

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

The University of Tokyo Regulations on Disciplinary Action against Academic and Administrative Staff

Established: The University of Tokyo Rules No. 31; April 1, 2004
Revised: The University of Tokyo Rules No. 122; March 30, 2006
Revised: The University of Tokyo Rules No. 130; March 26, 2020

Article 1 Purpose

The purpose of these Regulations is to provide for necessary matters regarding the handling of disciplinary action against the University of Tokyo academic and administrative staff (hereinafter collectively referred to as “employees”) as stipulated in Article 39 of the University of Tokyo Rules on Conditions of Employment of Academic and Administrative Staff (Rules No. 11 of 2004; hereinafter referred to as the “Rules on Conditions of Employment”).

Article 2 Disciplinary Action against University Academic Staff

Procedures for disciplinary action against university academic staff set out in Article 2, item (1) of the University of Tokyo Regulations on Conditions of Employment of Academic Staff (Rules No. 16 of 2004) shall be as prescribed in Article 9 thereof.

Article 3 Procedures for Disciplinary Action

1. In carrying out disciplinary action, the University of Tokyo shall provide the relevant employee with an opportunity to give an oral or written explanation of his or her conduct. The relevant employee may enlist another employee as his or her assistant.
2. Disciplinary action shall be taken by delivering a statement of disciplinary action prepared using the form attached hereto to the relevant employee.
3. If the location of an employee to whom the statement of disciplinary action in the preceding paragraph should be delivered cannot be identified, the University of Tokyo shall manifest its intention to take disciplinary action by giving public notice of the details of the statement in the method prescribed in Article 98, paragraph 2 of the Civil Code (Act No. 89 of 1896). In this case, the statement shall be deemed, pursuant to the provision of Article 98, paragraph 3 of the Civil Code, to have been delivered to the relevant employee at the time

two weeks have elapsed after the day of public notice.

4. Disciplinary action shall take effect when the statement of disciplinary action is delivered to the employee.

Article 4 Method for Compensation Reductions

1. The compensation reduction prescribed in Article 39, item (2) of the Rules on Conditions of Employment shall be applied by deducting the reduction amount from the compensation on the first compensation payment day after the reduction order takes effect (or the next compensation payment day if the reduction order takes effect on a compensation payment day).
2. If the total amount of reduction is greater than 10% of the total amount of compensation payable on the compensation payment day, the reduction amount in excess of 10% shall be deducted from the compensation payable on the compensation payment day of each subsequent month until no remainder exists.
3. If the employee retires from the University of Tokyo before the payment day of the compensation to which a compensation reduction applies, the compensation reduction shall be canceled upon retirement.

Article 5 Calculation of Suspension Periods

1. Periods of short-term suspension from services as prescribed in Article 39, item (3) of the Rules on Conditions of Employment and periods of long-term suspension from services as prescribed in Article 39, item (4) of the Rules on Conditions of Employment shall be calculated based on calendar days.
2. The periods detailed in the preceding paragraph shall not be calculated from the day on which the suspension order takes effect, but shall be calculated from the immediately following day.

Supplementary Provisions

Effective Date

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

Transitional Measures on Acts Committed before Effective Date

2. If an act committed by an employee on or before the day immediately preceding the effective date of these Regulations falls under grounds for disciplinary action prescribed in Article 38 of the Rules on Conditions of Employment, the University of Tokyo may take any form of disciplinary action prescribed in Article 39 of the Rules on Conditions of Employment.

Transitional Measures on Effect of Disciplinary Action before Effective Date

3. With regard to employees subject to disciplinary action under Article 82 of the National Public Service Act (Act No. 120 of 1947) on or before the day immediately preceding the effective date of these Regulations, if the type and degree of disciplinary action are expected to remain in effect on or after the effective date, the type and degree of such disciplinary action shall be deemed to take the form of disciplinary action prescribed in Article 39 of the University of Tokyo Rules on Conditions of Employment of Academic and Administrative Staff (Rules No. 11 of 2004) and, unless otherwise prescribed in an order, continue to have the effect of the type and degree of disciplinary action that was in force before the effective date.

Supplementary Provisions

These Rules shall come into force on April 1, 2006.

Supplementary Provisions

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

Form (Re: Article 3)

Statement of Disciplinary Action

Name:	Current title, job grade and salary level:
Details of, and reasons for, disciplinary action:	
Effective date: [Date]	Delivery date: [Date]
Representative: President The University of Tokyo	