

\* 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 External Assignment of Academic and Administrative Staff for Training Involving Research Duties**

Established: The University of Tokyo Rules No. 23; April 1, 2004

### **Article 1 Purpose**

The purpose of these Regulations is to provide for necessary matters concerning external assignment of academic and administrative staff for training involving surveys or research, etc., or for specialized duties pursuant to Article 2, paragraph 3 of the University of Tokyo Regulations on External Assignment of Academic and Administrative Staff (Rules No. 22 of 2004).

### **Article 2 External Assignment for Training Involving Surveys and Research**

The University of Tokyo may place academic and administrative staff members on external assignment for training involving surveys and research at schools, research institutes or other public institutions to engage in surveys, research or guidance of matters regarding scholarly pursuits deemed relevant to their position, or to engage in duties such as surveys, etc. regarding international affairs (excluding any cases that fall under the following Article), unless training is simply for the purpose of acquiring knowledge or qualifications.

### **Article 3 External Assignment for Training Involving Specialized Duties**

The University of Tokyo may place academic and administrative staff members on external assignments for training involving specialized duties, based on treaties, accords, exchanges of notes, memorandums or similar written agreements, or agreements between the heads and other members of Japanese governmental agencies and the representatives of international organizations or relevant entities, or on request by any organization listed below.

- (1) International organizations of which Japan is a member.
- (2) Government, provincial or municipal organizations of foreign countries.
- (3) Schools, research institutes or hospitals in foreign countries equivalent to the organizations listed in the preceding two items.
- (4) Other organizations equivalent to the organizations listed in the preceding three items.

#### **Article 4            Procedures for External Assignment**

1. When placing academic and administrative staff members on external assignment for training pursuant to these Regulations (hereinafter referred to as “external training”), the University of Tokyo shall inform the academic and administrative staff members of their host organization, the period of external assignment, compensation during the assignment and other necessary, major terms of the assignment at least one month in advance, in principle.
2. Academic and administrative staff members under external training may not change their initially assigned host organization unless deemed particularly necessary and prior notice thereof is given.

#### **Article 5            Period of External Assignment**

1. External training shall be assigned for the amount of time deemed necessary, up to three years. In such case, periods of external training less than three years may be renewed for up to three consecutive years counted from the first day of the initial period of assignment.
2. As long as the external training assignment remains in effect, the period of assignment in the preceding paragraph may not exceed three consecutive years, regardless of whether the duties change during the course of assignment.

#### **Article 6            Compensation**

The University of Tokyo may supplement the compensation of academic and administrative staff members under external training in accordance with the amount of compensation paid by their host organization (including payments deemed equivalent to the compensation) to the amount that does not cause the total payment to exceed the amount of compensation normally payable by the University.

#### **Article 7            Travel Expenses**

The University of Tokyo shall not pay travel expenses pertaining to external training, except when measures for budget allocations are separately made.

#### **Article 8            Reinstatement**

External training assignments shall be terminated and the academic or administrative staff member shall be reinstated to the University of Tokyo when the surveys or research, or specialized duties performed at the host organization to which the member is assigned for external training are completed or when the member no longer needs to engage in those duties.

## **Supplementary Provision**

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