The University of Tokyo Regulations on Academic Staff Sabbaticals

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

Article 1 Purpose
The purpose of these Regulations is to provide for the standards concerning sabbaticals (meaning leave allowing academic staff members to dedicate themselves, as part of their long-term in-service training, to self-directed research and study aimed at enhancing skills related to their field of expertise) 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).

Article 2 Length of Sabbaticals
1. The length of a sabbatical shall, in principle, be a continuous period lasting at least six months, but not more than one year.
2. The period prescribed in the preceding paragraph shall, in principle, begin in April or October.

Article 3 Requirements
1. Academic staff members shall be entitled to take a sabbatical, for the period prescribed in the preceding Article, following every seven-year period of continuous employment at the University of Tokyo. In the case of second and subsequent sabbaticals, the seven years shall be calculated from the end of the immediately preceding sabbatical.
2. Periods of long-term training, 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 the preceding paragraph.
3. 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 separate to the
requirement prescribed in paragraph 1.

**Article 4  Duties During Sabbaticals**
Academic staff members on sabbatical may, pursuant to the rules established by their organization, be exempt from attending faculty meetings and executing other duties pertaining to the management and operation of the academic organization.

**Article 5  Concurrent Employment During Sabbaticals**
1. Academic staff members who wish to hold concurrent employment during a sabbatical shall obtain permission to do so.
2. Concurrent employment held during a sabbatical shall be overseen taking into consideration the aims of the sabbatical program.

**Article 6  Procedures**
1. Academic staff members who wish to go on sabbatical shall submit to their dean or director (meaning heads of the academic organizations prescribed in Article 3, paragraph 3; the same shall apply hereinafter) an application stating the length of the planned sabbatical, the place and outline of research and study, and other relevant matters regarding the sabbatical.
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. Academic staff members whose sabbatical research is to be performed away from their normal place of work shall complete the prescribed procedures for business trips.

**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.