.

Article 6 Long-term Training Equivalent to Sabbatical

1. Deans or directors may allow an academic staff who has just been employed or promoted to concentrate on independent research at a domestic or overseas educational research institution as part of their long-term training as prescribed in the provisions of Article 12, paragraph 3, should they feel there will be a beneficial effect on their education and research in the specialized field.
2. The provisions of the preceding two articles shall apply *mutatis mutandis* to the training specified in the preceding paragraph.

Supplementary Provisions

1. Effective Date

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

2. Transitional Measure

With regard to the treatment of similar programs for academic staff training operated by academic organizations since before the effective date, the enactment of these Regulations shall not preclude the operation of those programs provided that the programs do not significantly deviate from these Regulations.

Supplementary Provisions

These Regulations shall come into force on April 1, 2020.