

* 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 supersede the English version.

Regulations Concerning Foreign Researchers at Tokyo University of Foreign Studies

April 1, 2004
Regulation No. 67

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Article 1 Purposes

These Regulations provide matters necessary for the term of employment agreement, salary, etc. of Foreign Researchers of Tokyo University of Foreign Studies (hereinafter referred to as the “University”) under the provisions of Article 4, paragraph 3 of the Working Regulations for Employees of Tokyo University of Foreign Studies (Regulation No. 52 of 2004; hereinafter referred to as the “Working Regulations”).

Article 2 Definition of a Foreign Researcher

The term “Foreign Researcher” means a person whom the University invites and who is employed as a researcher for the purpose of participating in joint research, etc. in order to promote academic research.

Article 3 Determination of candidates

- 1 Candidates for Foreign Researchers shall be determined by the President on the recommendation of deans.
- 2 In the selection process, due consideration shall be paid to the qualifications of candidates such as their educational research results, etc. in the same manner as teachers.

Article 4 Invitation procedure, etc.

An invitation letter shall be issued in the name of the President and shall provide details of the conditions for invitation such as affiliate organizations, research subject, working hours, invitation period, salary, travel expenses for taking a new post and returning home, etc. In this case, the period of invitation shall be specified as per the actual plan regardless of the fiscal year.

Article 5 Conclusion of agreement

- 1 The agreement for work shall be made between the President and the Foreign Researcher.
- 2 The agreement in the preceding paragraph shall be concluded in Japanese and English. However, if the foreign national can fully understand the agreement in Japanese, the agreement may be written only in Japanese.

Article 6 Term of employment agreement

The term of employment agreement shall not exceed one (1) year, and if the contract is made in the middle of a fiscal year, the end thereof shall be the last day of such fiscal year. However, this period may be renewed as necessary.

Article 7 Salary

- 1 Foreign Researchers shall be provided with the following salaries:
 - (1) Base salary; and
 - (2) Commuting allowance.
- 2 Base salary for Foreign Researchers shall be Categories A and B. Category A shall apply to those who have achieved outstanding research results, and Category B shall apply to other persons.
- 3 The monthly base salary shall be as shown in Appended Table 1.
- 4 The subcategory for those applicable for Category B shall be determined by the number of years of his/her experience after graduation from a university or junior college which is calculated in accordance with Appended Table 2 (Years of experience conversion table).
- 5 The provisions of Article 17 of the Salary Regulations for Employees of Tokyo University of Foreign Studies (Regulation No. 54 of 2004, hereinafter referred to as "Salary Regulations") shall apply mutatis mutandis in determining the commuting allowance.
- 6 In addition to the provisions in the preceding paragraphs, the provisions of the Salary Regulations shall apply correspondingly to matters regarding the payment of salary.

Article 8 Duties, working hours, holidays, and leave

The provisions for teachers of the University shall apply mutatis mutandis to the duties, working hours, holidays and leave of Foreign Researchers.

Article 9 Travel expenses for transfer and return

When a Foreign Researcher transfers to Japan or returns home, the following travel expenses shall be paid to such Foreign Researcher. However, expenses for returning home shall be, in principle, provided in case of returning home promptly after the expiration date of the employment agreement period.

- (1) Persons applicable for Category A and those under Category B-4.

Railway fare, ferry fare, air fare, car fare, daily allowance, hotel charge, table charge, and miscellaneous travel expenses incurred in the grade of duty corresponding to Grade 11 of the base salary schedule for clerical and technical services prescribed in Article 4, paragraph 2 of the Salary Regulations (hereinafter referred to as the "base salary schedule for clerical and technical services") required by the most economical and usual route and method of the trip.
- (2) Those under Category B-2 or B-3
Railway fare, ferry fare, air fare, car fare, daily allowance, hotel charge, table charge, and miscellaneous travel expenses incurred in the grade of duty corresponding to Grade 9 of the base salary schedule for clerical and technical services required by the most economical and usual route and method of the trip.
- (3) Those under Category B-1
Railway fare, ferry fare, air fare, car fare, daily allowance, hotel charge, table charge, and miscellaneous travel expenses incurred in the grade of duty corresponding to Grade 6 of the base salary schedule for clerical and technical services required by the most economical and usual route and method of the trip.

Article 10 Provision of title

In the event the Foreign Researcher is deemed to be eligible for the position corresponding to a professor or associate professor of the University or above, the President shall provide such researcher with the title of visiting professor or visiting associate professor.

Appended Table 1

Base salary schedule for Foreign Researchers

Categories		Monthly base salary			
Category A		825,800 yen			
Categories		Monthly base salary and subcategory			
Category B	Years of experience after graduating university	0 years or more and less than 14 years	14 years or more and less than 21 years	21 years or more and less than 28 years	28 years or more
	Years of experience after graduating junior college	0 years or more and less than 17 years	17 years or more and less than 24 years	24 years or more and less than 31 years	31 years or more
	Pay step	1	2	3	4
	Monthly base salary	484,700 yen	525,800 yen	561,900 yen	601,600 yen

(Note) With respect to those who have academic background other than the foregoing, such academic background shall be adjusted favorably to such Foreign Researcher based on Appended Table 5 (Years of school attendance reconciliation table) of the Detailed Regulations Regarding the Standards and Operations for Starting Salary, Promotion, Salary Increase, etc.

Appended Table 2

Years of experience conversion table

Personal history		Conversion rate
Length of service as the employee of foreign government and other public institutions or educational and research institutions	Length of service as educational or research-related employee	100/100
	Other period	80/100
Academic background or period of attendance at school or any educational institution similar to school (only period within the limits of regular years of education)		100/100
Length of service as the employee of any private company		80/100
Period of military service, period served as priest or nun		80/100
Other period	Period during which any Foreign Researcher is engaged in the job relating to education, research, etc., and such experience is deemed directly useful	100/100
	Other period	50/100