

National University Corporation Nagoya Institute of Technology Regulations on the Treatment of
International Faculty Members and Researchers

Established on October 22, 2014

(Purpose)

Article 1 The treatment of International faculty members and researchers at Nagoya Institute of Technology (hereinafter, “the Institute”) shall be governed by these regulations except in the cases separately specified.

(Definition)

Article 2 International faculty members and researchers (hereinafter, “International faculty members, etc.”) are those who are invited from other countries, and are employed or entrusted with duties to be responsible for such matters as collaborative research, teaching, and supervising research (hereinafter, “duties”).

(Salaries)

Article 3 Salaries for International faculty members, etc., in the case of employment shall be decided by the President based on the Nagoya Institute of Technology Rules of Employment for Fixed-term Employed Staff (established on September 11, 2007) or the Rules of Employment for Part-timers at National University Corporations (established on April 1, 2004).

2. Commutation allowances in the case of employment shall be paid based on the Nagoya Institute of Technology’s Regulations on Salaries for Staff (established on April 1, 2004).

(Period of Employment or Entrustment)

Article 4 The period of employment or entrustment for International faculty members, etc., is longer than one month and within one year, in principle. However, if the President finds it particularly necessary, the period can be extended up to five years.

(Affiliation)

Article 5 The affiliation of International faculty members, etc., shall be to a College, School Department, Graduate School Department or Center (hereinafter, “Department”).

(Procedures for Employment Agreements and Entrustment)

Article 6 When employing International faculty members, etc., the Director of each Department shall discuss the terms of employment with them in advance, based on employment contracts that have been separately agreed upon.

2. An application for employment shall be made from the Director of the Department to the President no less than three months before the conclusion of the contract in principle with the necessary documents attached to the application.

3. The President shall make an employment agreement with the person to be employed through reviewing

by the Personnel Planning Board.

4. In cases of entrusting duties to International faculty members, etc., the President shall decide on the matter through the procedure according to Clause 1 and Clause 2, and notify the members with a letter of appointment.

(Procedure to Cancel Employment Agreements)

Article 7 Cancellation of employment agreements with International faculty members, etc., shall be done through the prescribed procedure by the President.

2. When International faculty members, etc., hope to cancel their employment agreements for personal reasons, the heads of their Departments shall make a request to the President in advance with the members' application forms in English or Japanese (a translation should be attached in the case of English), and with the attachment of a statement of reasons, etc.

(Titles)

Article 8 International faculty members, etc., can be granted the title, Visiting Professor, Visiting Associate Professor, or Visiting Assistant Professor based on Nagoya Institute of Technology's Regulations on Granting Titles of Visiting Professor, Visiting Associate Professor, and Visiting Assistant Professor (established on April 1, 2004).

2. In addition to the previous Clause, International researchers can be referred to as visiting researchers.

(Expenses for Assignment and for Returning to Home Country)

Article 9 When the President finds it particularly necessary, expenses for assignment and for returning to home country shall be provided as separately prescribed for International faculty members, etc.

(Dwelling)

Article 10 When the President finds it particularly necessary, the Institute can rent houses or rooms from private owners, and use them as dwellings for International faculty members, etc.

(Terms of Employment)

Article 11 The terms of employment shall be decided based on the Contract, which has been separately agreed upon, and on the Notification of Working Conditions.

(Miscellaneous Provisions)

Article 12 Necessary matters concerning International faculty members, etc., outside the regulations herein shall be decided by the President.

Supplementary Provisions (Regulation No. 9 October 22, 2014)

- 1 These regulations shall be implemented from October 22, 2014, and applied from October 1, 2014.
- 2 Nagoya Institute of Technology's Regulations on the Treatment of Non-Japanese Researchers (VBL) (established on April 1, 2004) have been abolished