

\* 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.

## **Regulations Concerning Visiting Researchers of the Institute of Global Studies of Tokyo University of Foreign Studies**

( January 21, 2015  
Regulation No. 1 of the Institute of Global Studies )

Amended: February 17, 2016: Regulation No. 1 of the Institute of Global Studies

Amended: December 19, 2018: Regulation No. 1 of the Institute of Global Studies

### Article 1 Purpose

These Regulations shall provide for necessary matters relating to the Visiting Researchers to be accepted by the Institute of Global Studies of Tokyo University of Foreign Studies (hereinafter referred to as the "Institute").

### Article 2 Definition

In these Regulations, the term "Visiting Researcher(s)" means a person(s) who is accepted by the Institute and carries out research activities at the Institute under the guidance and responsibility of a full-time faculty member pursuant to the purpose for which the Institute is established.

### Article 3 Qualifications

A Visiting Researcher shall be a person who is engaged in research activities at the Institute as a base and pursuant to the purpose for which the Institute is established (including persons who are expected to be engaged in such activities). In addition, he/she shall be a person who satisfies any of the following requirements and is recommended by the full-time faculty member of the Institute as a host faculty.

- (1) A person who has received a doctor's degree from the Graduate School of Global Studies of the Tokyo University of Foreign Studies or a person who has withdrawn with credits earned in the Doctoral Program of the Graduate School of Global Studies;
- (2) A person who is a part-time lecturer at the University;
- (3) A person who was a full-time faculty member at the University; or
- (4) Any other person who is specifically deemed necessary by the Dean of the Institute.

### Article 4 Application

The full-time faculty member of the Institute who intends to accept Visiting Researchers shall apply to the Dean of the Institute with the Visiting Researcher Acceptance Report (Appended Form 1) at least one (1) month prior to the date of commencement of acceptance, in principle.

### Article 5 Approval

If the application is filed under the preceding Article, the Dean of the Institute shall approve such application through deliberation by the Council of Institute.

### Article 6 Acceptance Period

1 The acceptance period for a Visiting Researcher shall be one (1) year, in principle. However, if the Dean of

the Institute deems it necessary to continue the research after evaluating the results of the research, the acceptance period may be renewed for successive periods of one (1) year each through deliberation by the Council of Institute.

- 2 When renewing the acceptance period, the Application for Renewal of Acceptance Period for Visiting Researcher (Appended Form 2) shall be submitted to the Dean of the Institute, together with the Visiting Researcher Research Results Report (Appended Form 3) (hereinafter referred to as the "Research Results Report"), at least one (1) month prior to the end of the acceptance period.

#### Article 7 Research

Visiting Researchers shall engage in the research in accordance with the research plan described in the Visiting Researcher Acceptance Report set forth in Article 4.

#### Article 8 Host Faculty

The full-time faculty member prescribed in Article 4 shall be responsible for the activities during the acceptance period as the host faculty for such Visiting Researcher.

#### Article 9 Research Results Report

Visiting Researchers shall submit the Research Results Report (Appended Form 3) to the Dean of the Institute promptly after the completion of the research period.

#### Article 10 Discontinuation of Research Activities

- 1 A Visiting Researcher may discontinue his/her research activities even during the acceptance period if he/she has difficulty in conducting his/her research due to his/her own convenience, such as health reasons or occupation of a full-time position.
- 2 In the event that it becomes difficult for a Visiting Researcher to conduct research, he/she shall promptly submit to the Dean of the Institute a report on discontinuation of research activities (in any form).

#### Article 11 Salary, etc.

No salary shall be paid to Visiting Researchers. In principle, no research expenses shall be paid.

#### Article 12 Use of Facilities, etc.

Visiting Researchers may use the facilities, literature, materials, etc. of the University with the permission of the relevant Administration Manager.

#### Article 13 General affairs

General affairs relating to Visiting Researchers shall be handled by the Institute of Global Studies Administrative Division of the Educational Affairs Department.

#### Article 14 Miscellaneous Provisions

Any matters not set forth in these Regulation shall be specified by the Dean of the Institute.

## Visiting Researcher Acceptance Report

Date of application:

Categories	Visiting Researcher
(Name in Hiragana) Name	
Institution and title	
Major field of study	
Research theme	
Research plan	(Note: To be prepared using a separate sheet.)
Major research achievements <small>(Enter mainly articles and literary works that are published within the past 5 years.)</small>	
Acceptance Period	From _____ to _____
Host Faculty	Personal signature
Institute to which you desire to belong	<p>You have an institute to which you desire to belong: YES or NO ( )</p> <p>If YES, please circle the institute you desire.</p> <p>( ) Institute of Language Research    ( ) Institute of Transcultural Studies  ( ) Institute of Foreign Affairs    ( ) Institute of International Relations</p> <p>Confirmation by Dean of Institute    Personal signature of Dean of Institute</p>
Note	

Note) One sheet or less of A4-size paper (800 to 1,000 characters in Japanese, 400 to 500 words in English)

## Application for Renewal of Acceptance Period for Visiting Researcher

Date of application:

Categories	Visiting Researcher
(Name in Hiragana) Name	
Research theme	
Research plan	(Note: To be prepared using a separate sheet.)
Initial acceptance period	From _____ to _____
Acceptance Period after renewal	From _____ to _____
Host Faculty	Personal signature
Note	

Note) One sheet or less of A4-size paper (800 to 1,000 characters in Japanese, 400 to 500 words in English)

Include the statement about the research results in the past year.

Visiting Researcher Research Results Report

Name:

Acceptance (research) period:

Host faculty (personal signature):

Institute:

Major field of study:

Research theme:

Purpose of research:

Research method:

Research results:

Published papers, etc. (academic paper, academic conference presentation, etc.):