(English version of *Fuzai Todoke*)

YYYY/MM/DD

To:

Head of Graduate School of Global Studies

Dean of School of Language and Culture Studies

Dean of School of International and Area Studies

Job title:

Name:

**“Replacement of duties during absence” due to overseas business trip**

**1. Description of trip**

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| Period: |
| Purpose: |
| Expense: |
| Will you use “Personal Research Fund”? If “YES”, please indicate the reason for use. |

**2. Arrangement for replacement**

※Please describe who will replace you during your absence using the following example.

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| During my absence \_\_\_\_\_\_\_\_ language classes and normal duties will be replaced by Prof.\_\_\_\_\_\_\_\_, who has already accepted my request. |

※Please do not put the name of the person for replacement without his or her permission.

※If you are a member of the faculty and will be absent from any of the faculty meetings, please fill out “4. The reason of absence for the faculty meetings” on the next page.

**3. Cancelation and supplementary classes**

※If you have to cancel and reschedule your classes, please explain how you will do it. Use the following examples and delete if not used.

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| Example 1: There will be no cancellation and supplementary classes since the period of my overseas trip does not affect any of my class schedules.  Example 2: My classes during the period of my overseas trip will be cancelled. Students will be asked to submit their report in advance, and the deadline is to be on (date) \_\_\_\_\_\_\_\_. It will count toward grades.  Example 3: My classes during the period of my overseas trip will be replaced on (date) \_\_\_\_\_\_\_as supplementary classes. |

※If you have to cancel your classes, please inform the students through the Information System for Educational Affairs (*gakumu jyohou system*). Contact Educational Affairs Division (*kyomu ka*) for further enquiries.

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| Have you informed the students through the Information System for Educational Affairs? Please tick (✓) the relevant one.  ( ) Yes, I have. ( ) No. It is not necessary. |

**4. Reason for absence from faculty meetings.**

※Please fill out in detail why you cannot avoid the dates on which meetings will be held.

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