

○ National University Corporation Kobe University Regulations on Conditions of Employment of Non-Regular Staff Members

(Established on April 1, 2004)

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(Purpose)

Article 1 The purpose of these Regulations is to provide for matters concerning the employment of non-regular staff members working at the National University Corporation Kobe University (hereinafter referred to as "University") under the provisions of Article 6, paragraph 2 of the Kobe University Rules on Conditions of Employment for Non-Regular Staff Members (hereinafter referred to as "Rules").

(Job Title, Job Contents, Employment Type, etc.)

Article 2 The job title, job contents and employment type, etc. of non-regular staff members shall be provided in the appended table.

2 In cases of special necessity as deemed by the University, new job types, job titles and job contents may be specified in addition to the items as provided in the appended table.

(Changes to Job Type, etc.)

Article 3 If a staff member is transferred along with a change in job title, or if fixed working hours are changed during the contract period of a fixed labor contract, a new labor contract shall be signed.

(Special Provisions for Period of Labor Contract)

Article 4 When a university faculty member who has retired upon reaching the mandatory retirement age continues to be employed after retirement as any of the staff members listed in the following table, the term of the fixed-term labor contract shall, pursuant to the provisions of Article 3, paragraph 7 of the Rules, be limited to a maximum of ten years.

Job Title, etc. as Prescribed in the Appended Table	Other Information
Academic Research Assistant, Academic Researcher, and Part-time Lecturer	
Coordinator, Advisor, Manager, and Director (including titles appended as determined by the President, as necessary)	Limited to those employed as equivalent to regular university faculty members.

2 Persons listed in the left column of the following table shall be treated as specified in the corresponding right column of the same table pursuant to the provisions of Article 3, paragraph 8 of the Rules.

Job Title, etc. as Prescribed in the Appended Table	Application of Contract Period for Fixed-term Labor Contracts
Temporary Custodian, Part-time Doctor, School Doctor, School Dentist, School Pharmacist, Staff Physician, Staff Physician (Specialist Trainee) and Staff Physician (Resident)	There are no restrictions on the contract period for fixed-term labor contracts.
Medical Administrative Assistant Staff Member, Medical Technical Assistant, Ward Nursing Assistant, Operations Instructor, Professor of Legal Practice, Associate Professor of Legal Practice, Part-time Lecturer, Student Research Support Staff Member, Student Assistant, Teaching Assistant, Senior Teaching Assistant, Research Assistant and JST Research Assistant	In cases of special necessity as deemed by the University, contracts may be renewed after the contract period is exceeded as prescribed in Article 3, paragraph 4 of the Rules.

(Upper Age Limit for Employment and Mandatory Retirement Age)

Article 5 The upper age limit for employment of non-regular staff members (excluding indefinite-term non-regular staff members; hereinafter the same shall apply in this Article) shall be age 65.

2 Notwithstanding the provisions of the preceding paragraph, persons listed in the left column of the following table shall be treated as specified in the corresponding right column of the same table:

Job Title as Prescribed in the Appended Table	Upper Age Limit for Employment
Professor of Legal Practice, Associate Professor of Legal Practice, School Doctor, School Dentist, School Pharmacist, and Part-time Doctor	There shall be no upper age limit.

3 A non-regular staff member who attains the upper age limit for employment provided in paragraph 1 shall not enter into or renew a labor contract beyond the first March 31 on and following the day the staff member reaches such age. However, this shall not apply where the University specifically approves.

4 The mandatory retirement age for indefinite-term non-regular staff members provided in Article 2, paragraph 1 of the Rules (excluding the job titles listed in the left column of the table in paragraph 2) shall be age 65.

(Documents for Submission before Employment)

Article 6 When employing non-regular staff members, the documents listed below must be submitted before they are appointed:

- (1) Curriculum vitae;
- (2) Copies of certificates of licenses and other qualifications;
- (3) Any other documents deemed by the University to be necessary.

2 A person employed as a professor of legal practice, associate professor of legal practice, part-time lecturer, student research support staff member, student assistant, teaching assistant, senior teaching assistant, research assistant, JST research assistant or doctoral student project researcher, as provided in the appended table, may omit the submission of the documents referred to in item (2) of the preceding paragraph.

3 Persons who are found to have submitted documents containing false statements, misrepresent their career history, or fail to complete important items may have their employments revoked.

(Documents for Submission After Employment)

Article 7 Non-regular staff members shall promptly submit the documents listed in the following items after employment:

- (1) Tax withholding slip (only for persons with previous employment to whom Section 1 of said slip applies);
- (2) Declaration of deductions for dependents of the employee;

- (3) A copy of his/her pension handbook and, if applicable, a copy of his/her employment insurance certificate;
- (4) Any other documents deemed by the University to be necessary.

(Dismissal)

- Article 8 A non-regular staff member may be dismissed pursuant to the provisions in Article 61, paragraph 1, item (1) of the Rules when it is clear that the working performance is poor based on facts deemed to be reliable in evaluating the work performance of the part-time staff member.
- 2 A non-regular staff member may be dismissed pursuant to the provisions in Article 61, paragraph 1, item (2) of the Rules, when it is clear that due to illnesses diagnosed that require long-term medical treatment or recuperation, or mental or physical disorders diagnosed that are difficult to cure even with medical treatment or recuperation as diagnosed by 2 doctors specified by the University, there will be obstacles to performing his or her work duty or that he or she is unable to cope with the duties.
 - 3 A non-regular staff member may be dismissed pursuant to the provisions in Article 61, paragraph 1, item (3) of the Rules when it is clear that the part-time university staff member is lacking the aptitude, based on facts deemed to be reliable in evaluating the part-time staff member's aptitude.
 - 4 Whether any of the non-regular staff members is to be dismissed pursuant to the provisions in Article 61, paragraph 1, item (4) of the regulations shall be assessed and decided fairly by the University based on work performances, and other facts.

(Issuing a Personnel Change Transmittal Sheet)

- Article 9 The University, if any of the following items apply, must issue a personnel change transmittal sheet (hereinafter referred to as "Written Notice".) to the non-regular staff member.
- (1) When a non-regular staff member is employed, transferred or has his or her employment contract renewed;
 - (2) When a non-regular staff member is approved of voluntary resignation.
- 2 The University must issue a Written Notice to a non-regular staff member when dismissing the staff member.

(Cases Where Written Notices are not Required)

- Article 10 Notwithstanding the provisions in paragraph 2 of the preceding Article, in case of an emergency where the delivery of notice is not possible, the issuance of documents and other appropriate methods in place of a Written Notice may substitute the issuance of a written notice.

(Other Provisions)

- Article 11 In addition to matters provided for in these Regulations, other necessary matters shall be prescribed in detailed regulations.

Supplementary Provisions

- 1 These Regulations shall come into effect on April 1, 2004. However, the provisions of the immediately following paragraph shall come into effect on April 1, 2017.
- 2 Notwithstanding the provisions of Article 4, Part-Time Lecturers employed throughout a fiscal year (hereinafter referred to as the "Year-Round Employees") who were employed in fiscal 2012 and continued to be employed as the Year-Round Employees from fiscal 2013 through fiscal 2016 shall not be subject to any limitation on the term of their labor contracts.

3 With regard to the application of the provisions of Article 5, paragraphs 1 and 4 to assistant staff members, technical assistants, skills assistants, medical administrative assistant staff members, medical technical assistants, ward nursing assistants, research support assistants, temporary teachers, temporary lecturers, club activity instructors, teaching staff support assistants and student support staff members, and coordinators, advisors, managers and directors (excluding those employed as equivalent to regular university faculty members) during the period from April 1, 2024 through March 31, 2031, the term "age 65" in those paragraphs is deemed to be replaced with the ages listed in the right column of the following table in accordance with the periods listed in the left column of the same table.

Period	Age
From April 1, 2024 through March 31, 2025	Age 61
From April 1, 2025 through March 31, 2027	Age 62
From April 1, 2027 through March 31, 2029	Age 63
From April 1, 2029 through March 31, 2031	Age 64

Supplementary Provisions between the original and the latest are omitted.

Supplementary Provisions (June 24, 2025)

These Regulations shall come into effect on July 1, 2025.

Appended Table (Re: Art. 2)

Job Title	Job Description	Employment Type	Other Information
Assistant Staff Member	Engages in duties assisting administrative work.	Full-Time Staff Member	
Technical Assistant	Engages in duties assisting technical work.	Part-Time Staff Member	
Skills Assistant	Engages in duties assisting skilled work.		
Medical Administrative Assistant Staff Member	Engages in duties assisting medical administrative work and medical support.		
Medical Technical Assistant	Engages in duties assisting work related to advanced medical science and medical technology		
Ward Nursing Assistant	Engages in nursing support duties in hospital wards.		
Temporary Custodian	Engages in manual labor tasks.	Part-Time Staff Member	
Operations Instructor	Engages in support, guidance, etc. necessary for persons with disabilities in carrying out tasks.		
Academic Research Assistant	Engages in support duties necessary for the smooth conduct of education and research.	Full-Time Staff Member Part-Time Staff Member	
Research Support Assistant	Engages in research support duties requiring special skills or advanced techniques pertaining to the relevant research project.	Part-Time Staff Member	
Academic	Under the instructions of the person	Full-Time	• Employed as Professor, Associate

Researcher	responsible for research implementation, engages in duties necessary for carrying out research.	Staff Member Part-Time Staff Member	Professor, Lecturer, or equivalent to Assistant Professor (hereinafter referred to as the "Regular University Faculty Members")
Coordinator Advisor Manager Director (Titles may be appended as determined by the President, as necessary.)	Determined by the President in accordance with the relevant project, etc.	Full-Time Staff Member Part-Time Staff Member	• Employed as Regular University Faculty Members, administrative staff members, technicians, or equivalent to medical staff members
Faculty Member of Joint Research Course Faculty Member of Joint Research Division	Engages in education and research in the joint research course and the joint research division, and, within the scope that does not hinder the conduct of education and research, undertakes other classes or research supervision.	Full-Time Staff Member Part-Time Staff Member	• Employed as equivalent to Regular University Faculty Members
Faculty Member in an Endowed Chair Faculty Member in an Endowed Research Division	Engages in education and research in the endowed chair and endowed division, and, within the scope that does not hinder the conduct of education and research, undertakes other classes or research supervision.	Full-Time Staff Member Part-Time Staff Member	• Employed as equivalent to Regular University Faculty Members
Professor of Legal Practice Associate Professor of Legal Practice	Engages in curriculum development, teaching of course subjects, preparation of teaching materials, and related duties in the Department of Professional Legal Studies.	Part-Time Staff Member	
Part-time Lecturer	Engages in teaching classes or research.	Part-Time Staff Member	
School Doctor School Dentist School Pharmacist	Engages in technical work and guidance with respect to specialized matters regarding healthcare management.		
Staff Physician Staff Physician (Specialist Trainee) Staff Physician (Resident)	Engages in clinical practice at the University Hospital attached to the School of Medicine, and, as necessary, engages in auxiliary duties in clinical education through clinical practice, and research related to clinical practice.	Full-Time Staff Member Part-Time Staff Member	
Part-time Doctor	At the University Hospital attached to the School of Medicine, engages in clinical practice, overnight or daytime ward duty, or daytime duty in the pathological department. However, undertakes autopsy duties in cases where an urgent pathological autopsy is required.	Part-Time Staff Member	
Temporary Teacher	Engages in teaching classes in attached schools.	Full-Time Staff Member	
Temporary Lecturer	Engages in duties that support or assist teachers' work.	Part-Time Staff Member	
Club Activity Instructor	Engages in technical guidance related to educational activities concerning sports, culture, science, etc. at the	Part-Time Staff Member	• Where students are employed, only those enrolled in the graduate school may be hired.

	Secondary School attached to Kobe University (excluding those conducted as part of its curriculum).		<ul style="list-style-type: none"> Where students of the University are employed, working hours shall not exceed twenty hours.
Teaching Staff Support Assistant	Engages in assistance necessary for the smooth performance of duties of attached school teachers (limited to assistance not requiring specialized knowledge or skills).	Part-Time Staff Member	
Student Support Staff Member	Engages in duties assisting administrative, technical, or similar work.	Part-Time Staff Member	<ul style="list-style-type: none"> Eligibility is limited to students of the University (in cases of student research support staff members, limited to those enrolled in the University's graduate school).
Student Research Support Staff Member	Under the instruction of the person responsible for research implementation or other related persons, engages in duties necessary for carrying out research.		
Student Assistant	<p>(1) Under the instruction and guidance of faculty members, engages in educational support duties for lectures, experiments, practical training, exercises, etc.</p> <p>(2) Under the instruction and guidance of faculty members or staff members, engages in learning support duties.</p>		<ul style="list-style-type: none"> Outstanding students enrolled in the University's undergraduate faculties (students who undertake duties referred to in (1) must, in principle, be in their third year or above). The standard working hours shall be set at forty hours per month (approximately ten hours per week).
Teaching Assistant	Under the instruction and guidance of faculty members, and in order to enhance educational effectiveness, engages in educational support duties for lectures, experiments, practical training, exercises, etc. or in advanced learning support duties, based on specialized knowledge.		<ul style="list-style-type: none"> Outstanding students enrolled in the University's graduate school. The standard working hours shall be set at forty hours per month (approximately ten hours per week). (For those with a supplementary assignment as senior teaching assistant, the combined working hours for both roles shall, in principle, not exceed forty hours per month (approximately ten hours per week).)
Senior Teaching Assistant	Under the instruction and guidance of faculty members, engages in those educational support duties for lectures, experiments, practical training, exercises, etc. or learning support duties, that require particularly high expertise, performed to enhance educational effectiveness.		<ul style="list-style-type: none"> Outstanding students enrolled in the Doctoral Program or another doctoral program who fulfill the requirements described in (1) through (3) below: <ul style="list-style-type: none"> (1) Possess a high level of expertise; (2) Have experience as a teaching assistant at the University; (3) Have completed job training for senior teaching assistants conducted by the relevant department or division. The standard working hours shall be set at forty hours per month (approximately ten hours per week). (For those with a supplementary assignment as teaching assistant, the combined working hours for both roles shall, in principle, not exceed forty hours per month (approximately ten hours per week).)
Research Assistant	In order to effectively advance research projects or other initiatives conducted by the University, serves as a research assistant and carries out	<ul style="list-style-type: none"> Students enrolled in the Doctoral Program of the University's graduate school who possess the motivation to become researchers and demonstrate 	

	support duties necessary for the said research activities.		outstanding ability. • The working hours shall not exceed twenty hours per week.
JST Research Assistant	Under the instructions of the principal investigator, engages in duties necessary for carrying out projects.		<ul style="list-style-type: none"> • Outstanding students enrolled in the University's graduate school who possess or are expected to possess sufficient ability to carry out research, and possess the motivation to engage in research with enthusiasm. • For students enrolled in the Master's Program, eligibility shall be limited to those scheduled to advance to the Doctoral Program or another doctoral program. • For students enrolled in the Doctoral Program or another doctoral program, the working hours shall not exceed thirty hours per week, and for students enrolled in the Master's Program, the working hours shall not exceed twenty-five hours per week.
Doctoral Student Project Researcher	As a researcher responsible for the project, engages in research jointly with the project's principal investigator.		<ul style="list-style-type: none"> • Students enrolled in the Doctoral Program of the University's graduate school who possess the motivation to become researchers and demonstrate outstanding ability, and who are deemed to have research themes that encompass the research content of the project. • The working hours shall not exceed thirty hours per week.