

○ National University Corporation Kobe University Rules for Handling Visiting Researchers

(Established on April 1, 2004)

Revised on	November 8, 2005	December 20, 2005
	March 28, 2006	May 23, 2006
	March 18, 2008	March 23, 2010
	March 22, 2011	March 21, 2012
	March 27, 2013	March 23, 2015
	March 22, 2016	March 21, 2017
	March 30, 2018	November 20, 2018
	June 29, 2021	

(Purpose)

Article 1 The purpose of these Rules is to provide for necessary matters concerning visiting researchers employed by the National University Corporation Kobe University (hereinafter referred to as “Kobe University”) under a fixed-term labor contract (hereinafter referred to as “Fixed-Term Labor Contract”).

(Definition of Visiting Researchers)

Article 2 In these Rules, the meanings of the terms set forth in the following items shall be as prescribed respectively in those items:

- (1) Visiting Researchers: This term means foreign nationals who have been invited by Kobe University to promote scientific research, have been employed as full-time researchers under a service contract, and have participated in joint research, etc., including those who have Japanese nationality, have lived in a foreign country for five years or more, reside in a foreign country, and are active in the academic community, etc. of said country;
- (2) Departments: This term means graduate schools, the Research Institute for Economics and Business Administration, the University Hospital attached to the School of Medicine, and the Core Organizations for Multidisciplinary Promotion of Research and Education.

(Term of Fixed-Term Labor Contract)

Article 3 The term of a Fixed-Term Labor Contract shall be at least one month and no more than one year, and if a Fixed-Term Labor Contract is concluded in the middle of a business year, its term shall expire no later than the last day of said business year; provided, however, that this term may be renewed as necessary.

- 2 The total term of a Fixed-Term Labor Contract provided for in the preceding paragraph shall not exceed five years.
- 3 Notwithstanding the preceding paragraph, if there has been any term of a Fixed-Term Labor Contract previously concluded between the University and a Visiting Researcher employed pursuant to paragraph 1 (excluding the contract term subject to Article 18, paragraph 2 of the Labor Contracts Act (Act No. 128 of 2007)), the total term of the Fixed-Term Labor Contract for the Visiting Researcher, including the previous contract term, shall not exceed five years.

(Drafting of Employment Plans)

Article 4 When drafting an employment plan, the Department intending to employ personnel shall prepare the plan after taking necessary budgetary measures, etc.

2 When selecting Visiting Researchers, sufficient attention shall be paid to the candidates' qualifications, such as educational and research achievements, in the same manner as the selection of faculty members at the National University Corporation Kobe University.

(Employment Decision)

Article 5 The employment decision shall be made by the president based on the recommendation of the head of the Department intending to employ personnel.

(Determination of Pay Step)

Article 6 The remuneration for Visiting Researchers shall be determined in accordance with Appended Table.

(Salary)

Article 7 The following types of salary shall be paid to Visiting Researchers:

- (1) Remuneration;
- (2) Commuting allowance.

2 If the term of an employment plan extends beyond a business year, remuneration shall be paid in monthly amounts according to the term of said employment plan.

3 The amount of the commuting allowance shall be the amount calculated pursuant to Article 32 of the National University Corporation Kobe University Regulations on Salary for Staff Members (hereinafter referred to as "Regulations on Salary").

(Payment of Salary)

Article 8 The payment date of salary shall be as specified in Article 2 of the Regulations on Salary.

2 If the employment period starts or ends in the middle of a month, the amount of salary shall be calculated on a daily prorated basis pursuant to Article 4, paragraph 4 of the Regulations on Salary.

(Travel Expenses on Relocation and Return to Home Country)

Article 9 The National University Corporation Kobe University Regulations on Handling Travel Expenses (established on April 1, 2004) shall apply mutatis mutandis when a Visiting Researcher relocates for a new post or returns to his or her home country, and in this case, the Visiting Researcher shall receive the train fare, ship fare, airfare, carfare, daily allowance, accommodation charge, meal charge, and miscellaneous travel expenses (hereinafter referred to as "Travel Expenses") provided for in the same Regulations; provided, however, that the Travel Expenses on return to the home country shall be paid only when the return is done within three months from the day following the expiration date of the term of his or her employment contract, in principle.

(Housing)

Article 10 Housing for Visiting Researchers may be provided by renting houses or rooms.

2 Necessary matters concerning the rental housing referred to in the preceding paragraph shall be governed by the Kobe University Regulations on Rental Housing for Visiting Researchers (established on March 27, 2013).

(Utilities)

Article 11 Charges for electricity, gas, water, telephone, etc. consumed by a Visiting Researcher for living in his or her housing shall be borne by himself or herself.

(Service, Working Hours, Holidays, and Leave)

Article 12 The service, working hours, holidays, and leave of Visiting Researchers shall be governed mutatis mutandis by the National University Corporation Kobe University Rules on Conditions of Employment for Staff Members (hereinafter referred to as “Rules on Conditions of Employment for Staff Members”) and the National University Corporation Kobe University Regulations on Working Hours, Holidays, Paid Leave, etc. of Staff Members.

(Invitation Procedures, etc.)

Article 13 The invitation letter shall be issued by the president and shall detail the terms and conditions of the invitation, including the assigned Department, invitation period, amount of salary, housing, and Travel Expenses regarding relocation and return to the home country. In this case, the invitation period shall be clearly indicated according to the actual plan, regardless of the business year.

(Conclusion of Contract)

Article 14 A service contract shall be concluded promptly after the arrival of the relevant person in Japan.

2 The contract referred to in the preceding paragraph shall be concluded in Japanese and English; provided, however, that if the relevant Visiting Researcher is able to fully understand the contract contents in Japanese, the contract may be concluded in Japanese only.

3 If the employment plan extends beyond a business year, a contract shall be concluded for each business year.

(Cancellation of Contract)

Article 15 A contract may be canceled even during the employment period in any of the following cases:

- (1) If the relevant Visiting Researcher requests the cancellation of the contract for his or her own reasons;
- (2) If the relevant Visiting Researcher breaches any provision of the contract;
- (3) If the relevant Visiting Researcher becomes unable to work for more than 180 days due to illness or injury.

(Application Mutatis Mutandis of Rules on Conditions of Employment for Staff Members)

Article 16 Article 10 (General Principles) to Article 23 (Starting and Ending Times, etc.), Article 25 (Holidays) to Article 27 (Working Hours, Holidays, Leave, etc.), Article 37 (Business Trip), Article 38 (Job Training), Article 43 (Measures to Ensure Safety and Health) to Article 55 (Measures for Staff Member Who Finds It Extremely Difficult to Work on Menstrual Days), Article 57 (Awards) to Article 64 (Damage Compensation and Disciplinary Action, etc.), and Article 68 (Dismissal) to Article 72 (Leaving Certificate) of the Rules on Conditions of Employment for Staff Members shall apply mutatis mutandis to Visiting Researchers.

(Other)

Article 17 In addition to what is provided for in these Rules, necessary matters concerning the treatment of Visiting Researchers shall be determined by the president.

Supplementary Provisions

These Rules shall come into effect on April 1, 2004.

Supplementary Provisions between the original and the latest are omitted.

Supplementary Provisions (June 29, 2021)

These Rules shall come into effect on July 1, 2021.

Appended Table

Monthly remuneration schedule for Visiting Researchers

Pay Step	Monthly Remuneration Amount
1	300,000 yen
2	350,000 yen
3	400,000 yen
4	450,000 yen
5	500,000 yen
6	700,000 yen