

\* 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.

## **Regulations Concerning the Special Training Program at Tokyo University of Foreign Studies**

( July 23, 2013  
Regulation No. 40 )

Amended March 24, 2015: Regulation No. 20

Amended July 10, 2018: Regulation No. 13

### Article 1 Purpose

These Regulations provide the necessary matters relating to a special training program under which full-time teachers (i.e., professors, associate professors, lecturers. Hereinafter the same.) who work for the Tokyo University of Foreign Studies (hereinafter referred to as the “University”) under the provisions of Article 40, paragraph 5 of the Working Regulations for Employees of Tokyo University of Foreign Studies (Regulation No. 52 of 2004) can concentrate on independent research for a certain period in order to improve their education and research capability.

### Article 2 Qualifications

- 1 The teachers who are qualified to engage in the special training shall be those who have been continuously working for not less than the number of years set forth in the following items since the day of their employment as teachers of the University or the day of completion of the special training and who are not more than sixty (60) years of age on April 1 of the year in which such training is conducted.
  - (1) Special training within six (6) months: seven (7) years or more
  - (2) Special training over six (6) months: ten (10) years or more
- 2 The number of years of service in any of the preceding items does not include periods of leave of absence or vacation.
- 3 Notwithstanding the provisions in the preceding two (2) paragraphs, special training may be permitted if the President deems it particularly necessary upon application by a dean.
- 4 Any necessary matter relating to qualifications, etc. for the special training shall be as provided in the Guidelines for Special Training Program at Tokyo University of Foreign Studies (Regulation No. 41 of 2013).

### Article 3 Length of time

- 1 The period during which a person may engage in special training shall be in principle not more than six (6) months. However, when the contents of the research show that it is truly necessary, such period may be a continuous period not more than one (1) year.
- 2 Special training shall begin on April 1 or October 1.

### Article 4 Treatment of salary

- 1 Regarding treatment of salary of teachers during the special training period, salary excluding the base salary

adjustment amount and various allowances for which payment requirements are not fulfilled shall be paid.

- 2 The treatment of salary and other necessary matters shall be as provided in the Salary Regulations for Employees of Tokyo University of Foreign Studies (Regulation No. 54 of 2004).

#### Article 5 Transportation expenses

- 1 In the event that the President deems it particularly necessary for the implementation of the special training program, transportation expenses for a round trip between the place of work and the place of training (limited to travel abroad) may be provided on a one-time basis based on the Travel Policy of Tokyo University of Foreign Studies (Regulation No. 128 of 2004; hereinafter referred to as the "Travel Policy").
- 2 Any necessary matter relating to the provision of transportation expenses shall be as provided in the Travel Policy.

#### Article 6 Training support expenses

The President may grant research support fees if he/she deems it particularly necessary.

#### Article 7 Compensation measures

The President may, if he/she deems it particularly necessary, arrange for the allowance of a part-time lecturer for the school concerned.

#### Article 8 Exemption from duties

During the period of the special training, teachers may be waived of duties related to education and management as stipulated by the schools, etc. to which the teachers engaged in the special training belong (Institute of Global Studies, Institute of Japan Studies, and Research Institute for Languages and Cultures of Asia and Africa. Hereinafter the same.).

#### Article 9 Concurrent employment during training period

Concurrent employment during the special training period is not allowed in principle.

#### Article 10 Procedures

- 1 Any teacher who intends to engage in special training must apply with an Application for Use of Special Training Program (Attached Form No. 1) and Health Status Declaration for Use of Special Training Program (Attached Form No. 2) to the dean of the school to which such teacher belongs.
- 2 The dean may recommend the said teacher to the President along with his/her application form and health status declaration if the said teacher is expected to improve his/her ability for education and research, etc. by implementing a research plan and such is deemed not to particularly cause any difficulty in education and management.

#### Article 11 Determination and notification of trainees

- 1 The decision as to the persons to be engaged in the special training shall be made by the President.
- 2 The President, upon determining the persons to engage in the special training, shall notify the deans in writing.
- 3 A dean who has received the notice in the preceding paragraph shall promptly notify the result to the teacher who has filed such application.

#### Article 12 Report

- 1 Any teacher engaged in the special training shall submit to the President a Special Training Implementation Report (Attached Form No. 3) within two (2) weeks of the completion of the program.

- 2 Any teacher engaged in the special training shall, in principle, make public the results of his/her research, etc. and submit the results to the President within one (1) year of the completion of the program.

Article 13 Deleted

Article 14 Miscellaneous Provisions

In addition to the provisions in these Regulations, matters necessary for the implementation of the special training shall be stipulated separately.



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<p>5. Place of work (When engaging in research at a research institute other than the University, enter the contents of coordination with the accepting organization, etc.)</p>	<p><input type="checkbox"/> Only within the University      <input type="checkbox"/> Outside of the University only      <input type="checkbox"/> Other</p>	
<p>6. Objectives of the progress and results of the research during the period (With regard to the theme of the research, please describe the objectives to be achieved during the period.)</p>		
<p>7. Research plan (Describe the specific research plan by dividing the period during which the institute(s) to be utilized, etc. into month)</p>		
<p>8. Publication of research results (Please enter the schedule for publication of the results of research including the period after the program.)</p>		



### Special Training Implementation Report

<p style="text-align: right;">Date:</p> <p>To the President, Tokyo University of Foreign Studies To the Dean,</p> <p style="text-align: center;">Affiliation, Title Name <span style="float: right;">Seal</span></p> <p>As the special training has been completed, the progress and results of the research are reported below.</p>	
Special training period	From <span style="margin-left: 50px;">to</span>
(i) Research theme	
(ii) Progress of research (Record the specific progress of the research by dividing the period of special training into months, etc.)	
(iii) Results of research (Please enter the status of achievement of the target and the schedule for publication of the research results.)	
(iv) Timing of submitting research results, etc. (within one year in principle)	Date:
(v) Other special matters (Please enter your opinions regarding the special training, requests for the future, etc.)	