

* 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.

Guidelines for Special Training Program at Tokyo University of Foreign Studies

July 23, 2013
Regulation No. 41

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March 25, 2025: Regulation No. 26

Article 1 Purpose

These Guidelines provide for necessary matters regarding the handling of the Special Training Program under the provisions of Article 12 of the Regulations Concerning the Special Training Program at Tokyo University of Foreign Studies (Regulation No. 40 of 2013; hereinafter referred to as the "Special Training Regulations").

Article 2 Qualifications for training

Any person who comes under any of the following items starting from the application closing date in each school may not apply for special training, and such application shall be void even after application is made.

- (1) A person who falls under any of the following in the past one (1) year:
 - (i) An employee who has taken sick leave or special leave for one (1) month or longer (excluding leave for work injuries and commuting injuries); and
 - (ii) Any person who has received, in accordance with the provisions of Article 17 of the Regulations Concerning Employee Safety and Health Management at Tokyo University of Foreign Studies, a decision or change in the classification of guidance as B for daily life regimen as prescribed in the attached table of said Regulations and has been placed under follow-up measures as prescribed in Article 18 of said Regulations.
- (2) A person who falls under any of the following in the past three (3) years:
 - (i) A person who has received disciplinary punishment or corrective action such as admonition or strict warning which falls under Articles 56 through 58 of the Working Regulations for Employees of Tokyo University of Foreign Studies;
 - (ii) An employee who has taken administrative leave or absence from work (excluding leave for work injuries and commuting injuries); and
 - (iii) A person who has applied for resignation without reasonable grounds after application.
- (3) Any person who has travelled on business or received training for more than six (6) months in the past seven (7) years (in the case of special training exceeding six (6) months, in the past ten (10) years)
- (4) In personnel evaluation for teachers, those whose results of individual evaluation carried out by schools during the latest two (2) periods are less than favorable

Article 3 Completion of special training

- 1 If it becomes evident during special training that any of the items in the preceding article applies, the special

training shall be terminated at that time.

- 2 The dean may terminate special training while in session if deemed necessary.

Article 4 Standards for selection in each school, etc.

- 1 In the event an employee falls under any one of the following, the dean may not select such employee as a trainee:
 - (1) A person who is determined to have concerns about health status; and
 - (2) A person who is otherwise found to be ineligible in any school.
- 2 If a school deems it particularly necessary, a person who does not have the training qualification provided in the Special Training Regulations and these Guidelines may be selected in accordance with the selection standards provided by each school.

Article 5 Number of persons eligible for special training by each school, etc.

- 1 The number of persons eligible for special training by each school shall be within the range of numbers in the table below, for special training lasting a semester (6 months), in principle.

School	Number of Persons (6 months)
Institute of Global Studies	5
Institute of Japan Studies	2
Research Institute for Languages and Cultures of Asia and Africa	1

- 2 Special training lasting 1 year will be calculated as equivalent to 2 persons undertaking a semester (6 months).
- 3 When any shortage or excess of points arises, such shortage or excess shall be allocated through adjustment among all the points, and any shortfall shall be allocated at the discretion of the President. If the dean deems it particularly necessary, special training may be implemented for more than the number of people outlined in Paragraph 1.

Article 6 Support Measures for Schools, etc.

The President may grant the following expenses to schools, etc. each fiscal year as necessary.

- 1 Training Support Expenses
The Training Support Expenses will be 300,000 yen per person, with the number capped at the upper limit of the number of people as outlined in Paragraph 1 of the previous Article, and the amount will be granted to each department based on the actual number of people undertaking the special training.
- 2 Part-time Lecturer Allowance
The Part-time Lecturer Allowance will be 500,000 yen per person (equivalent to 3 classes per semester), with the number capped at the upper limit of the number of people as outlined in Paragraph 1 of the previous Article, and the amount will be granted to the Educational Administration Office as necessary.
- 3 The expenses outlined in the previous paragraphs may vary depending on the budget situation of each fiscal year.

Article 7 Miscellaneous Provisions

Any matters relating to special training other than those stipulated in these Guidelines shall be determined separately by each school, etc..

Supplementary Provisions

1 These Regulations shall be effective as of April 1, 2025.