

* 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 Concurrent Employment of Academic and Administrative Staff

Established: The University of Tokyo Rules No. 26; April 1, 2004

Revised: The University of Tokyo Rules No. 116; March 26, 2015

Revised: The University of Tokyo Rules No. 97; March 22, 2019

Article 1 Purpose

The purpose of these Regulations is to provide for the handling of concurrent employment of University of Tokyo academic and administrative staff (hereinafter collectively referred to as “employees”) pursuant to Article 33 of the University of Tokyo Rules on Conditions of Employment of Academic and Administrative Staff (Rules No. 11 of 2004).

Article 2 Criteria for Permission for Concurrent Employment

Concurrent employment as provided for by these Regulations shall be permitted if there is no special interest between the employee and the employer by which the employee will be concurrently employed (hereinafter referred to as “external employer”) nor is there any likelihood thereof, and if it is deemed that the concurrent employment will not impede the employee’s service at the University of Tokyo.

Article 3 Restriction on Participation in Commercial Enterprises

1. Employees shall not concurrently hold the position as an officer (company director, executive officer, accounting advisor, auditor, a partner who executes operation, trustee/director, comptroller, founder or liquidator), manager, or any other position of importance, advisor or an outside councillor (hereinafter collectively referred to as “executive staff”) in a commercial, industrial or financial organization that operates primarily to make a profit which they divide among the members, as a company coming under the Companies Act, or a corporation established by law that primarily operates to make a profit (hereinafter referred to as “profit-making enterprise”), nor shall they operate, on their own account, any profit-making enterprise, unless the employee has received permission on account of special circumstances or if the employee leases out a small-scale

real estate property or parking lot.

2. University academic staff members (hereinafter referred to as “academic staff”) prescribed in Article 2, item (1) of the University of Tokyo Rules on Conditions of Employment of Academic Staff (Rules No. 16 of 2004; hereinafter referred to as the “Rules on Conditions of Employment of Academic Staff”) who have received approval based on reviews to concurrently hold a position as an executive staff of any profit-making enterprise listed in the items below shall, notwithstanding the provisions of the preceding paragraph, be deemed to have received permission to undertake that concurrent employment.
 - (1) Executive staff of a technology licensing organization (TLO).
 - (2) Executive staff of an enterprise that utilizes research achievements.
 - (3) Executive staff of a technology transfer-related enterprise approved by the University of Tokyo.
 - (4) Auditor of a private limited company (including cases falling under items 1 through 3).
 - (5) External director of a private limited company (excluding cases falling under items 1 through 3).
3. The conditions of the concurrent employment for which an employee has received permission to hold under the provision of the preceding paragraph shall be made public.

Article 4 Permission for Employment in Other Enterprises

1. Employees who intend to undertake concurrent employment as executive staff of a business organization other than a profit-making enterprise or to engage in any other business (excluding cases that fall under Article 5) shall obtain permission to do so.
2. Employees who undertake concurrent employment as prescribed in the preceding paragraph at the request of a public agency, etc. may obtain permission to do so by submitting a letter of request from the external employer and a letter of consent to that request from the employee.

Article 5 Concurrent Employment in Education and Research Activities

1. Academic staff who intend to undertake concurrent employment pertaining to educational or research activities prescribed in Article 15 of the Rules on Conditions of Employment of Academic Staff shall obtain permission to do so.
2. Academic staff who undertake concurrent employment as prescribed in the preceding paragraph which relates to education and research activities at the request of a national university corporation, inter-university research institute corporation or other public agency, etc. (excluding concurrent employment as executive staff) may obtain permission to do so by submitting a letter of request from the external employer and a letter of consent to that request from the academic staff.

Article 6 Permitted Period of Concurrent Employment

The permitted period of concurrent employment (excluding the concurrent employment permitted under Article 3, paragraph 2) shall be two year or less (or four years or less for positions for which the period of employment is governed by laws, regulations or other rules). However, this shall not preclude employees from renewing their period of concurrent employment upon obtaining permission.

Article 7 Application Procedures for Concurrent Employment

1. Employees who intend to obtain permission to undertake concurrent employment shall submit in advance the prescribed application form along with the documentation listed in the items below a considerable period of time before the expected start of the employment:
 - (1) Letter of request from the external employer; and
 - (2) Other reference documents (articles of endowment, articles of incorporation, etc.).
2. Notwithstanding the provision of the preceding paragraph, submission of an application form shall not be required if permission for concurrent employment can be obtained through submission of a letter of request from the external employer and a letter of consent to that request from the employee pursuant to these Regulations.

Supplementary Provisions

Effective Date

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

Transitional Measure on Permission

2. If employees have already received, by the day immediately before the effective date of these Regulations, permission or approval for concurrent employment granted under Article 103 or 104 of the National Public Service Act (Act No. 120 of 1947) or Article 21 of the Law concerning Special Regulations for Educational Public Service Personnel (Act No. 1 of 1949) that will continue to be in effect from the date these Regulations come into force, the employees shall be deemed as having received permission under the provisions of these Regulations. The same shall apply to cases of consent for unpaid concurrent employment and cases of approval, etc. for concurrent service as a council member, etc. of a public agency.

Supplementary Provisions

These Regulations shall come into force on April 1, 2015.

Supplementary Provisions

These Regulations shall come into force on April 1, 2019.