

National University Corporation Kobe University Rules for Handling Visiting Researchers

(Established: April 1, 2004)

Revised	November 8, 2005	December 20, 2005
	March 28, 2006	May 23, 2006
	March 18, 2008	March 23, 2010
	March 22, 2011	March 21, 2012
		March 27, 2013

(Purpose)

Article 1 These rules stipulate matters regarding the employment of Visiting Researchers on labor contracts with fixed terms (hereinafter referred to as "fixed-term labor contracts") by National University Corporation Kobe University (hereinafter referred to as "Kobe University").

(Definition of Visiting Researchers)

Article 2 In these rules, "Visiting Researchers" refers to foreigners invited by Kobe University to work in Japan for the purpose of promoting academic research who are employed as full-time researchers on service contracts and are engaged in joint research and other activities.

2 "Foreigners" as mentioned in the preceding paragraph shall include Japanese nationals residing abroad who have lived in a foreign country for at least five years and have been involved in academic and/or related activities in such country.

(Contract Periods for Fixed-term Labor Contracts)

Article 3 The contract period for a fixed-term labor contract shall range from at least one month to no longer than one year. Contracts that begin part-way through a fiscal year shall conclude on the final day of such fiscal year; provided, however, that a contract period may be renewed if necessary.

2 The contract period for a fixed-term labor contract as set forth in the preceding paragraph shall not exceed five years.

3 Notwithstanding the stipulations of the preceding paragraph, if there exists a contract period for a fixed-term labor contract previously concluded between a Visiting Researcher and the University (excluding periods stipulated in Article 18, Paragraph 2 of the Labor Contract Act (Act No. 128 of 2007), the contract period for the fixed-term labor contract of the Visiting Researcher concerned shall include such previous period but shall not exceed five years in total.

(Formulation of Employment Plans)

Article 4 In the formulation of employment plans, allocation of employment quotas, budgetary measures and related matters shall be confirmed, and hiring will be conducted within those limitations.

2 In selection of Visiting Researchers, teaching and research achievements and other qualifications of candidates shall be duly considered, in accordance with the procedures used for selection of Kobe University faculty members.

(Decisions on Employment)

Article 5 Decisions on employment will be made by the President based on recommendations from the head of the relevant faculty, school or department.

(Decisions on Pay Steps)

Article 6 Remuneration for Visiting Researchers shall be one of two types: Type A and Type B.

2 Type A remuneration shall apply to persons with exceptionally outstanding research achievements.

3 Pay steps for persons eligible for Type B remuneration are as listed in Appended Tables 1 and 2 and shall be decided based on the number of years of experience since graduation from university.

(Salary)

Article 7 Salaries and allowances listed in the following items shall be disbursed to Visiting Researchers:

(1) Remuneration;

(2) Commuting allowance.

2 The amounts of Type A and Type B remuneration shall be those listed in Appended Table 3. Type B remuneration shall be disbursed in monthly amounts based on the employment period; however, in a case where the period of the employment plan extends beyond one fiscal year, remuneration shall be disbursed in monthly amounts based on the period of such employment plan.

3 Commuting allowance amounts shall be those amounts calculated pursuant to the provisions of Article 32 of the National University Corporation Kobe University Regulations on Remuneration for Academic and Administrative Staff Members (hereinafter referred to as "Salary Regulations").

(Disbursement of Salary)

Article 8 The disbursement dates for salaries shall be those dates stipulated in Article 2 of the Salary Regulations.

2 If the period of employment begins or ends part-way through a month, the amount to be disbursed shall be the amount obtained from pro-rated calculations as stipulated in Article 4, Paragraph 4 of the Salary Regulations.

(Travel Expenses Upon Assumption of Position and Return Home)

Article 9 When Visiting Researchers assume their positions, and when they return to their home countries, the National University Corporation Kobe University Regulations for Handling Travel Expenses (established on April 1, 2004) shall apply mutatis mutandis, and the railway fares, boat fares, airfares, vehicle fares, per diems, accommodation expenses, meal expenses, and miscellaneous travel-related expenses (hereinafter referred to collectively as "travel expenses") stipulated in said Regulations shall be disbursed. In such cases, the term 'director' in the Regulations shall be replaced with 'Type A-eligible person', and the term 'staff' shall be replaced with 'Type B-eligible persons'. However, travel expenses for returning home will, in principle, only be disbursed in cases where a Visiting Researcher returns to his or her home country within three months of the day following the final day of the employment contract period.

(Housing)

Article 10 Housing for Visiting Researchers will be allocated from those houses or rooms rented by the University.

2 Necessary matters pertaining to rental housing as mentioned in the preceding paragraph shall be governed by the Kobe University Regulations on Rental Housing for Visiting Researchers (established on March 27, 2013).

(Utilities)

Article 11 Visiting Researchers are responsible for all electricity, gas, water, telephone, and other utility charges incurred by them while residing in rental housing.

(Duties, Working Hours, Holidays and Paid Leave)

Article 12 The stipulations of the National University Corporation Kobe University Rules on Conditions of Employment for Staff Members (hereinafter referred to as "Rules on Conditions of Employment") and the National University Corporation Kobe University Regulations on Working Hours, Holidays, Paid Leave, etc. of Staff Members shall apply mutatis mutandis to the duties, working hours, holidays, and paid leaves for Visiting Researchers.

(Invitation Procedures, etc.)

Article 13 Invitations will be issued by the President and shall describe in detail the conditions of the invitation, including department of affiliation, period of invitation, salary amount, housing, and travel expenses upon assumption of position and for return home. In such cases, the period of invitation shall not be bound by the fiscal year but shall be that period indicated in the actual employment plan.

(Execution of Contract)

Article 14 A service contract shall be executed promptly after the arrival in Japan of the Visiting Researcher.

2 The contract mentioned in the preceding paragraph shall be executed in writing, in both Japanese and English; however, if the Visiting Researcher can fully understand the terms of the contract in Japanese, then the written contract may be created in Japanese only.

3 If an employment plan extends beyond one fiscal year, such contract will be newly executed for each new fiscal year.

(Termination of Contract)

Article 15 A contract may be terminated even during the period of employment if any of the following applies:

- (1) A Visiting Researcher requests that his/her contract be terminated for personal reasons;
- (2) A Visiting Researcher violates the terms of his/her contract;
- (3) A Visiting Researcher has been unable to work for more than 180 days due to illness or injury.

(Application of the Rules on Conditions of Employment)

Article 16 The stipulations of Articles 10 (General Principles) through 23 (Starting and Ending Times and Rest Time), Articles 25 (Holidays) through 27 (Working Hours, Holidays, Paid Leave, etc.), Article 37 (Business Trips), Article 38 (Job Training), Articles 43 (Measures for the Maintenance of Safety and Health at Work) through 55 (Special Measures for Women for Whom Menstrual Periods are Exceptionally Difficult), Articles 57 (Merit Recognition) through 64 (Compensation for Damage and

Disciplinary Actions), and Articles 68 (Dismissal) through 72 (Certificates of Separation from Work) of the Rules on Conditions of Employment shall apply mutatis mutandis to Visiting Researchers.

(Other Matters)

Article 17 In addition to the stipulations in these rules, the President of Kobe University shall stipulate any other necessary matters pertaining to the handling of Visiting Researchers.

Supplementary Provisions

These rules come into effect on April 1, 2004.

Supplementary Provisions (November 8, 2005)

These rules come into effect on November 8, 2005.

Supplementary Provisions (December 20, 2005)

These rules come into effect on January 1, 2006 and shall apply to employment contracts concluded after the effective date.

Supplementary Provisions (March 28, 2006)

These rules come into effect on April 1, 2006.

Supplementary Provisions (May 23, 2006)

These rules come into effect on May 23, 2006.

Supplementary Provisions (March 18, 2008)

These rules come into effect on April 1, 2008.

Supplementary Provisions (March 23, 2010)

These rules come into effect on April 1, 2010.

Supplementary Provisions (March 22, 2011)

These rules come into effect on April 1, 2011.

Supplementary Provisions (March 21, 2012)

These rules come into effect on April 1, 2012.

Supplementary Provisions (March 27, 2013)

1 These rules come into effect on April 1, 2013.

2 With regard to expiry dates, renewal and total number of years of fixed-term labor contracts for Visiting Researchers working at the University as at March 31, 2013 who remain employed as Visiting Researchers after these rules come into effect, the rules in force at that time shall remain applicable, regardless of the stipulations of Article 3, Paragraphs 2 and 3 of the revised National University Corporation Kobe University Rules for Handling Visiting Researchers.