

\* 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.

## **Guidelines for Handling of Research Assistants of Tokyo University of Foreign Studies**

( December 25, 2012  
Regulation No. 131 )

Amended: March 22, 2022 Regulation No.28

### Article 1 Purpose

These Guidelines provide for necessary matters pertaining to the handling of research assistants (hereinafter referred to as “RA(s)”) at Tokyo University of Foreign Studies (hereinafter referred to as the “University”).

### Article 2 Purposes

The purpose of employment of RAs in accordance with this Guidelines is to have excellent students who are enrolled in the Doctoral Program of the Graduate School of the University participate as research assistants in the research projects conducted by the University so as to contribute to the development of young researchers' abilities to conduct research as well as to promote research projects, etc. effectively and improve research systems.

### Article 3 Qualifications

Persons who are qualified to be RAs shall be students who are enrolled in the Doctoral Program of the Graduate School of the University.

### Article 4 Classification and nature of their work, etc.

The classification of RAs and the nature of their work, etc., shall be as follows.

Classification	Employment expenses	Description of business
RA	Internal expenses or external competitive expenses where RAs are permitted to be employed.	The principal investigator of a research project, etc. (hereinafter referred to as 'principal investigator') The Principal Investigator of the research project, etc. (hereinafter referred to as the 'Principal Investigator') shall, in accordance with the instructions of the Principal Investigator, perform the necessary research support work for the research project, etc. as a research assistant.
Senior RA ("SRA").	External competitive research	They set their own research themes,

	<p>grants with improved treatment for RAs in the open call guidelines, etc., in order to increase financial support for doctoral students.</p>	<p>carry out research activities that contribute to the research project concerned, and carry out research activities under the direction of the principal investigator or research assistant of the research project concerned, etc. (hereinafter referred to as the 'principal investigator, etc.'). (2) The research assistant autonomously carries out high-level research assistance work under the direction of the research leader or research assistant (hereinafter referred to as 'subject leader etc.') of the relevant research project etc.</p>
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Article 5 Application of Working Regulations

Matters not prescribed in these Guidelines and rules and regulations associated hereto shall be as prescribed in the Working Regulations for Part-Time Employees of Tokyo University of Foreign Studies (Regulation No. 68 of 2004).

Article 6 Employment Plan

When employing RAs at the university's expense, the Principal Investigator shall prepare an employment plan in Appendix Form 1 for the research project, etc. in which the research assistance work is to be carried out, and submit it to the head of the organization to which the Principal Investigator belongs (hereinafter referred to as 'Head of Department'). The plan shall be submitted to the head of the organization to which the Principal Investigator belongs (hereinafter referred to as 'Head of Department'). However, if the employment is funded by external competitive funding, the provisions of the following paragraph shall apply mutatis mutandis.

2 When employing an SRA, the selection of candidates for employment shall be carried out by the project leader, etc. after an internal recruitment process. At the time of selection, the conditions of service, qualifications for application, job description, etc. shall be presented to the candidate for employment in accordance with the recruitment guidelines, etc., and both parties shall confirm and agree that the candidate for employment meets these requirements.

Article 7 Recruitment

- 1 RAs are appointed by the Rector after selection by the Faculty Council or equivalent meeting to which the Principal Investigator belongs. However, the provisions of the following paragraph shall apply mutatis mutandis to RAs who are employed through external competitive funding.
- 2 When hiring an SRA, the project leader, etc. shall submit Appendix Form 1-2 and obtain the approval of the head of the department and the Rector. 2 When hiring an SRA, the proposal leader, etc. shall submit Appendix

Form 1-2 and obtain approval from the head of the department and the President.

- 3 RAs and SRAs shall be employed for a limited term of office, the end of which may not exceed the financial year in which the date of employment falls. The term of office shall not exceed the financial year of the date of employment.
- 4 When a person who is engaged in other duties such as a JSPS Research Fellow (DC), Teaching Assistant, etc. is employed as an RA or SRA, the term of office shall not exceed the fiscal year that includes the date of employment. When hiring RAs or SRAs, consideration must be given so as not to interfere with their work, etc., and care must be taken to clarify their working patterns and to manage their working hours appropriately.
- 5 When RAs and SRAs leave school, transfer, study abroad, take a leave of absence or are suspended from school, their contracts shall be deemed to have ended and they shall be promptly separated from their employment. The RA and SRA shall.

#### Article 8 Working Hours

The working hours of RAs and SRA shall be, in principle, less than twenty (20) hours per week, and consideration shall be given so as not to interfere with the research guidance and classes, etc. which such student receives or takes.

#### Article 9 Salary

The salary for RAs shall be as provided in the Salary Regulations for Part-Time Employees of Tokyo University of Foreign Studies (Regulation No. 69 of 2004).

- 2 The salary of the SRA shall be determined by replacing the maximum applicable range of the Basic Education Salary Schedule (Annex 1-2) with the maximum applicable range of Grade 2-31 as provided in Article 6, Item 3 (2) of the Salary Regulations.

#### Article 10 Performance Report

The Research Representative who has employed an RA shall submit a performance report using the Attached Form 2 to the Immediate Manager within thirty (30) days from the date of termination of the term of employment of the RA or by April 30 of the following fiscal year, whichever comes earlier. However, RAs who are employed through external competitive funding shall submit this information to the President.

2 Those employed as SRAs shall submit a 2 The person employed as an SRA shall submit a report on research results in Appendix Form 2-2 to the President after confirmation by the project leader, etc., by the earlier of 30 days after the end of the period of employment as an SRA or 30 April of the following financial year.

#### Article 11 Miscellaneous Provisions

Any matters not set forth in these Guidelines concerning the implementation of these Guidelines shall be prescribed separately.

RA Employment Plan for Fiscal Year \_\_\_\_\_

Research Representative Affiliation, Title, Name					
Rank	Name of Research Project, etc. (Grants-in-Aid for Scientific Research Project Number)	Name of RA (Student ID Number)	Name of Expense	Reasons for and Description of Research Assistance Services	Planned Number of Hours Weeks (Total Hours)
1	( )	( )			( )
2	( )	( )			( )
3	( )	( )			( )
4	( )	( )			( )
5	( )	( )			( )
6	( )	( )			( )
7	( )	( )			( )
8	( )	( )			( )
9	( )	( )			( )
10	( )	( )			( )

1. Enter the name of the research project, etc. in which the RA is engaged in the "Name of Research Project, etc." field. If the project is a Grants-in-Aid for Scientific Research, enter the project number in parentheses.
2. Enter the "Reasons for and Description of Services" field specifically and concisely.
3. Enter the number of working hours per week and the total number of working hours during the period in parentheses in the "Planned Number of Hours" field.

RA Employment Performance Report for Fiscal Year \_\_\_\_

Research Representative Affiliation, Title, Name			
Name of RA		Affiliation (Student ID Number)	( )
Workplace	(Extension: )		
Name of Research Project, etc.	(Grants-in-Aid for Scientific Research Project Number: )		
Name of Expense			
Employment period	From		to
Description of Research Assistance Services			
Results Obtained through Employment of RA			
Results Obtained through Employment as RA			

1. Enter the name of the research project, etc. in which the RA is engaged in the "Name of Research Project, etc." field. If the project is a Grants-in-Aid for Scientific Research, enter the project number in parentheses.
2. In the "Results Obtained through Employment of RA" field, enter specifically and concisely the results obtained through employment of the RA in connection with the implementation of such research projects, etc.
3. In the "Results Obtained through Employment as RA" field, enter specifically and concisely the results of RA's own results through engagement as RA and implementation of the research assistance services.