

*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 Specified Part-Time Lecturers at Tokyo University of Foreign Studies

〔 January 26, 2021
Regulation No. 17 〕

Amended: March 22, 2022 Regulation No.20

Article 1 Purposes

These Regulations shall be applied to persons who teach classes, etc. held by the Tokyo University of Foreign Studies (hereinafter referred to as the "University") based on a service agreement with the University (hereinafter referred to as the "Specified Part-Time Lecturer").

Article 2 Definitions

In these Regulations, "person in charge of classes" means a full-time teacher who is in charge of classes entrusted to specified part-time lecturers.

Article 3 Scope of classes entrusted

The classes entrusted to the Specified Part-Time Lecturer shall be as follows.

- (1) Interactive classes held online by overseas residents
 - (2) On-demand classes (regardless of overseas or domestic residence)
 - (3) Other classes as deemed necessary
2. In conducting the classes listed in the preceding paragraph, the Specified Part-time Lecturers shall plan the content of the classes based on the instructions of the person in charge of the classes, taking into consideration the educational objectives and policies of the University.

Article 4 Selection of candidates for Specified Part-Time Lecturers

- 1 The selection of candidates for Specified Part-Time Lecturers shall be made by the Faculty Council, etc. of the school where the classes are to be held.
- 2 Such Faculty Council, etc. shall report to the President along with any necessary information concerning the selected candidates for Specified Part-Time Lecturers.

Article5 Service agreement

- 1 Upon receipt of the report set forth in paragraph 2 of the preceding article, the President shall conclude a service agreement with candidates for Specified Part-Time Lecturer.
- 2 The period of the service agreement in the preceding paragraph shall be for each academic year or semester and shall not go beyond such year.

Article6 Cancellation of service agreement

The service entrustment agreement with a Specified Part-Time Lecturer shall be cancelled in any of the following cases.

- (1) In the event the Lecturer becomes unable to provide classes due to mental or physical disorder or for any other reason;
- (2) In the event acts damaging the reputation of the University or acts inappropriate for education occur;
- (3) In the event zero students are enrolled in the course in charge;
- (4) In the event such cancellation is requested by the Lecturer for an unavoidable reason; and
- (5) Other cases where there are unavoidable circumstances similar to the items above.

Article7 Miscellaneous Provisions

Any matters not set forth in these Regulations shall be prescribed separately.