

## A Guide to the Sabbatical Leave Program



### [1] What is the Sabbatical Leave Program?

The Sabbatical Leave Program is a system in which researchers are instructed to devote themselves to their fields of study or research through the exemption of their teaching duties, etc. during the applicable period, in an attempt to further develop education and learning as well as promote academic research at the University.

#### ■ Classification

On-campus sabbatical leave	Undertake research on-campus
Domestic sabbatical leave	Undertake research at universities/research institutes in Japan other than the University
Overseas sabbatical leave	Undertake research overseas

#### ■ Underlying regulations: The Program shall be operated based on the following regulations.

Full-time teaching staff	<ul style="list-style-type: none"> <li>- Ritsumeikan University Regulations on the Sabbatical Leave Program for Full-time University Teaching Staff</li> <li>- Ritsumeikan University Enforcement Bylaws for the Regulations on the Sabbatical Leave Program for Full-time University Teaching Staff</li> </ul>
Assistant teaching staff	<ul style="list-style-type: none"> <li>- Ritsumeikan University Regulations on the Sabbatical Leave Program for Assistant University Teaching Staff</li> <li>- Ritsumeikan University Enforcement Bylaws for the Regulations on the Sabbatical Leave Program for Assistant University Teaching Staff</li> </ul>

#### ■ Category and system \*Categories i) to iv) below apply to full-time teaching staff only

i) Unspecified	Allowances for the Sabbatical Leave Program shall be provided from the Ritsumeikan budget
ii) Early-career Scientists	Allowances for the Sabbatical Leave Program shall be provided from the Ritsumeikan budget for those who are under 40 years of age as of April 1 of AY when they start the program
iii) Work-life Balance	Allowances for the Sabbatical Leave Program shall be provided from the Ritsumeikan budget for those who have been unable to take advantage of the program due to prenatal/postnatal leave, childcare leave, or nursing leave
iv) Extramural Funds	Extramural funds are appropriated as allowances for the Sabbatical Leave Program
v) Assistant Teaching Staff	Allowances for the Sabbatical Leave Program shall be provided from the Ritsumeikan budget for assistant teaching staff belonging to the University



# A Guide to the Sabbatical Leave Program

## Table of contents

	Page
【 1】 What is the Sabbatical Leave Program?	Cover
【 2】 Procedures for the Sabbatical Leave Program	
1. List of documents to be submitted	1
2. Certificate of dispatch: procedures for requesting issuance	8
3. Documents to be submitted (particulars)	10
4. Temporary return to Japan (for overseas sabbatical leave), temporary return to the University (for domestic sabbatical leave)	
5. Official duties and subsidiary businesses during the sabbatical leave	
6. Extension of the sabbatical leave period	15
【 3】 Allowances for the Sabbatical Leave Program	
1. Maximum amount of provision by classification	17
2. Period subject to provision	
3. Timing of provision	19
4. Expense items by classification	
5. Others	
6. Handling of expenses for research materials	21
7. Individual research allowances during the sabbatical leave period	22
8. Expenses for travel and accommodation/research allowances	23
【 4】 Models of spending allowances for the Sabbatical Leave Program	26
【 5】 Subsidy for Current Expenditures to Private Institution of Higher Edu	29
【 6】 Related materials for the Sabbatical Leave Program	
1. Affiliated universities and research institutes overseas	30
2. Ministry of Foreign Affairs of Japan "Travel Information"	31
3. Procedures required to modify the Sabbatical Leave Program	32
4. Handling of classes taught by those on the sabbatical leave (a matter resolved by the University Senate)	34
【 7】 Relevant regulations	
1. Ritsumeikan University Regulations on the Sabbatical Leave Program for Full-time University Teaching Staff	36
2. Ritsumeikan University Enforcement Bylaws for the Regulations on the Sabbatical Leave Program for Full-time University Teaching	43
3. Ritsumeikan University Regulations on the Sabbatical Leave Program for Assistant University Teaching Staff	49
4. Ritsumeikan University Enforcement Bylaws for the Regulations on the Sabbatical Leave Program for Assistant University Teaching	54
【 8】 Procedures to be carried out at the Office of Human Resources/Administrative Offices at campuses	
1. Procedures related to salaries/various allowances	57
2. Issuance of certificates	59
3. Handling of "health insurance"	
4. Nursing care insurance (for those between 40 and 64 years old)	61
5. Commuting allowance, commuting assistance allowance, and actual transportation expenses when teaching classes	
6. Taxes during the Sabbatical Leave Program (non-resident)	63
7. Insurance company's financial savings	65
8. Health Examination	66
9. Health management for overseas travel	67
10. Notes on COVID-19 infections	71
【 9】 Contact information during the Sabbatical Leave Program	72

## 【2】Procedures for the Sabbatical Leave Program

### 1. List of documents to be submitted

<List of forms to be submitted for the Sabbatical Leave Program>

Form 1	Sabbatical Leave Program: Research activity plan	Form 7	Sabbatical Leave Program: Outcome report
Form 3	Sabbatical Leave Program: Request form for certificate of dispatch (English/Japanese)	*Other documents, including settlement documents of instruction to go on a research-related trip, report/expense report of instructions	
Form 4	Sabbatical Leave Program: Notice of commencement	*Forms 2 and 8 will be prepared at the relevant Research Office.	
Form 5	Sabbatical Leave Program: Notice of change/temporary return to Japan		
Form 6	Sabbatical Leave Program: Notice of conclusion		

### \* Timing of submission

Those applicable to submission: on-campus=●, domestic (without lodging)=▲, domestic (with lodging)=■, overseas=★

Timing	Document to be submitted	Those applicable	Submission date	Submitted
Three months before the commencement of the sabbatical leave period at	■ Form 1 Research activity plan	●▲■★	/	



↓ Notifications to be submitted as necessary  
↓

One month before the commencement of the sabbatical leave period at the latest	■ Invitation letter	▲■★	/	
	■ Japanese translation (if the invitation letter is in a language other than Japanese)	★	/	
	■ Document verifying where you are going to stay (e.g. a lease agreement)	■	/	
	■ Receipt (or quotation) for plane ticket	Those who travel by air	/	
	■ Flight itinerary, etc. (with the dates of the voyage)		/	

■ Form 3 Request form for issuance of certificate of dispatch

To be notified by Administrative Offices⇒ ■ Form 2 Verify and put a seal to the application form for temporary advances, and receive allowances for the Sabbatical Leave Program

One week before the commencement of the sabbatical leave period at the latest	■ Form 4 Notice of commencement	●▲■★	/	
	■ Photocopy of portrait photo page of your passport	★	/	
Immediately after the commencement of the sabbatical period	■ Image data of plane ticket (or stub)	Those who traveled by air	/	

■ Form 5 Notice of change/temporary return to Japan

While on sabbatical	■ Receipt of expenses spent on materials	●▲	/	
Within a week after the conclusion of the sabbatical period	■ Form 6 Notice of conclusion	●▲■★	/	
	■ Original copy of plane ticket (or stub)	Those who traveled by air	/	

■ Report/expense report of instruction to go on a research-related trip  
 ■ Documentary proof of the research-related trip

To be notified by Administrative Offices⇒ ■ Form 8 Verify expense reports, and reimburse us or receive additional provision

Within two months after the conclusion of the sabbatical period	■ Form 7 Outcome report	●▲■★	/	
---	-------------------------	------	---	--


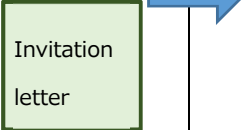
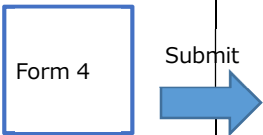
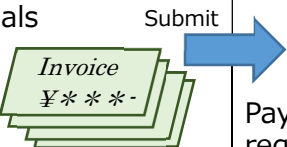

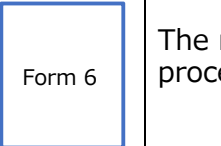


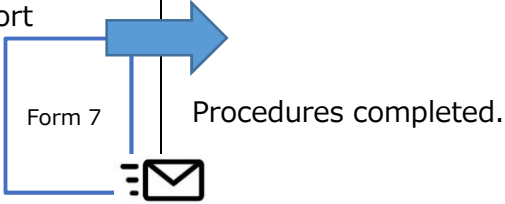
**【On-campus sabbatical leave/domestic sabbatical leave (without lodging)】**

Documents to be submitted during the sabbatical period ~Image 1~

\*For details, refer to "A Guide to the Sabbatical Leave Program."

For on-campus/domestic sabbatical leave (without lodging)

Timing of submission	Teaching staff	Research Offices (Office of Research Planning and Development for Suzaku Campus)	✓	Date
Three months before the commencement of the sabbatical leave period at the latest	<p>■ Form 1 Research activity plan</p> 	<p>Upon receipt, the plan is forwarded to the Administrative Office of the College/Graduate School to which the relevant teaching staff belongs, and then procedures for commencing the Sabbatical Leave Program will be followed.</p>		
One month before the commencement of the sabbatical leave period	<p>■ Invitation letter (for domestic sabbatical leave only) ⇒Please ask your destination institute to produce it and submit.</p> 			
One week before the commencement of the sabbatical leave period	<p>■ Form 4 Notice of commencement ⇒Please fill in and submit.</p> 	<p>Based on the submitted Form 4, the person in charge (PIC) sets a budget and notifies the relevant teaching staff thereof.</p>		
After the sabbatical period commences	<p>■ Bills and receipts for the purchase of materials ⇒Please submit as they arise.</p>  <p>In spending material expenses, Guidelines for the Disbursement of Research Funds shall be referred to.</p>	 <p>Payment is requested as necessary.</p>		
After the conclusion of the sabbatical period	<p>■ Form 6 Notice of conclusion ⇒This is also required for allowance-related matters. Please submit within a week.</p> 	<p>The notice of conclusion is processed.</p>		

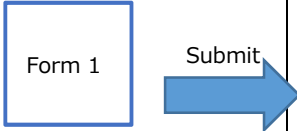
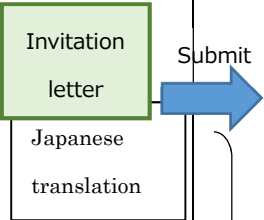
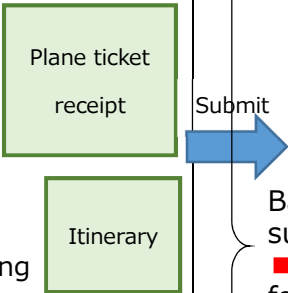
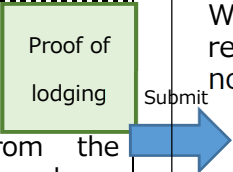

<p>Within two months after the conclusion of the sabbatical period</p>	<ul style="list-style-type: none"><li>■ Form 7 Outcome report</li></ul> <p>Please submit in a data format (i.e. Word or pdf).</p>	 <p>Form 7</p> <p>Procedures completed.</p>	<p>-----</p>
--	---	---	--------------




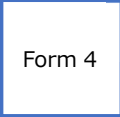
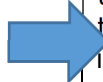



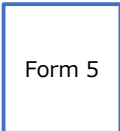
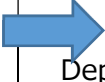


【Domestic sabbatical leave (with lodging)/overseas sabbatical leave】

Documents to be submitted during the sabbatical period ~Image 2~

■ ★ For overseas sabbatical leave/domestic sabbatical leave (with lodging)

**Note) Allowances for the Sabbatical Leave Program shall not be spent on materials. (Can only be spent on travel and accommodation expenses/research allowances.)**

Schedule	Teaching staff	Research Offices (Office of Research Planning and Development for Suzaku Campus)	✓ Date
Three months before the commencement of the sabbatical leave period at the latest	<p>■ Form 1 Research activity plan</p> 	Upon receipt, the plan is forwarded to the Administrative Office of the College/Graduate School to which the relevant teaching staff belongs, and then procedures for commencing the Sabbatical Leave Program will be followed.	
One month before the commencement of the sabbatical leave period at the latest	<p>■ Invitation letter ⇒ Please ask your destination institute to produce it and submit. &lt;For non-Japanese invitation letter&gt;</p>  <p>■ Japanese translation</p> <p>&lt;When traveling by air&gt;</p> <p>■ Plane ticket receipt ⇒ If unavailable, a quotation will suffice.</p>  <p>■ Itinerary, flight schedule, etc. showing the dates of the voyage</p> <p>&lt;For domestic sabbatical leave&gt;</p> <p>■ Proof of lodging ⇒ Documentary proof that expenses arise from the sabbatical leave, such as a lease agreement, a hotel reservation slip, and a quotation</p>  <p>&lt;When traveling to the destination institute before the commencement of the sabbatical leave&gt;</p> <p>■ Apply via SmartDB "Settlement of instruction to go on a research-related trip/research-related trip report (application for travel expenses)."</p> <p>⚠ Travel expenses may be executed from the allowances for the Sabbatical Leave Program for this period, but accommodation and research expenses shall not be covered. Please apply for other research allowances.</p>	<p>Based on the documents submitted, the PIC prepares ■ Form 2 Application form for temporary advances. When completed, the relevant teaching staff will be notified...</p> 	


	<p>· · · After verifying the contents, please return the form to the PIC.</p> <p style="text-align: center;">  <span style="margin-left: 20px;">Submit</span>  </p>	<p>          Upon receipt, payment procedures of allowances for the Sabbatical Leave Program will be followed.       </p>	
<p>One week before the commencement of the sabbatical leave period at the latest</p>	<p> <span style="color: blue;">■</span> Form 4 Notice of commencement        ⇒ Please fill in and submit.  <span style="color: green;">■</span> Photocopy of the portrait photo page of your passport     </p> <p style="text-align: center;">  <span style="margin-left: 20px;">Submit</span>  </p>	<p>If the address of where you are going to stay is not yet known, leave the address section blank for the time being and please notify the PIC thereof by email as soon as it becomes available to you upon arrival.</p>	
<p>Immediately upon arrival at the destination of the sabbatical leave</p>	<p>&lt;For those traveled by air only&gt;</p> <p> <span style="color: green;">■</span> Image data of plane ticket (or stub)     </p> <p style="text-align: center;"> <span style="color: blue;">Submit</span>   </p>	<p>Please send by email image data taken with your smartphone, etc. at the place of your stay (take the photos in a manner that the dates can be clearly legible).</p>	
<p>If any change, such as research-related trips and temporary return to Japan/the University, arises during the sabbatical leave period</p>	<p>Changes to the sabbatical leave</p> <p>For temporary return to Japan (for overseas sabbatical) and temporary return to the University (for domestic sabbatical)⇒</p> <p> <span style="color: blue;">■</span> Form 5 Notice of change, research-related trips, and temporary return to Japan        Please fill in the necessary items on the front and submit.     </p> <p style="text-align: center;">  <span style="margin-left: 20px;">Submit</span>   </p> <hr style="border-top: 1px dashed black;"/> <p>For research-related trips⇒        &lt;Before the trip&gt;</p> <p> <span style="color: blue;">■</span> Apply via SmartDB "Settlement of instruction to go on a research-related trip/research-related trip report (application for travel expenses)."          &lt;After the trip&gt;</p> <p> <span style="color: blue;">■</span> Submit a research-related trip report via SmartDB "Settlement of instruction to go on a research-related trip/research-related trip report (application for travel expenses)" that you submitted before the trip.  <span style="color: green;">■</span> Please attach data (documentary evidence) showing that you have indeed made the trip in question.     </p>	<p>Depending on the contents of the change, the form is forwarded to the Administrative Office of the College/Graduate School to which the relevant teaching staff belongs or the PIC, and then appropriate procedures will be followed.</p> <p style="text-align: center;">  </p> <p>Please submit the report/expense report of research-related trips promptly on your return.</p>	



<p>After the conclusion of the sabbatical period</p>	<ul style="list-style-type: none"> <li>■ Form 6 Notice of conclusion ⇒This is also required for procedures for allowance-related matters. Please submit within a week.</li> <li>■ Original copy of plane ticket (or stub)</li> <li>■ Other necessary documents you did not submit when you were provided with temporary advances.</li> </ul>	<p>Based on the submitted Form 6, the PIC prepares</p> <ul style="list-style-type: none"> <li>■ Form 8 Expense report.</li> </ul> <p>When completed, the relevant teaching staff will be notified...</p>	
	<p>...After verifying the contents, please return the form to the PIC.</p>	<p>Upon receipt, settlement procedures of allowances for the Sabbatical Leave Program will be followed. (Procedures for reversing cash or additional provision, as necessary)</p>	
<p>Within two months after the conclusion of the sabbatical period</p>	<ul style="list-style-type: none"> <li>■ Form 7 Outcome report</li> </ul> <p>Please submit in a data format (i.e. Word or pdf).</p> <p>*If you are conducting research overseas, please register information for overseas academics using the URL and QR image provided in the outcome report.</p>	<p>Procedures completed. (Affiliations, names, duration, destinations, and research themes of those who have completed the Sabbatical Leave Program will be posted on the Division of Research website.)</p>	

## 2. Certificate of dispatch: procedures for requesting issuance

When a certificate of dispatch is required for procedures requested from your destination institute or those in your absence, the following procedures shall be followed. Your requests shall be handled at all times (except for the period of the University's simultaneous closure).

Document to be submitted	<Form 3> Sabbatical Leave Program: Request form for certificate of dispatch (English/Japanese)
Submitted to	Research Offices (Office of Research Planning and Development for Suzaku Campus)
Submitted by	At least two weeks prior to the day (work day) when you would like it issued
Remarks	<ul style="list-style-type: none"> <li>- The below are (Japanese/English) samples of a certificate. Please note that some phrases in the English version are subject to change.</li> <li>- When you would like to add items other than those included in the samples below, or when you are requested to fill in a form prescribed by the destination institute, a separate procedure (final approval through ringi) will be required. In that case, please allow sufficient time for the request.</li> <li>- When wishing to omit items in the samples below, please notify us thereof in advance.</li> <li>- The "length of stay" stated in the certificate shall be <u>the period approved by the University Senate (the period for which a change has been approved through the research activity plan or the notice of change, research-related trips, and temporary return to Japan)</u>.</li> <li>*Periods not approved (e.g. the period of a preceding research-related trip combined with the sabbatical leave) or the fact that a family member(s) will accompany you cannot be certified (please inquire at the relevant College/Graduate School/Institute Administrative Office as necessary).</li> <li>- An estimate amount between April 2022 and March 2023 shall be used as your annual salary in the English version of your certificate.</li> <li>- It may take a while to issue a certificate in English in the President's absence due to school duties, etc. since the English version requires a signature of the President.</li> </ul>
<p>*Please note that researchers themselves are required to follow the procedures for the Sabbatical Leave Program, including applying for a visa, coordinating with the destination institute, and securing accommodation.</p> 	

## 派遣証明書(和文)サンプル

\*\*\*\*年\*月\*日

立命館大学長

公印

### 学外研究員派遣証明書

下記の者について、立命館大学専任教員学外研究規程に基づき、学外研究(「国内研究」あるいは「国外研究」のいずれかを記入)を命じたことを証明する。

#### 記

1. 所属・職名 : 立命館大学 学部名 職名
2. 氏名 : 氏名
3. 滞 在 国 : 滞在国名
4. 滞 在 先 : 受入機関名
5. 滞 在 期 間 : \*\*\*\*年\*月\*日～\*\*\*\*年\*月\*日

以上

## Certificate of dispatch (English version): sample

Month/Day/Year

To whom it may concern:

This is to certify that Dr./Mr./Ms. 氏名, a 職位 of 専門分野, is employed at the College/Graduate School of 学部名, Ritsumeikan University. He/She will take a sabbatical to work on his/her research at 派遣先 from 学外研究開始日 to 学外研究終了日.

During the above-mentioned period, Dr./Mr./Ms. 氏名 will receive a grant of JPY 国外研究費(通貨記号●●● at the exchange rate on レート換算日) to cover the cost of living and travel expenditures while staying away from Ritsumeikan University.

In addition, he/she will be receiving an annual salary, approximately JPY 給与見込額 (通貨記号●●● at the exchange rate on レート換算日) in the academic year 発行年度 (Month/Year to Month/Year) from Ritsumeikan University. 『証明書発行年度と滞在年度が違う場合、以下を追加 and will receive approximately the same amount in the academic year 滞在年度 (Month/Year to Month/Year)』.

After completing the sabbatical, Dr./Mr./Ms. 氏名 will return to the current position at Ritsumeikan University.

Signature

President of Ritsumeikan University

### 3. Documents to be submitted (particulars)

\*For those with unspecified destination of submission, submit them to the relevant Research Office (or the Office of Research Planning and Development for those belonging to Suzaku Campus).

#### Before the commencement of the sabbatical period

##### (1) Three months before the commencement of the sabbatical leave period at the latest

\*This is a step to commence the Sabbatical Leave Program.

Applicability: All

■ <Form 1> Sabbatical Leave Program: Research activity plan

##### (2) One month before the commencement of the sabbatical leave period at the latest

\*These are required for payment of allowances for the sabbatical leave program (for those other than those undertaking research on-campus)

\*When the submission of these documents is delayed, it may result in a failure of provision of allowances ahead of the departure date. During the period around New Year's holiday, summer holiday, etc., in particular, there are fewer days than ordinary months on which payment can be made. Accordingly, early submission is advised.

Applicability: All, except those undertaking research on-campus

■ Invitation letter ⇒ Official invitation letter from destination university/research institute

- An invitation letter should contain the following four items: i) Name of destination research institute; ii) Duration of acceptance (mm/dd/yyyy-mm/dd/yyyy); iii) Status of acceptance (paid or unpaid, etc.); and iv) Official seal, or letterhead with representative's signature.

- A mail text, letter, or documentary evidence with the name of an individual faculty member of the destination institute cannot be accepted as invitation letter.

- For the letter in a language other than Japanese, please provide a Japanese translation as well.

- A photocopy of the original, or a document delivered in a data format (PDF, etc.) is also acceptable.

- Please inquire if a document with a name other than "invitation letter" is issued due to circumstances of the destination institute (e.g. assignment permit, letter of appointment).

- Please inquire if it is difficult to specify the duration of acceptance (mm/dd/yyyy-mm/dd/yyyy) due to matters related to visa, etc.

Applicability: Those who travel by air

■ Receipt (or quotation) for plane ticket to the destination institute

■ Flight itinerary (flight schedule)

- Please sign or affix a seal in a margin on the receipt before submission.

- Please submit the officially-issued flight itinerary (flight schedule).

- If the receipt is not yet available, please first submit a quotation and then the receipt as soon as it is issued.

- **The University is not supposed to make a direct payment for travel expenses via bank transfer to travel agencies, etc. You need to make a payment by yourself, which is to be disbursed later.**

Applicability: Those undertaking research domestically (with lodging)

■ Documentary evidence that accommodation (e.g. hotel, rented house/room) has been used (e.g. receipt, lease agreement)

- Notwithstanding the amount of costs incurred from accommodation, the maximum amount to be provided for accommodation is ¥220,000 monthly or ¥7,300 daily, with a cap of ¥1,000,000 (one million) for the entire sabbatical period (inclusive of travel expenses).
- Even if the destination institute is in a distant place, you may not be able to produce an officially-issued documentary proof that accommodation expenses have indeed arisen for the reason that you commute there from your home, etc. In these cases, you will be treated in the same manner as those undertaking research domestically (without lodging). (A cap of ¥500,000 for expenses for research materials only)

### **Applicability: Those who set off before the commencement date of the sabbatical leave period**

■ SmartDB "Settlement of instruction to go on a research-related trip/research-related trip report (application for travel expenses)"

If you set off before the commencement date of the sabbatical leave period (ahead of schedule for less than a month\*), it shall be considered a preceding research-related trip combined with the sabbatical leave.

- Since an ordinary procedure for a research-related trip needs to be followed, please apply via SmartDB "Settlement of instruction to go on a research-related trip/research-related trip report (application for travel expenses)."
- In the case of a "preceding research-related trip combined with the sabbatical leave," expenses for the outward journey (from the nearest station to home/your campus to the nearest airport of the destination institute) can be paid for from the allowances for the Sabbatical Leave Program. Click "Select budget master" under "Budget" on the application screen, select "46 Research allowances: Other funds," and enter "Sabbatical Leave Program" in the "(Budget) Details" field on the parent screen.

**\*The expenses for accommodation and research materials during the period up to the commencement date of the sabbatical leave period shall not be covered.**

- For questions regarding the operation of SmartDB or the Regulations for Provision of Travel Expenses, please contact the office below.

■ Travel Expenses Consultation Service

Weekdays 10:00-17:00 (except 11:30-12:30)

Extension: 510-6746/6747 Outside line: 075-813-8248

E-mail: [ryohi-sp@st.ritsumeai.ac.jp](mailto:ryohi-sp@st.ritsumeai.ac.jp)

- This procedure needs to be followed also for cases where you set off on the preceding day of the commencement date of the sabbatical leave period, in order for those who are going to spend a year for overseas sabbatical leave to be treated as a non-resident (for details, please refer to the page for [8] Office of Human Resources).

\*Depending on the conditions of the destination institute and the circumstances of research activities, if you need to set off ahead of schedule **more than a month** before the commencement date of the sabbatical leave period, please consult with the relevant Administrative Office of College/Graduate School/Institute at the earliest opportunity. (Some cases may require deliberation at the University Senate.) Please also communicate with the relevant Research Office.

**(3) Item to be verified upon receipt thereof from the relevant Research Office** (unnecessary for those who do not receive any allowances for the sabbatical leave period)

Based on the submitted <Form 1> Sabbatical Leave Program: Research activity plan and other documents including the invitation letter and a receipt for plane ticket,

■ <Form 2> Allowances for the Sabbatical Leave Program: Application form for suspense payments will be prepared by the PIC of the relevant Research Office, and you will be notified thereof. Please verify the contents and return the form to the PIC after filling in the details for a transfer destination account. For any errors or for any revisions you wish to make, please make a request therefor for correction.

#### **(4) To be submitted one week before the commencement of the sabbatical leave period at the latest**

\*The following is the final step for commencement/departure.

Applicability: All

■ <Form 4> Sabbatical Leave Program: Notice of commencement

The submission of this form signifies the commencement of payroll-related procedures. Please submit the form at the earliest opportunity when the details are finalized. In the case of your residence and contact address being determined after you make a voyage, please submit the form with the relevant sections left blank and notify us thereof via email as soon as the information becomes available to you.

Applicability: Those undertaking research overseas

■ Photocopy of portrait photo page of your passport

### **After the commencement of the sabbatical leave period**

#### **(5) Items to be submitted immediately after the commencement of the sabbatical leave period**

\*These are to notify us of your arrival at the destination.

Applicability: Those traveled by air

■ Photocopy of plane ticket (or stub) (the original to be handed in after your return to Japan)

\*Those with the sabbatical leave period of one year are required to submit the above within a week without fail. (Necessary for tax purposes)

**Please send their image data to the PIC as email attachments.**

## **(6 – 1) Item to be submitted when making research-related trips or temporarily returning to Japan/the University, or revising the schedule of the sabbatical leave period**

\*Required for cases where changes have been made from <Form 1> Sabbatical Leave Program: Research activity plan or where you need to make research-related trips or temporarily return to Japan.

Applicability: Those who make research-related trips only

■ Apply via SmartDB “Settlement of instruction to go on a research-related trip/research-related trip report (application for travel expenses).”

Applicability: Those who temporarily return to Japan/the University only

■ <Form 5> Sabbatical Leave Program: Notice of change, research-related trips, and temporary return to Japan

**Please submit <Form 5> Sabbatical Leave Program: Notice of change, research-related trips, and temporary return to Japan, instead of the usual research-related trip application via SmartDB.**

## **(6 – 2) Item to be submitted within a week after the research-related trips**

Applicability: All those who have applied for going on research-related trips

■ Submit a research-related trip report via SmartDB “Settlement of instruction to go on a research-related trip/research-related trip report (application for travel expenses)” that you submitted before the trip.

Proof of the research-related trip (a copy of participation certificate of a relevant academic conference, a program of a relevant academic conference distributed on the day, a receipt for participation fees, receipts for expenses incurred at the destination, etc.); please attach an image of a plane ticket when the trip involves air travel.

## **(7) Items to be submitted while on sabbatical (as required)**

Applicability: Those on the on-campus sabbatical leave/domestic sabbatical leave (without lodging)

■ Documents related to disbursement of expenses for research materials, such as receipts, etc. for goods purchased with expenses for research materials

Please sign or affix a seal in a margin or on the back of the receipts before submission.

## **After the conclusion of the sabbatical period**

## **(8) Items to be submitted within a week after the conclusion of the sabbatical period**

Applicability: All

■ <Form 6> Sabbatical Leave Program: Notice of conclusion

\*The submission of this form signifies the commencement of payroll-related procedures. **Be sure to submit this form within a week.**

Applicability: Those on the domestic sabbatical leave (with lodging) who did not submit the following when requesting suspense payments before the commencement of the sabbatical leave period.

■ Documentary evidence that accommodation (e.g. hotel, rented house/room) was used (e.g. receipt, lease agreement)

Applicability: Those who traveled by air

■ Plane ticket (or stub) (original)

■ Signed or sealed receipt for plane ticket (for those who did not submit before the commencement of the sabbatical leave period)

### **(9) Item to be verified upon receipt thereof from the relevant**

**Research Office** (unnecessary for those who do not receive any allowances for the sabbatical leave period)

Based on the submitted <Form 6> Sabbatical Leave Program: Notice of conclusion and other documents,

■ <Form 8> Allowances for the Sabbatical Leave Program: Expense report will be prepared by the PIC of the relevant Research Office, and you will be notified thereof.

Please verify the contents, affix a seal, and return it to the PIC.

- When the adjusted amount is smaller than the amount of suspense payments in (3) above⇒Please reimburse us.
- When the adjusted amount is larger than the amount of suspense payments in (3) above⇒Additional provision will be made. (It takes a while to transfer the money.)

### **(10) Item to be submitted within two months after the conclusion of the sabbatical period**

Applicability: All

■ <Form 7> Sabbatical Leave Program: Outcome report

- Please submit a hard-copy version (i.e. Word or PDF).

- The "research theme" in the form should be the theme approved by the University Senate. (If the procedures for revising the research theme have been followed and then a new theme has been approved, please enter the new theme.)

**\*Affiliations, names, the length of their stay, and destination institutes of the teaching staff who have been on the overseas sabbatical leave will be posted on the website of the Division of Research, for the purpose of applying to the subsidies for operating costs for private schools, etc.→See P. 29.**

**\*Every year, the Division of Research submits a list of overseas academics to Quacquarelli Symonds Limited ("QS," UK), which publishes the World and Asian University Rankings, for those who are willing to participate in the QS Global Academic Survey.**

**The QS Global Academic Survey is a web-based questionnaire that asks faculty members and researchers at universities and research institutes to name "universities that are conducting excellent research (up to 10 domestic universities and 30 overseas universities)" in their respective field of expertise, and the results of their responses are used to produce the rankings. Accordingly, we would be grateful if you could help us compile a list of overseas academics who would likely be willing to complete the QS Global Academic Survey. If you are conducting research overseas, please register information for overseas academics using the URL and QR image provided at the end of the outcome report.**



#### 4. Temporary return to Japan (for overseas sabbatical leave), temporary return to the University (for domestic sabbatical leave (with lodging))

The Regulations confine temporary return to Japan/the University during the sabbatical leave period to cases where it is essential to the execution of the prescribed research objective. According to the Regulations, **the upper limit of the trip you can make per semester is twice, and the longest you can stay in Japan/the University per temporary return is 15 days.**

Furthermore, since it is permitted only for cases where it is essential to the execution of the prescribed research objective, it is not permitted to temporarily return to Japan/the University on private business or for the purpose of a University event or education.

For cases where you have reluctantly exceeded the prescribed time or length of stay, or you have become obliged to temporarily return to Japan/the University for purposes other than your research, you will be required to follow separate procedures. Please consult with the relevant Research Office in advance.

#### 5. School duties and subsidiary businesses during the sabbatical leave period

Since the Regulations prescribe an obligation for the teaching staff on sabbatical to devote themselves to their research, you are not allowed, in principle, to engage yourself in school duties such as entrance examination operations as well as subsidiary businesses such as becoming a lecturer at other universities. If the need compels you to accept school duties or subsidiary businesses, please consult with the relevant Research Office in advance.

#### 6. Extension of the sabbatical leave period

- When you wish to extend the sabbatical leave period, the Regulations allow you to apply for extension up to two years in total. Since it may affect a plan to open a course at the University, etc., however, please first consult with the Chief Administrative Officer of the relevant College/Graduate School or the Administrative Office of the relevant Institute if you wish for extension.
- The following three requirements must be satisfied for extension to be granted.
  - i) Objective need exists for the continuation of the research
  - ii) There is no hindrance to education
  - iii) Funds required for the continuation of the research have been secured

Document to be submitted	Request for extension (For prescribed forms, please follow instructions from the relevant College/Graduate School/Institute.)
Submitted to	Administrative Office of the relevant College/Graduate School/Institute
Due date	Three months before the conclusion of the initial sabbatical leave period at the latest

- Allowances for the Sabbatical Leave Program shall not be provided for the extended period. (The longest period for which allowances for the Sabbatical Leave Program can be provided is one year.)

The plane ticket for homeward journey can be paid for from the allowances.

### 【3】 Allowances for the Sabbatical Leave Program

#### 1. Maximum amount of provision by classification

\*Allowances for the Sabbatical Leave Period shall be provided within the scope of a budget (allocated amount) for each teaching staff approved by the University Senate, as well as with the maximum amounts of provision for the following items.

Classification		Expense item
On-campus sabbatical leave		Expenses for research materials (up to ¥500,000)
Domestic sabbatical leave	Vicinity (without lodging, such as commuting from home)	
	Distant place (with lodging)	Expenses for travel and accommodation (up to ¥1,000,000)
Overseas sabbatical leave		Expenses for travel and accommodation (up to ¥3,300,000 for full-time teaching staff/¥2,000,000 for assistant teaching staff)

\*Differences between “expenses for research materials” and “expenses for accommodation/research allowances”

- Expenses for research materials ⇒ expenses for goods related to research...to be provided based on receipts

(Operation is almost the same as individual research allowances.)

- Expenses for accommodation/research allowances ⇒ expenses for accommodation/living/research materials at your destination...to be provided based on the number of days of your stay

(In place of daily allowances and lodging expenses, expenses for accommodation/research allowances (daily benefits or monthly benefits) are applied.

#### 2. Period subject to provision

Allowances for the Sabbatical Leave Period are applicable to the period of one month or longer during which you stay at a specific research institute, and the period is treated as a “stay.” Please note that when the period of stay is less than one month, it is treated as a “research-related trip” and not applicable to the provision of allowances for the Sabbatical Leave Period.

Stay	A consecutive period of stay of one month or longer. *Applicable to the provision of allowances for the Sabbatical Leave Period.
Research-related trip	A consecutive period of stay of less than one month. *Not applicable to the provision of allowances for the Sabbatical Leave Period.

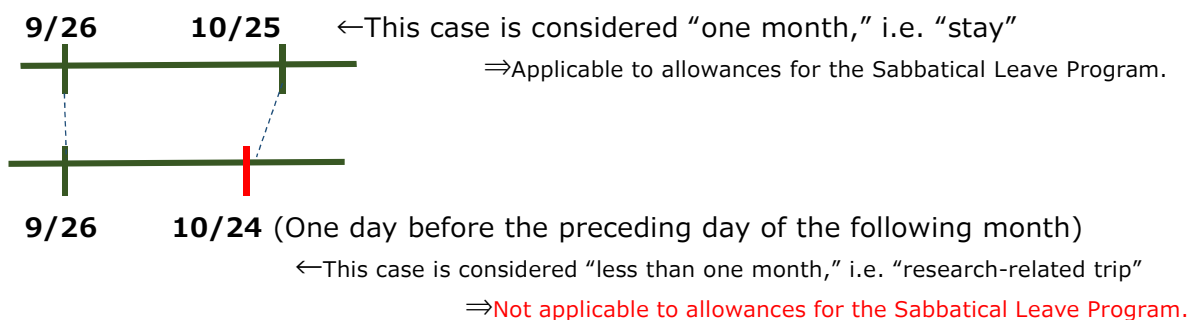
Concept of “one month” in the recognition of “stay”:

Although a period of one month or longer is considered “stay” in the Sabbatical Leave Program, the following cases are also considered “one month”;

i) From the beginning of a month to the end of the month (e.g. January 1-31, September 1-30)

ii) From a certain day of a month to the preceding day of the following month (e.g. September 26-October 25)

In the case of ii), when your stay at a research institute is from “September 26 to October 24 (i.e. one day before the preceding day of the following month),” for instance, it cannot be considered “one month.” Please be aware thereof.



### 3. Timing of provision

- Expenses for research materials→to be provided and settled on an as-needed basis
- Expenses for accommodation/research allowances→temporary advances and adjustments

Twice: before the commencement (temporary advances) and after the conclusion (adjustments)

- For the teaching staff who commence the Sabbatical Leave Program on April 1, temporary advances shall not be paid before mid-April, which is after the commencement of the Sabbatical Leave Program, because of the budget year change.
- For the teaching staff who commence the Sabbatical Leave Program on September 26, it is advised that the procedures be proceeded with early since there are fewer days in the month than the other months on which payments can be made due to a blanket closure.

### 4. Expense items by classification

- (1) On-campus sabbatical leave, domestic sabbatical leave (without lodging)  
“Expenses for research materials”⇒See “6. Expenses for research materials” below.
- (2) Domestic sabbatical leave (with lodging), overseas sabbatical leave  
“Expenses for travel” and “expenses for accommodation/research allowances”  
⇒See “8. Expenses for travel and expenses for accommodation/research allowances” below.

In cases where multiple sabbatical leaves are undertaken (on-campus, domestic, or overseas), on condition that the period of each sabbatical leave exceeds one month, relevant expense items can be allocated to each sabbatical leave. Please consult with the PIC for details.

<Example> In the case where an on-campus sabbatical leave and an overseas sabbatical leave are undertaken with ¥3,000,000 from allowances for the Sabbatical Leave Program;

Model 1) ¥500,000 for the initial six-month on-campus sabbatical leave, and ¥2,500,000 for the overseas sabbatical leave in the remaining six months,

Model 2) ¥0 for the initial three-month on-campus sabbatical leave, and ¥3,000,000 for the overseas sabbatical leave in the remaining nine months, etc.

### 5. Others

(1) Allowances for the Sabbatical Leave Program when temporarily returning to Japan (for overseas sabbatical leave) and temporarily returning to the University (for domestic sabbatical leave (with lodging))

【Expenses for travel】 When temporarily returning to Japan/the University for the research-related purposes in accordance with the Regulations, expenses for travel to the railway station closest to home or the relevant campus can be made applicable to the provision of allowances for the Sabbatical Leave Program (if any remaining).

【Expenses for accommodation/research allowances】 Applicable to those on

traveling days only. For the period during which you are back from the destination of overseas sabbatical leave/domestic sabbatical leave (with lodging), they are not applicable.

(2) Period of school duties or subsidiary businesses

When performing school duties or conducting subsidiary businesses due to circumstances, the relevant periods are not applicable to the provision of allowances for the Sabbatical Leave Program.

(3) Overseas travel accident insurance

For overseas sabbatical leave, the University recommends that an overseas travel accident insurance be purchased.

There are other research allowances that can be appropriated for non-life insurance premiums, such as Individual Research Allowances. Insurances may also be paid from expenses for research materials (only when on-campus sabbatical leave is included. They cannot be paid for with accommodation/research allowances.).

For details, please inquire of the PIC of research allowances to be spent after referring to the page (p.37 in the 2022 version) for "Purchasing travel accident insurance" of the Research Fund Spending Guidebook.

## 6. Handling of expenses for research materials

If you select “on-campus sabbatical leave” or “domestic sabbatical leave (without lodging)” for your Sabbatical Leave Program, or if you combine “overseas sabbatical leave” or “domestic sabbatical leave (with lodging)” with “on-campus sabbatical leave,” expenses for research materials granted to you will be handled as follows.

### (1) Applicable expense items

- These can be used for necessary supplies, research-related trips, part-time employment, and honorariums for “on-campus sabbatical leave” and “domestic sabbatical leave (without lodging).” Handling is almost the same as that of individual research allowances.
- Expenses for research materials shall be handled based on receipts and invoices.
- Travel expenses for domestic and international research-related trips of less than one month, such as presentations at academic conferences for the dissemination of research results, can be covered.

\*In the case where you combine “overseas sabbatical leave” with “on-campus sabbatical leave” or “domestic sabbatical leave (with lodging)” with “on-campus sabbatical leave,” these can also be used for the cost of preparation for “overseas sabbatical leave” or “domestic sabbatical leave (with lodging)” (including the cost of visa application, the cost for PCR tests, and the cost of payment to the research institute).

### (2) Applicable period

- These can be used for the research concluded (work completed, etc.) between the commencement date and the conclusion date of “on-campus sabbatical leave”/“domestic sabbatical leave (without lodging).”

\*Please be noted that, in the case where the research is undertaken by combining “overseas sabbatical leave” or “domestic sabbatical leave (with lodging)” with “on-campus sabbatical leave,” **these cannot be used as research allowances during the period of “overseas sabbatical leave” or “domestic sabbatical leave (with lodging).”**

### (3) State of expenditure of expenses for research materials

- The state of expenditure and balance of “expenses for research materials” for allowances for the Sabbatical Leave Program can be ascertained in the Management System of Research Allowances .

\*The state of expenditure of “expenses for accommodation” received by those undertaking “overseas sabbatical leave” or “domestic sabbatical leave (with lodging)” cannot be ascertained in the system during the relevant sabbatical leave period.

<https://rgm.ritsumeai.ac.jp/kakenhi/login.do>



“Switch” after logging-in  
⇒Specify the **Advanced Research Programs** in “Select the type of research allowances”

研究費種別選択

処理年度	2022
研究費種別	研究高度化推進制度
<b>決定</b>	

## 7. Individual research allowances during the sabbatical leave period

- Individual research allowances can be used also during the sabbatical leave period.
- Those who undertake their research activities away from the University due to domestic sabbatical leave or overseas sabbatical leave are advised to complete the procedure by the deadline.
- Even while you are on sabbatical, you are required to submit a “progress report of research and research plan” by the deadline at the end of each academic year. Otherwise, budget allocation cannot be carried out.

\*In particular, those whose sabbatical leave period falls between September 26 and September 25 of the following year are reminded to submit the relevant document in time since the deadline comes in the middle of their sabbatical leave period.  
For any other obscure matters, please inquire in advance of the PIC of Individual Research Allowances at the relevant Research Office.



## 8. Expenses for travel and accommodation/research allowances

If you have selected the “domestic sabbatical leave (with lodging)” or “overseas sabbatical leave” in the Sabbatical Leave Program, expenses for travel and accommodation/research allowances shall be executed as follows.

The “expenses for accommodation/research allowances” refer to those for accommodation/living/research materials at your destination for the Sabbatical Leave Period involving lodging, and they shall be provided based on the number of days of your stay.

### ( 1 ) Domestic sabbatical leave (with lodging)

#### [Expenses for travel]

Section to be covered: The railway station closest to home or the origin station of the relevant campus to the railway station closest to the destination research institute (cost reimbursement for air fares based on the receipts)

- Rail travel: Prescribed travel expenses shall be provided (submission of the receipts, etc. is not necessary).
- Air travel: Please submit the relevant receipts and plane ticket (or stub) for cost reimbursement.

#### [Expenses for accommodation/research allowances]

Area	Monthly benefits	Daily benefits
Uniform regardless of area	¥220,000	¥7,300

- Please submit an “invitation letter” from your destination university/research institute, in addition to documentary proof that accommodation is to be used.

(Only when both of the above are made available, expenses for travel and accommodation/research allowances shall be provided.)

### ( 2 ) Overseas sabbatical leave

#### [Expenses for travel]

Section to be covered: Travel expenses from the railway station closest to home or the relevant campus to an airport (prescribed amounts), air fare

\*In accordance with the Regulations for Provision of Travel Expenses, air fares shall be provided.

- Conditions for provision: When the total period of your stay overseas is one month or longer, or when the aggregated total period of your stay is one month or longer even if the period of your stay at each destination is less than one month

\*Fares to the destination including locations of transit shall be provided only for travels involving transit.

- Evidence to be submitted: Invitation letter, receipt/stub/itinerary of plane ticket

- Handling fees necessary for flight changes due to personal circumstances shall not be covered.
- When you purchase a round-trip plane ticket, its one-way portion can be provided for with other research allowances.
- Some discount plane tickets may be purchased at a price less than half of their normal charges. When you purchase a round-trip plane ticket of this kind and use it for a one-way travel only, you shall be provided with a half of the amount of the ticket as a one-way ticket. The fare for the return journey shall be provided when you buy a ticket at a later date.

[Expenses for accommodation/research allowances]		
-For expenses for accommodation/research allowances, there are the following three areas.		
Area	Monthly benefits	Daily benefits
Area A and designated cities (Europe, North America, etc.)	¥250,000	¥8,300
Area B (South Korea, Hong Kong, Southeast Asia, Australia, etc.)	¥220,000	¥7,300
Area C (China, Taiwan, Africa, South America, etc.)	¥200,000	¥6,600
*The classification of areas is according to the Regulations for Provision of Travel Expenses of the Academy. Please confirm with the relevant Research Office.		
- Provision shall be made only for a consecutive period of stay of one month or longer. Expenses for accommodation for a period of less than one month shall be calculated as daily benefits.		
- The number of days of your stay is counted from the dates on the stubs of your plane tickets.		

Example) Calculation method of expenses for accommodation/research allowances in the case of departing for the U.S. on September 26 and returning home on March 25 of the following year with ¥2,000,000 as allowances for the Sabbatical Leave Program

⇒To be calculated as daily benefits for the period between September 26 and 30, monthly benefits for the period between October and February of the following year, and daily benefits for the period between March 1 and 25.

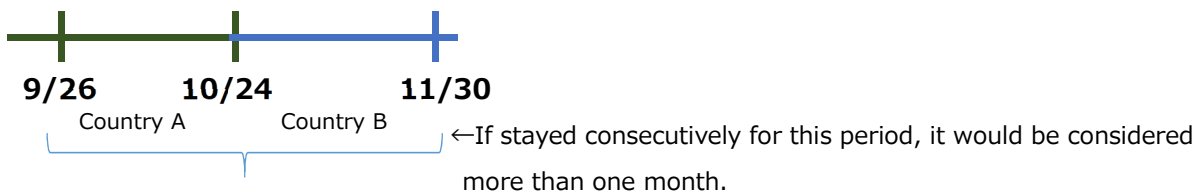
Travel days (September 26 and March 25) are also applicable to provision. (Multiple travel days are permissible only when necessary for transit.)

September 26-30	Calculated as daily benefits	¥8,300 × five days	¥41,500
October-February	Calculated as monthly benefits	¥250,000 × five months	¥1,250,000
March 1-25	Calculated as daily benefits	¥8,300 × 25 days	¥207,500
		Total	¥1,499,000

(3) Conceptual period when undertaking the overseas sabbatical leave in multiple countries

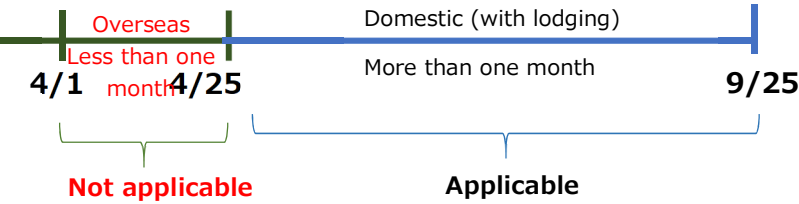
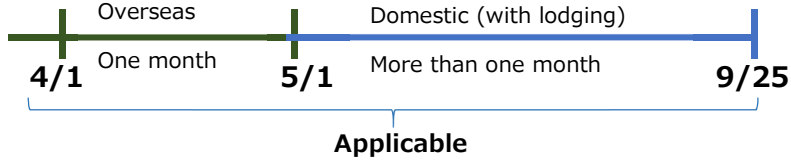
Although a period accepted as a sabbatical leave is one month or longer, when an aggregated number of days of stay at multiple locations exceeds one month, it is regarded as a sabbatical leave and applicable to provision of expenses for accommodation if an invitation letter is issued and it exceeds a consecutive period of stay of one month. Air fares shall be provided for destinations where you stay for more than one month in total.

When undertaking the overseas sabbatical leave in several countries (or at several locations):



( 4 ) Conceptual period when combining the overseas sabbatical leave with the domestic sabbatical leave (with lodging)

Expenses for accommodation/research allowances for the overseas sabbatical leave shall not be provided unless the period of stay overseas is longer than one month (your own home in the case of the on-campus/domestic sabbatical leave shall not be covered).



## 【 4 】 Models of spending allowances for the Sabbatical Leave Program

### i) On-campus sabbatical leave

#### In the case of Teaching Staff A at Kinugasa Campus

Expenses for research materials have been abbreviated to **materials**

Period: April 1-September 25; Amount of allowances approved by the University Senate: ¥500,000; Destination: Ritsumeikan University

Period	i) Materials expenses	ii) Travel expenses	iii) Accommodation expenses/research allowances	Remarks
April 1-September 25	500,000	-	-	On-campus sabbatical leave (purchase cost for books, etc. for undertaking research)
Total	500,000	0	0	
Aggregate of i), ii), and iii)			500,000	
Provided amount			500,000	To be adjusted or reversed (if any remaining) after the conclusion of the sabbatical period

### ii) Domestic sabbatical leave (with lodging)

#### In the case of Teaching Staff B at Biwako-Kusatsu Campus

Period: September 26-March 31; Amount of allowances approved by the University Senate: ¥1,000,000; Destination: A university in Tokyo (to st

Period	i) Materials expenses	ii) Travel expenses	iii) Accommodation expenses/research allowances	Remarks
September 26-	-	14,410	-	Minami-Kusatsu - Tokyo (according to the Regulations for Provision of Travel Expenses)
-September 30	-	-	36,500	Five days × daily benefits of ¥7,300
October-January	-	-	880,000	Four months × monthly benefits of ¥220,000
February 1-7	Made a trip to Hokkaido for matters related to the Grant-in-Aid for Scientific Research (provided for with the Grant-in-Aid for Scientific Research = not covered by allowances for the Sabbatical Leave Program)			
February 8-28	-	-	153,300	21 days × daily benefits of ¥7,300
March	-	-	220,000	One month × monthly benefits of ¥220,000
March 31	-	14,610	-	Tokyo - Minami-Kusatsu (according to the Regulations for Provision of Travel Expenses)
Total	0	28,300	1,289,800	
Aggregate of i), ii), and iii)			1,318,100	
Provided amount			1,000,000	Discontinued after reaching the amount of allowances approved by the University Senate (¥1,000,000)

Point

Point!

### iii) Overseas sabbatical leave

#### In the case of Teaching Staff C at Suzaku Campus

Period: September 26-March 31; Amount of allowances approved by the University Senate: ¥3,300,000; Destination: U.K. (Area A)

Period	i) Materials expenses	ii) Travel expenses	iii) Accommodation expenses/research allowances	Remarks
September 26	-	3,430	-	Kyoto - Kansai-airport (according to the Regulations for Provision of Travel Expenses)
September 27-	-	85,000	-	Kansai International (KIX) - London-Heathrow (LHR) (actual expense of plane ticket)
-September 30	-	-	41,500	Five days × daily benefits of ¥8,300
October-March	-	-	1,500,000	Six months × monthly benefits of ¥250,000
March 30-	-	85,000	-	London-Heathrow (LHR) - Kansai International (KIX) (actual expense of plane ticket)
March 31	-	3,630	-	Kansai-airport - Kyoto (according to the Regulations for Provision of Travel Expenses)
Total		177,060	1,541,500	
Aggregate of i), ii), and iii)			1,718,560	
Provided amount			1,718,240	Paid within the approved amount of ¥3,300,000

Point

#### iv) On-campus/domestic/overseas sabbatical leave

##### In the case of Teaching Staff D at Osaka Ibaraki Campus

Period: April 1-March 31; Amount of allowances approved by the University Senate: ¥2,200,000;

Destination: Ritsumeikan University→China (Area C) for 25 days→U.S. (Area A) for about six months

Period	i) Materials expenses	ii) Travel expenses	iii) Accommodation expenses/research allowances	Remarks
April 1-July 31	250,000			On-campus sabbatical leave (purchase cost for books, etc. for undertaking research)
August 1		440		Unobe - Osaka Airport (according to the Regulations for Provision of Travel Expenses)
August 2		18,000		Osaka International Airport (ITM) - Shanghai Pudong International Airport (PVG) (actual expense of plane ticket)
-August 31			250,000	One month × monthly benefits of ¥250,000
September 1-25			165,000	25 days × daily benefits of ¥6,600
September 25		128,000		Shanghai Pudong International Airport (PVG) - Boston (BOS) (actual expense of plane ticket)
-September 30			49,800	Six days × daily benefits of ¥8,300
October-February			1,250,000	Five months × monthly benefits of ¥250,000
March 1-25			207,500	25 days × daily benefits of ¥8,300
March 25		143,000		Boston (BOS) - Kansai International (KIX) (actual expense of plane ticket)
March 26		3,280		Kansai-airport - Ibaraki (according to the Regulations for Provision of Travel Expenses)
March 26-31	-	-	-	On-campus sabbatical leave (not applicable since the period is less than one month)
Total	250,000	292,720	1,922,300	
Aggregate of i), ii), and iii)			2,465,020	
Provided amount			2,200,000	Discontinued after reaching the amount of allowances approved by the University Senate (¥2,200,000)

Point

#### <References>

When those who undertaking the domestic sabbatical leave (with lodging) and overseas sabbatical leave make use of research allowances other than those for the Sabbatical Leave Program (e.g. individual research allowances, public research allowances, external scholarships, salaries from the destination institute), please be advised that their dates and items do not overlap one another.

Example 1) Individual research allowances are appropriated to a round-trip fare for the Sabbatical Leave Program

Date	Detail	Allowances for the Sabbatical Leave Program	Individual research allowances
Sep. 26	Outward	-	Travel expenses
Sep. 26- Mar. 31	Sabbatical leave	Accommodation expenses/research allowances	-
Mar. 31	Return	-	Travel expenses

Example 2) While on sabbatical in the U.K., you make a research-related trip to France between October 2 and 10 for a meeting regarding research topics being undertaken with public funds.

Date	Detail	Allowances for the Sabbatical Leave Program	Public research allowances
Oct. 1	Sabbatical leave	Accommodation expenses/research allowances	-
Oct. 2- Oct. 10	Research-related trip	(Not provided)	Transportation expenses to/from France as well as daily benefits/lodging expenses

Oct. 11-	Sabbatical leave	Accommodation expenses/research allowances	–
----------	------------------	--	---

**\*Since the following cases may conflict with the dedicated duties of the Sabbatical Leave Period, please consult with the Research Office in advance without fail.**

Example 3) Your application for a study-abroad grant from the S Foundation has been accepted, which is now to be provided for the three-month period from January to March during the sabbatical leave period.

Date	Detail	Allowances for the Sabbatical Leave Program	Grant
Sep.-Dec.	Sabbatical leave	Accommodation expenses/research allowances	–
Jan.-Mar.	Grant from the S Foundation	(Not provided)	Grant received

Example 4) You have been accepted by the destination institute of the Sabbatical Leave Program on the condition that you teach some classes. Accordingly, you are to be paid a salary between September and

Date	Detail	Allowances for the Sabbatical Leave Program	Salaries from the destination institute
Apr.-Aug.	Sabbatical leave	Accommodation expenses/research allowances	–
Sep.-Dec.	Salary	(Not provided)	Salary paid
Jan.-Mar.	Sabbatical leave	Accommodation expenses/research allowances	–

## 【 5 】 Subsidy for Current Expenditures to Private Institution of Higher Education

Operating costs such as overseas travel expenses incurred to an incorporated educational institution are applicable to Subsidy for Current Expenditures to Private Institution of Higher Education. Please note that, from a perspective of proactive acquisition of public grants, the University annually applies for subsidies for operating costs of the Sabbatical Leave Program. The requirements are as follows;

### III. Development of infrastructure for international exchange at universities, etc.

#### 4. Overseas dispatches of faculty and staff (Form 6-(iv))

##### Target

Shall be targeted to universities, etc. which send their Japanese faculty and staff overseas and make efforts in a systematic manner with regard thereto, in order to promote development of global talents.

##### Requirements

Shall be **universities, etc. which are applicable to all of the following (i) through (iv).**

- (i) **Universities, etc. which satisfy Requirements** of “5. Internationalization of educational research environment at universities, etc. (Form 6-(v)).” For the details of the requirements, refer to the guide for completing on the Form 6-(v).
- (ii) Universities, etc. which obligate the faculty and staff who are sent overseas to prepare report, etc. on their return.
- (iii) Universities, etc. which have sent **their Japanese full-time teaching staff, etc. who are applicable to all of the following A. through C.** to destination research institutions or are almost certain to do so in AY2021. Destination research institutions overseas, in the meantime, shall mean universities, research institutes, and other public educational facilities similar to these; or academic research facilities and research divisions of private companies.
  - A. Teaching staff to be dispatched overseas for a period of two months or longer based on an invitation letter from the destination research institution, or administrative staff to be dispatched overseas for a period of a week or longer (invitation letters not necessary for administrative staff).

In cases where the faculty and staff are dispatched for a period spanning multiple academic years, the following a. through c. are applicable:

    - a. When the dispatch period is less than a year but spans two academic years, application is permissible in either academic year.
    - b. When the dispatch period exceeds one year and spans two academic years, application is permissible in both academic years.
    - c. When the dispatch period exceeds one year and spans three academic years or more, application is permissible in two academic years at the maximum.

B. Those who are enrolled in the relevant university, etc., and satisfy the certification criteria for general assistance calculation **as of May 1, 2022**.

C. Those who are 55 years of age or younger **as of April 1, 2022** (those who was born on April 2, 1966 or later).

- (iv) Releasing results of educational/research activities during the dispatch period or results of the dispatch which contribute to the promotion of educational/research activities

“Releasing” shall mean, in principle, that the information is on the websites of a university or company, and, in the case of publications, etc., the fact that they are provided shall be widely disseminated through websites, etc.

(Excerpts from the instructions for filling out a form for a special subsidy of the Subsidy for Current Expenditures to Private Institution of Higher Education)

\*A documentary proof from an overseas research institute is required for applying for the above. In cases where your destination institute is a university, a formal invitation letter in the name of the president or a dean is essential. (It cannot be substituted with a letter or email text in the name of a receiving teaching staff.)

\*As this subsidy is provided to incorporated educational institutions, its provision does not affect the amount of your allowances for the Sabbatical Leave Program. Your kind understanding is appreciated.

## 【 6 】 Related materials for the Sabbatical Leave Program

### 1 . Affiliated universities and research institutes overseas

The University has been proactively entering into an agreement with more than 400 overseas universities/research institutes in 60 countries/regions around the world, in order to promote personnel/research exchanges involving both students and teaching staff (e.g. student exchange). A list is available for viewing at the website below. For details of the agreement, please inquire of the Office of International Affairs at Kinugasa Campus.

[http://www.ritsumei.ac.jp/international/intl\\_collaboration/](http://www.ritsumei.ac.jp/international/intl_collaboration/)

Ritsumeikan top page ⇒ International Outreach ⇒ International Cooperation and Contribution



## 2. Ministry of Foreign Affairs of Japan "Travel Information"

A list and websites of foreign embassies in Japan as well as Japanese embassies overseas are available on the Links page on the website of the Ministry of Foreign Affairs of Japan, and the latest information for passport issuance, overseas educational services, certification services while living overseas can be ascertained at the travel-related information on the same website.

(i) Homepage of the Ministry of Foreign Affairs of Japan	<a href="http://www.mofa.go.jp/index.html">http://www.mofa.go.jp/index.html</a>
(ii) Travel-related information of the Ministry of Foreign Affairs of Japan (passport issuance, certification services while living overseas, etc.)	<a href="http://www.mofa.go.jp/mofaj/toko/index.html">http://www.mofa.go.jp/mofaj/toko/index.html</a> (in Japanese)
(iii) Overseas safety information homepage of the Ministry of Foreign Affairs of Japan (Travel warning, infection control measures, etc. for each country & region)	<a href="http://www.anzen.mofa.go.jp/index.html">http://www.anzen.mofa.go.jp/index.html</a> (in Japanese) *Please take notice of the issuance of travel warning to strive to ensure safety.
(iv) List of websites of foreign embassies in Japan	<a href="https://www.mofa.go.jp/mofaj/annai/zaigai/list/">https://www.mofa.go.jp/mofaj/annai/zaigai/list/</a> (in Japanese)
(v) List of websites of Japanese embassies overseas	<a href="http://www.mofa.go.jp/mofaj/link/zaigai/">http://www.mofa.go.jp/mofaj/link/zaigai/</a> (in Japanese)
(vi) Submission of "residence report"	<a href="https://www.mofa.go.jp/mofaj/toko/todoke/zairyu/index.html">https://www.mofa.go.jp/mofaj/toko/todoke/zairyu/index.html</a> (in Japanese)
(vii) Travel registration (tabi-reji) and ORR (Overseas Residential Report) net	<a href="https://www.ezairyu.mofa.go.jp/index.html">https://www.ezairyu.mofa.go.jp/index.html</a> (in Japanese)

[MoFA HP <https://www.mofa.go.jp/mofaj/> Travel information]

The screenshot shows the website of the Ministry of Foreign Affairs of Japan, specifically the 'Overseas Travel and Stay' section. The page is in Japanese and features a navigation menu with options like 'Home', 'Opinion', 'Site Map', and 'Links'. The main content area is titled '海外渡航・滞在' (Overseas Travel and Stay) and 'ビザ・日本滞在' (Visa and Stay in Japan). It includes a date of July 6, 2017 (平成29年7月6日), a link to the English version, and social media sharing options. A sidebar on the right offers 'おすすめ情報' (Recommended Information) with links to 'ワーキング・ホリデー制度' (Working Holiday Program) and '災害時情報共有用アカウント (facebook)' (Disaster Information Sharing Account on Facebook). The main text explains that visa requirements vary by destination and purpose of travel, and provides instructions on how to check for the latest information at Japanese embassies and consulates.

### 3. Procedures required to modify the Sabbatical Leave Program

The following are the procedures required after the commencement of the Sabbatical Leave Program

Procedures (iii) to (viii) below are those after submitting <Form 1> Sabbatical Leave Program: Research activity plan (required to be submitted three months before the commencement of the sabbatical leave period at the latest) and actually commencing the Sabbatical Leave Program.

Changes, etc.	Decision procedure	Procedures required
(i) Cancellation and discontinuance of the Sabbatical Leave Program *Cancellation: to cancel the program itself *Discontinuance: to become unable to continue the program for some reason during the applicable period (ii) Substitutes to be moved up due to cancellation/discontinuance	To be determined by President following discussions at University Senate	Faculty Council ↓ Division of Research Meeting ↓ University Senate (to be determined by President)
(iii) Extension of the sabbatical leave period	To be determined by President following discussions at expanded Deans' Conference	Faculty Council ↓ Division of Research Meeting ↓ Expanded Deans' Conference (to be determined by President) ↓ University Senate (to be reported)
(iv) Alteration/reduction of the research period *Alteration: to alter the period of domestic/overseas sabbatical leave by classification without changing the sabbatical leave period itself *Reduction: to reduce the overall length of the sabbatical leave period (v) Change of the destination country or address (vi) Change of the destination institute (vii) Change of the date of departure or return (viii) Change of research theme	To be approved through ringi (ringi within Division of Research)	The teaching staff undertaking the Sabbatical Leave Program submits a prescribed form to the relevant Research Office ↓ The form is forwarded to Colleges from the Research Office ↓ After approved by the relevant manager/administrative officer, forwarded to the Research Office, and approved through ringi (to be determined)

<p>(ix) Classes to be taught during the sabbatical leave period</p> <p>*All of the following requirements (1) to (3) shall need to be satisfied.</p> <p>(1) Its classification is either on-campus or domestic sabbatical leave;</p> <p>(2) After discussions at the Faculty Council of the relevant College/Graduate School, Institute Meeting, and Division of Research Meeting, the matter is approved by the Deans' Conference; and</p> <p>(3) Classes taught are those at Graduate Schools and seminars at Colleges (graduation research).</p>	<p>To be approved by expanded Deans' Conference</p>	<p>Faculty Council ↓ Division of Research Meeting ↓ Expanded Deans' Conference (to be determined)</p>
---	---	---

4. Handling of classes taught by those on the sabbatical leave (a matter resolved by the University Senate)

(Excerpts from materials for the University Senate on June 10, 2022)

Ritsumeikan University, University Senate      June 10, 2022  
 Executive Board of Trustees      June 15, 2022  
 Academic Affairs Committee (Report)      June 27, 2022

**Agreements regarding responsible hours and standard teaching hours of University teaching staff for AY2023**

Agreements have been reached as follows regarding responsible hours and standard teaching hours of University teaching staff for AY2023.

**1. Responsible hours of University teaching staff**

The responsible hours of University teaching staff shall be determined in the "Ritsumeikan University Regulations on Responsible Hours for University Teaching staff" (hereinafter referred to as the "Regulations for Responsible Hours"), which also stipulate special exceptions for positions, etc.

**2. Standard teaching hours of University teaching staff**

The standard teaching hours of Professors and Associate Professors of the full-time University staff as well as those of the Fixed-term Teaching Staff (NinkiseiKyoin A) (i.e. those applicable to the payroll table) shall be five classes (90 minutes per class) on average throughout the year, in accordance with the "Guidelines for College Academic Affairs" (Academic Affairs Committee on November 17, 2014).

**3. Matters to be confirmed and noted regarding responsible hours and standard teaching hours**

Matters to be noted regarding the responsible hours and standard teaching hours stipulated in the "Regulations for Responsible Hours" and the individual regulations for University teaching staff systems are as follows.

Partially omitted...

(3) Other consideration for standard teaching hours

Job category, position, etc.	Consideration for standard teaching hours, etc.	Rationale
Sabbatical leave researchers	Exempted from teaching classes. If the President approves special circumstances therefor, however, it may not be exempted. (*1)	Ritsumeikan University Regulations on the Sabbatical Leave Program for Full-time University Teaching Staff Ritsumeikan University Regulations on the Sabbatical Leave Program for Assistant University Teaching Staff

Partially omitted...



(\*1) **In the cases where sabbatical leave researchers and research-dedicated University teaching staff are in charge of classes**

Sabbatical leave researchers and research-dedicated University teaching staff do not teach classes during the relevant period in principle; however, when all of the following requirements (i) through (iii) are satisfied and the President approves special circumstances therefor, they may not be exempted from teaching classes. When they teach classes, they shall be subject to overtime pay.

- (i) (In the case of sabbatical leave researchers) The classification of their Sabbatical Leave Program is on-campus sabbatical leave or domestic sabbatical leave, or, even if it is overseas sabbatical leave, they are in Japan during the relevant period.
- (ii) Approval of the expanded Deans' Conference is obtained after discussion at the Faculty Council of College or Graduate School or the Meeting of Organization to which they belong as well as the Division of Research Meeting.
- (iii) Classes they are to teach are those for Graduate Schools and seminars (incl. graduation research) for Colleges.

The rest is omitted. \_\_\_\_\_

[7]. Relevant regulations

○Ritsumeikan University Regulations on the Sabbatical Leave Program for Full-time University Teaching Staff

May 9, 2008  
Regulations No. 766

(Purpose)

**Article 1** These regulations prescribe necessary matters with regard to the Sabbatical Leave Program for full-time University teaching staff.

(Definition)

**Article 1-2** In these regulations, the Sabbatical Leave Program shall mean, for purposes of further accelerating the development of education at the University as well as promoting academic research, that the University instructs its teaching staff to devote themselves to their research by relieving them of teaching duties, etc. during the relevant sabbatical leave period.

2 In these regulations, sabbatical leave researchers shall mean those undertaking the Sabbatical Leave Program.

(Classification)

**Article 1-3** The Sabbatical Leave Program shall be classified into the following depending on where it is undertaken;

- (1) On-campus sabbatical leave: undertaking research on-campus
- (2) Domestic sabbatical leave: undertaking research at universities and research institutes in Japan other than the University
- (3) Overseas sabbatical leave: undertaking research overseas

2 The Sabbatical Leave Program may be undertaken by combining multiple classifications from the above.

(Category)

**Article 1-4** The Sabbatical Leave Program shall be categorized into the following depending on who undertakes it;

- (1) Unspecified
- (2) Early-career Scientists
- (3) Work-life Balance
- (4) Extramural Funds
- (5) Research recovery measures for those who have been in executive positions ("Research Recovery Measures," hereinafter)

(Devoting Obligation)

**Article 1-5** Sabbatical leave researchers shall be required to devote themselves

to their research based on the relevant research activity plan during the sabbatical leave period.

(Exemption from Teaching Duties, Etc.)

**Article 1-6** Sabbatical leave researchers shall be exempted from duties listed below during the sabbatical leave period. For items (1) and (2) below, however, they may not be exempted when the President recognizes special circumstances therefor.

(1) Responsibility for classes

(2) Attendance at the College Faculty Council, Committee on Research Administration, and Graduate School Faculty Council ("Faculty Council, etc.," hereinafter)

(3) Executive positions of the University and the educational corporation (Provision of Allowances for the Sabbatical Leave Program)

**Article 1-7** Sabbatical leave researchers shall be provided with allowances for the Sabbatical Leave Program. However, it shall not be provided to those applicable to extramural funds.

(Period)

**Article 2** The sabbatical leave period shall be longer than one month and less than one year to the extent that it does not hinder education.

2 When combining multiple classifications pursuant to Article 1-3-2 above, the period for a classification of sabbatical leave shall be required to exceed one month.

(Eligibility for Unspecified Category)

**Article 3** In the Unspecified category, those instructed to be sabbatical leave researchers shall satisfy all of the following:

(1) Tenure-track University teaching staff (Professor, Associate Professor, or Lecturer)

(2) Those who have worked at the University for at least three years as of the commencement date of the Sabbatical Leave Program

(3) Those who have at least three years remaining until mandatory retirement from the conclusion date of the Sabbatical Leave Program

(4) Those for whom three years will have passed from the conclusion date of the previous Sabbatical Leave Program to the commencement date of the next Sabbatical Leave Program (provided, however, that those who undertook the previous Sabbatical Leave Program for less than two months are excepted.)

(Inviting Application for Unspecified Category)

**Article 4** On inviting applications to the Unspecified category, the supervisor may establish the period and category of the Sabbatical Leave Program as well as measures for allowances for the Sabbatical Leave Period following discussions at the Faculty Council, etc.

(Application in Unspecified Category)

**Article 5** Application for sabbatical leave researchers in the Unspecified category shall be made once every year.

2 Those who wish to undertake the Sabbatical Leave Program in the Unspecified category are required to apply to their supervisor using the prescribed form of Research Activity Plan for the Sabbatical Leave Program by the end of June in the preceding academic year of their intended Sabbatical Leave Program.

(Screening in Unspecified Category)

**Article 6** When applications are made for the Sabbatical Leave Program in the Unspecified category, the supervisor shall convene a screening committee of the relevant category to proceed with screening and make a recommendation to the President following discussions at the Faculty Council, etc.

(Screening Criteria in Unspecified Category)

**Article 6-2** Candidates shall be screened by the following criteria:

(1) Educational necessity recognized for the University, the relevant College and Graduate School.

(2) Notable academic achievements, excellent research capability, and high volition to research.

(3) Clear research objective and expectations for research outcome.

2 The number of candidates shall be determined based on the following criteria:

(1) The equality of opportunity for candidates.

(2) No significant hindrance to the syllabus in the relevant academic year.

(3) The amount allocated by category.

3 While comprehensively considering the criteria in the preceding paragraph and coordinating the following items, the supervisor shall determine candidates in screening of candidates prescribed in the preceding Article:

(1) The number of candidates by classification and by category

(2) The amount of allowances for the Sabbatical Leave Program

(3) The period of the Sabbatical Leave Program

(Eligibility for Early-career Scientists and Work-life Balance Categories)

**Article 6-3** In addition to requirements specified in Article 3 above, those eligible for the Early-career Scientists category shall be 39 years old or younger as of April 1 of academic year when the Sabbatical Leave Program commences.



2 In addition to requirements specified in Article 3 above, those eligible for the Work-life Balance category shall be those who were not able to undertake the scheduled Sabbatical Leave Program due to prenatal/postnatal leave, childcare leave, or nursing leave.

(Application in Early-career Scientists and Work-life Balance Categories)

**Article 6-4** Those who wish to undertake the Sabbatical Leave Program in the Early-career Scientists or Work-life Balance category are required to apply to the Vice President (in charge of research) via their supervisor using the prescribed form of Research Activity Plan for the Sabbatical Leave Program as well as their supervisor's confirmation letter by the end of April in the preceding academic year of their intended Sabbatical Leave Program.

(Screening in Early-career Scientists and Work-life Balance Categories)

**Article 6-5** When applications are made for the Sabbatical Leave Program in the Early-career Scientists and Work-life Balance categories, the Vice President (in charge of research) shall convene a university-wide screening committee to proceed with screening and make a recommendation to the President. The university-wide screening committee is comprised of the Vice President (in charge of research) as Chair and the Head of the Division of Research as Vice Chair among others.

(Eligibility for Extramural Funds and Research Recovery Measures Categories)

**Article 6-6** In addition to requirements specified in Article 3 above, those eligible for the Extramural Funds category shall be those who are able to undertake their research with extramural funds during the period applicable to the Sabbatical Leave Program.

2 In addition to requirements specified in Article 3 above, those eligible for the Research Recovery Measures category shall be those who are applicable to research recovery measures for those who have been in executive positions.

(Application and Screening in Extramural Funds and Research Recovery Measures Categories)

**Article 6-7** Articles 5 and 6 above shall be applied mutatis mutandis to application and screening in Extramural Funds and Research Recovery Measures categories.

(Recommendation to President)

**Article 6-8** The supervisor and the Vice President (in charge of research) shall make recommendations to the President with the following items attached with regard to candidates and substitute candidates by category.

(1) Classification

- (2) Research period
  - (3) Destination
  - (4) Research institute
  - (5) Research theme
- (Decision)

**Article 7** The President shall select sabbatical leave researchers among the candidates in the preceding Article by the end of October in the preceding year of academic year when their respective Sabbatical Leave Programs are scheduled following discussions at the University Senate.

**Article 8** Omitted  
(Cancellation, Moving Up, and Discontinuance)

**Article 9** When a sabbatical leave researcher who has been selected in Article 7 above is unable to undertake the Sabbatical Leave Program through unavoidable circumstances such as an illness, the President shall cancel the relevant program and may select another sabbatical leave researcher by moving up a substitute candidate.

- 2 When it is deemed inappropriate for those who have already started their Sabbatical Leave Program to continue their research through reasons prescribed in the preceding paragraph, the President may instruct the relevant program to discontinue.

**Article 10** Omitted  
(Extension of Sabbatical Leave Period)

**Article 11** The President may grant extension of the sabbatical leave period up to two years in total as long as it does not hinder education, when objective circumstances arise for the relevant sabbatical leave researcher to continue his/her research activities even after the sabbatical leave period prescribed in Article 2 above has elapsed.

- 2 When granting extension of the sabbatical leave period in accordance with the preceding paragraph, the period exceeding 18 months shall be treated as a leave of absence; provided, however, that this shall not apply to sabbatical leave researchers at the age of 39 or younger.

**Article 12** Omitted

**Article 13** Omitted

**Article 14** Omitted  
(Refund of Allowances for Sabbatical Leave Program)

**Article 15** When the Sabbatical Leave Program has been discontinued or its period shortened, it is required to refund portions of allowances for the

Sabbatical Leave Program. Refund shall be made based on monthly benefits for accommodation and research expenses. For periods less than one month, it is required to refund the balance between the initially provided amount and the amount calculated by multiplying the number of days by the amount of daily benefits.

- 2 When you have temporarily returned to Japan during the sabbatical leave period, it is required to refund the balance between the initially provided amount and the amount calculated by multiplying the number of days excluding those you stayed in Japan by the amount of daily benefits.

(Research Outcome)

**Article 16** Sabbatical leave researchers shall strive to contribute to research and education of the University by making good use of their research outcome.

- 2 As a rule, the research outcome of the Sabbatical Leave Program shall be published.

**Article 17** Omitted

(Miscellaneous Procedures)

**Article 18** Sabbatical leave researchers shall submit the following documents at the prescribed timing:

- (1) Research activity plan for the Sabbatical Leave Program
- (2) Notice of commencement
- (3) Notice of conclusion
- (4) Outcome report of the Sabbatical Leave Program

- 2 In addition to the matters prescribed in the preceding paragraph, sabbatical leave researchers shall promptly follow procedures when any event in the following arises:

- (1) Change to matters described in each item of Article 6-8
- (2) Temporary return to Japan
- (3) Research-related trip during the sabbatical leave period

**Article 19** Omitted

(Delegation)

**Article 19-2** Necessary matters with regard to the enforcement of these regulations are prescribed in Enforcement Bylaws.

(Revision and Abolition)

**Article 20** Revision and abolition of these regulations shall be made by the University Senate following discussions at the Executive Board of Trustees.

#### **Supplementary Provisions**

- 1 These regulations shall come into effect on May 9, 2008, and shall be applied

to sabbatical leave researchers who are dispatched in AY2009 and thereafter.

- 2 With the establishment of these regulations, the “Ritsumeikan University Regulations on the Sabbatical Leave Program,” “Ritsumeikan University Enforcement Bylaws for the Regulations on the Sabbatical Leave Program,” and “Bylaws for Handling the Sabbatical Leave Program for Full-time University Teaching Staff through Extramural Funds” shall be abolished on September 25, 2009.

**Supplementary Provisions** (November 22, 2013: partial revision following additions to definition, classification, category, etc. as well as change to period, screening procedures, etc.)

- 1 These regulations shall come into effect on April 1, 2015.
- 2 Notwithstanding the preceding paragraph, those who are sabbatical leave researchers as of March 31, 2015 shall remain subject to the previous regulations.

**Supplementary Provisions** (March 27, 2020: partial revision following a review of the Sabbatical Leave Program)

- 1 These regulations shall come into effect on April 1, 2020.
- 2 Notwithstanding the preceding paragraph, those who are sabbatical leave researchers as of March 31, 2020 shall remain subject to the previous regulations.

**Supplementary Provisions** (April 16, 2021: partial revision following revisions, etc. of internal rules regarding the Research Recovery Measures category)

- 1 These regulations shall come into effect on April 16, 2021, and shall be applied on April 1, 2021 and thereafter.

○Ritsumeikan University Enforcement Bylaws for the Regulations on the  
Sabbatical Leave Program for Full-time University Teaching Staff

June 6, 2008

Illustrative rules No. 170

(Purpose)

**Article 1** These bylaws prescribe necessary matters with regard to the enforcement of the Ritsumeikan University Regulations on the Sabbatical Leave Program for Full-time University Teaching Staff (“Regulations,” hereinafter).

**Article 2** Omitted

(Commencement Date of Sabbatical Leave Program)

**Article 3** When commencing the domestic sabbatical leave or overseas sabbatical leave prior to the first day of a term, with the supervisor’s approval, the period up to the preceding day of the first day of the term shall be regarded as a research-related trip, which shall not be counted as part of the sabbatical leave period.

(Conclusion Date of Sabbatical Leave Program)

**Article 4** A plan of making the returning date from the Sabbatical Leave Program a day after the first day of the following term of the term to which the commencement date belongs or later is not permitted; provided, however, that this shall not apply to cases that the President deems exceptional.

(Number of Sabbatical Leave Researchers)

**Article 5** The number of those applicable to the Unspecified category shall be determined based on the screening criteria of Paragraph 2, Article 6-2 of Regulations and the allocated amount prescribed in Appendix 2 for each selection category provided in Appendix 1.

2 The number of those applicable to the Early-career Scientists and Work-life Balance categories shall be determined in accordance with the University-wide limits.

3 The number of those applicable to the Extramural Funds and Research Recovery Measures categories shall be outside the scopes of the preceding two paragraphs, and no upper limits shall be established.

(Allocated Amount of Allowances for Sabbatical Leave Program)

**Article 6** The allocated amount of allowances for the Sabbatical Leave Program for the Unspecified category shall be allocated to each selection category in Appendix 1, and the allocated amount for each selection category shall be the amount prescribed in Appendix 2 according to the base number calculated at 11% of the number of teaching staff in the relevant selection category.

- 2 The total allocated amount for the Early-career Scientists and Work-life Balance categories shall be the amount prescribed in Appendix 2 according to the base number calculated at 1% of the number of full-time teaching staff.
- 3 For calculations of the preceding two paragraphs, the number of teaching staff is that of those full-time staff on the register as of May 1 of the preceding academic year, and fractions shall be rounded off.
- 4 Notwithstanding the preceding three paragraphs, the allocated amount of allowances for the Sabbatical Leave Program for the Extramural Funds and Research Recovery Measures categories shall not be established.

(Amount to be Provided as Allowances for Sabbatical Leave Program and Execution Standards)

**Article 7** The amount to be provided as allowances for the Sabbatical Leave Program for each researcher shall be up to ¥3,300,000, and the allocated amount by category prescribed in Article 6 shall be determined following adjustment in accordance with the following items:

- (1) Overseas sabbatical leave: The aggregated total of (i) and (ii) below; provided, however, that the upper limit shall be ¥3,300,000.
  - (i) Travel expenses: Actual expenses for a round-trip fare to the destination
  - (ii) Accommodation expenses and research allowances: Up to the amount shown in Appendix 3 (however, if there is a period of less than one month, the amount shall be produced by multiplying the number of days and daily benefits, and the number of months for provision shall be up to 12 months.)
- (2) Domestic sabbatical leave (with lodging): The aggregated total of (i) and (ii) below; provided, however, that the upper limit shall be ¥1,000,000.
  - (i) Travel expenses: Actual expenses for a round-trip fare to the destination
  - (ii) Accommodation expenses and research allowances: Up to the amount shown in Appendix 3 (however, if there is a period of less than one month, the amount shall be produced by multiplying the number of days and daily benefits.)
- (3) On-campus sabbatical leave or domestic sabbatical leave (without lodging)  
The upper limit shall be ¥500,000.

2 Allowances for the Sabbatical Leave Program cannot be spent for purposes other than those for the Sabbatical Leave Program and outside the relevant period; provided, however, that actual expenses for a single plane ticket to the destination may be covered as travel expenses of allowances for the Sabbatical Leave Program when approval of Article 3 is given for the overseas sabbatical leave.

(Research Activity Plan)

**Article 7-2** Sabbatical leave researchers are required to submit research activity plans to the Head of the Division of Research three months before the commencement of the Sabbatical Leave Program at the latest.

2 The Head of the Division of Research may ask those selected to be sabbatical leave researchers for explanation regarding the contents of the relevant research activity plan, as necessary.

(Notice of Commencement)

**Article 7-3** Sabbatical leave researchers are required to submit the notice of commencement to the Head of the Division of Research promptly after the commencement of the Sabbatical Leave Program.

(Changes and Procedures for Temporary Return to Japan)

**Article 7-4** When making changes, etc. prescribed in the following items, sabbatical leave researchers are required to obtain approval of the Head of the Division of Research via their supervisor with the use of various notices of change, research-related trips, and temporary return to Japan:

- (1) Change of classification
- (2) Change of research period (except for extensions exceeding a year as prescribed in Article 11 of the Regulations)
- (3) Change of destination
- (4) Change of research institute
- (5) Change of research theme
- (6) Temporary return to Japan
- (7) Research-related trips during the sabbatical leave period

2 Temporary return to Japan prescribed in the preceding paragraph shall only be made for cases necessary for the performance of research, and the number of trips to be made shall be limited to twice per term. The number of days of stay in Japan for each temporary return shall be up to 15 days.

(Notice of Conclusion)

**Article 7-5** Sabbatical leave researchers are required to submit the notice of conclusion to the Head of the Division of Research promptly after the conclusion of the Sabbatical Leave Program.

(Outcome Report)

**Article 7-6** Sabbatical leave researchers are required to submit the outcome report to the Head of the Division of Research within two months after the conclusion of the sabbatical leave period.

(Miscellaneous Procedures)

**Article 7-7** In addition to those prescribed in the preceding four Articles, sabbatical leave researchers are required to submit designated documents as necessary.

(Revision and Abolition)

**Article 8** Revision and abolition of these bylaws shall be made by the University Senate following discussions at the Executive Board of Trustees.

**Supplementary Provisions**

These enforcement bylaws shall come into effect on June 6, 2008, and shall be applied to sabbatical leave researchers who are dispatched in AY2009 and thereafter.

**Supplementary Provisions** (November 22, 2013: partial revision following deletion of the sabbatical leave period, additions to allocated amounts of allowances for the Sabbatical Leave Program, etc.)

- 1 These bylaws shall come into effect on April 1, 2015.
- 2 Notwithstanding the preceding paragraph, those who are sabbatical leave researchers as of March 31, 2015 shall remain subject to the previous regulations.

**Supplementary Provisions** (March 4, 2016: partial revision following addition of a selection category)

These bylaws shall come into effect on April 1, 2016.

**Supplementary Provisions** (May 26, 2017: partial revision following addition of a selection category)

These bylaws shall come into effect on June 9, 2017, and shall be applied on April 1, 2017 and thereafter.

**Supplementary Provisions** (March 2, 2018: partial revision following change and addition to selection categories as well as change to allocated amounts of allowances for the Sabbatical Leave Program)

These bylaws shall come into effect on April 1, 2018.

**Supplementary Provisions** (March 29, 2019: partial revision following addition of a selection category)

These bylaws shall come into effect on April 1, 2019.

**Supplementary Provisions** (March 27, 2020: partial revision following a review of the Sabbatical Leave Program)

These bylaws shall come into effect on April 1, 2020.

**Supplementary Provisions** (April 16, 2021: partial revision following revisions, etc. of internal rules regarding the Research Recovery Measures category)



These bylaws shall come into effect on April 16, 2021, and shall be applied on April 1, 2021 and thereafter.

Appendix 1: Selection category (related to Article 5)

Category 1	College of Law Graduate School of Law
Category 2	College of Economics
Category 3	College of Business Administration Graduate School of Management
Category 4	College of Social Sciences
Category 5	College of International Relations
Category 6	College of Policy Science Graduate School of Public Policy
Category 7	College of Letters
Category 8	College of Image Arts and Sciences
Category 9	Graduate School of Core Ethics and Frontier Sciences Graduate School of Language Education and Information Science
Category 10	College of Science and Engineering
Category 11	College of Information Science and Engineering
Category 12	College of Life Sciences
Category 13	College of Pharmaceutical Sciences
Category 14	Graduate School of Technology Management
Category 15	College of Sport and Health Science
Category 16	College of Comprehensive Psychology Graduate School of Human Science
Category 17	Ritsumeikan International Institute for Teaching and Learning Institute for Teacher Education Institute for General Education
Category 18	Graduate School of Professional Teacher Education
Category 19	College of Gastronomy Management
Category 20	College of Global Liberal Arts

Appendix 2: Allocated amount of allowances for the Sabbatical Leave Program

(related to Article 6)

Base number of people for selection category	One	Two	Three	Four	Five to seven	Eight to ten	11 to 13	14 to 16	17 to 19	20 to 22	23 to 25	26 to 27
Allocated amount of allowances for the Sabbatical Leave Program (ten thousand yen)	330	500	600	700	800	1,000	1,300	1,600	1,900	2,100	2,300	2,500

\*When the base number is 28 or more, the amount shall be the number of differences from 27 multiplied by ¥1,000,000 per person in addition to ¥25,000,000.

Appendix 3: Upper limit of accommodation and research expenses (related to Article 7)

Accommodation and research expenses by area (upper limit)	Monthly benefits	Daily benefits
Area A and designated cities	¥250,000	¥8,300
Area B	¥220,000	¥7,300
Area C	¥200,000	¥6,600

\*The classification of areas shall be comprised of Area A, Area B, and Area C, based on the travel expense regulations for government officials, etc.

\*For accommodation and research expenses in Japan, those for Area C shall apply.

○Ritsumeikan University Regulations on the Sabbatical Leave Program for  
Assistant University Teaching Staff

November 23, 2007  
Regulations No. 737

(Purpose)

**Article 1** These regulations prescribe necessary matters with regard to the Sabbatical Leave Program for assistant University teaching staff.

(Definition)

**Article 1-2** In these regulations, the Sabbatical Leave Program shall mean, for purposes of further accelerating the development of education at the University as well as promoting academic research, that the University instructs its teaching staff to devote themselves to their research by relieving them of teaching duties, etc. during the relevant sabbatical leave period.

2 In these regulations, sabbatical leave researchers shall mean those undertaking the Sabbatical Leave Program.

(Classification)

**Article 1-3** The Sabbatical Leave Program shall be classified into the following depending on where it is undertaken;

- (1) On-campus sabbatical leave: undertaking research on-campus
- (2) Domestic sabbatical leave: undertaking research at universities and research institutes in Japan other than the University
- (3) Overseas sabbatical leave: undertaking research overseas

2 The Sabbatical Leave Program may be undertaken by combining multiple classifications from the above.

(Devoting Obligation)

**Article 1-4** Sabbatical leave researchers shall be required to devote themselves to their research based on the relevant research activity plan during the sabbatical leave period.

(Exemption from Teaching Duties, Etc.)

**Article 1-5** Sabbatical leave researchers shall be exempted from duties listed below during the sabbatical leave period. For item (1) below, however, it may not be exempted when the President recognizes special circumstances therefor.

- (1) Responsibility for classes
- (2) Executive positions of the University and the educational corporation

(Provision of Allowances for the Sabbatical Leave Program)

**Article 1-6** Sabbatical leave researchers shall be provided with allowances for the Sabbatical Leave Program during their sabbatical leave period.

(Period)

**Article 2** The sabbatical leave period shall be longer than one month and less than six months to the extent that it does not hinder education.

2 When combining multiple classifications pursuant to Article 1-3-2 above, the period for a classification of sabbatical leave shall be required to exceed one month.

(Eligibility)

**Article 3** Those instructed to be sabbatical leave researchers shall satisfy all of the following:

- (1) Those who have worked at the University for at least one year as Assistant Professor as of the commencement date of the Sabbatical Leave Program
- (2) Those who have not taken advantage of the Sabbatical Leave Program in accordance with these regulations

(Number to be Selected)

**Article 4** The number of sabbatical leave researchers shall be one in ten (fractions shall be rounded up) of the number calculated by subtracting the number of Assistant Professors who have undertaken the Sabbatical Leave Program in the past from the number of Assistant Professors on the payroll as of May 1 of the preceding academic year.

(Application)

**Article 5** Application for sabbatical leave researchers shall be made once every year.

2 Those who wish to undertake the Sabbatical Leave Program are required to apply to the President using the prescribed form of Research Activity Plan for the Sabbatical Leave Program as well as their supervisor's confirmation letter by the end of June in the preceding academic year of their intended Sabbatical Leave Program.

(Screening)

**Article 6** When applications are made for the Sabbatical Leave Program, the Vice President (in charge of research) shall convene a screening committee to proceed with screening and make a recommendation to the President. In this case, the screening committee is comprised of the Vice President (in charge of research) as Chair and the Head of the Division of Research as Vice Chair among others.

(Screening Criteria)

**Article 6-2** Candidates shall be screened by the following criteria:

- (1) Educational necessity recognized for the University, the relevant College

and Graduate School.

(2) Notable academic achievements, excellent research capability, and high volition to research.

(3) Clear research objective and expectations for research outcome.

(Recommendation to the President)

**Article 6-3** The Vice President (in charge of research) shall recommend candidates and substitute candidates to the President, with the following items attached.

(1) Classification

(2) Research period

(3) Destination

(4) Research institute

(5) Research theme

(Decision)

**Article 7** The President shall select sabbatical leave researchers among the candidates in the preceding Article by the end of October in the preceding year of the academic year when their respective Sabbatical Leave Programs are scheduled following discussions at the University Senate.

**Article 7-2** Omitted

(Cancellation, Moving Up, and Discontinuance)

**Article 8** When a sabbatical leave researcher who has been selected in Article 7 above is unable to undertake the Sabbatical Leave Program through unavoidable circumstances such as an illness, the President shall cancel the relevant program and may select another sabbatical leave researcher by moving up a substitute candidate.

2 When it is deemed inappropriate for those who have already started their Sabbatical Leave Program to continue their research through reasons prescribed in the preceding paragraph, the President may instruct the relevant program to discontinue.

**Article 9** Omitted

**Article 10** Omitted

(Refund of Allowances for Sabbatical Leave Program)

**Article 11** When the Sabbatical Leave Program has been discontinued or its period shortened, it is required to refund portions of allowances for the Sabbatical Leave Program. Refund shall be made based on monthly benefits for accommodation and research expenses. For periods less than one month, it is required to refund the balance between the initially provided amount and the

amount calculated by multiplying the number of days by daily benefits.

- 2 When you have temporarily returned to Japan during the sabbatical leave period, it is required to refund the balance between the initially provided amount and the amount calculated by multiplying the number of days you stayed in Japan by daily benefits

(Reciprocation of Research Outcome)

**Article 12** Sabbatical leave researchers shall strive to contribute to research and education of the University by making good use of their research outcome.

- 2 As a rule, the research outcome of the Sabbatical Leave Program shall be published.

**Article 13** Omitted

**Article 14** Omitted

(Various Procedures)

**Article 15** Sabbatical leave researchers are required to submit the following documents.

- (1) Sabbatical Leave Program: Research activity plan
- (2) Notice of commencement
- (3) Notice of conclusion
- (4) Sabbatical Leave Program: Outcome report

- 2 In addition to the preceding paragraph, if any of the following events occurs, sabbatical leave researchers shall promptly take the necessary procedures.

- (1) Change to matters prescribed in each item of Article 6-3
  - (2) Temporary return to Japan
  - (3) Research-related trip during the sabbatical leave period
- (Delegation)

**Article 15-2** Necessary matters with regard to the enforcement of these regulations are prescribed in Enforcement Bylaws.

(Revision and Abolition)

**Article 16** Revision and abolition of these regulations shall be made by the University Senate following discussions at the Executive Board of Trustees.

#### **Supplementary Provisions**

These regulations shall come into effect on November 23, 2007.

**Supplementary Provisions** (November 22, 2013: partial revision following additions to definition, classification, etc. as well as change to period, screening procedures, etc.)

- 1 These regulations shall come into effect on April 1, 2015.
- 2 Notwithstanding the preceding paragraph, those who are sabbatical leave

researchers as of March 31, 2015 shall remain subject to the previous regulations.

**Supplementary Provisions** (January 17, 2020: partial revision following specification of the calculation method of the number of sabbatical leave researchers)

These regulations shall come into effect on April 1, 2020.

**Supplementary Provisions** (April 16, 2021: partial revision following unification of procedures, etc. with the Ritsumeikan University Regulations on the Sabbatical Leave Program for Full-time University Teaching Staff)

These regulations shall come into effect on April 16, 2021, and shall be applied on April 1, 2021 and thereafter.

○Ritsumeikan University Enforcement Bylaws for the Regulations on the  
Sabbatical Leave Program for Assistant University Teaching Staff

November 22, 2013  
Regulations No. 1028

(Purpose)

**Article 1** These bylaws prescribe necessary matters with regard to the enforcement of the Ritsumeikan University Regulations on the Sabbatical Leave Program for Assistant University Teaching Staff (“Regulations,” hereinafter).

(Commencement Date of Sabbatical Leave Program)

**Article 2** When commencing the domestic sabbatical leave or overseas sabbatical leave prior to the first day of a term, with the supervisor’s approval, the period up to the preceding day of the first day of the term shall be regarded as a research-related trip, which shall not be counted as part of the sabbatical leave period.

(Conclusion Date of Sabbatical Leave Program)

**Article 3** A plan of making the returning date from the Sabbatical Leave Program a day after the first day of the following term of the term to which the commencement date belongs or later is not permitted; provided, however, that this shall not apply to cases that the President deems exceptional.

**Article 4** Omitted

(Execution Standards for Allowances for Sabbatical Leave Program)

**Article 5** Allowances for the Sabbatical Leave Program shall be spent based on the following:

(1) For the overseas sabbatical leave and the domestic sabbatical leave (with lodging): aggregated amount of a. and b. below (however, up to 2,000,000 yen)

a. Travel expenses: actual expenses for a round-trip fare to the destination

b. Accommodation and research expenses: up to the amount shown in Appendix 1 (however, if there is a period of less than one month, the amount shall be calculated by multiplying the number of days by daily benefits)

(2) For the on-campus sabbatical leave and the domestic sabbatical leave (without lodging): up to 500,000 yen

2 Allowances for the Sabbatical Leave Program cannot be spent for purposes other than those for the Sabbatical Leave Program or outside the relevant period; provided, however, that actual expenses for a single plane ticket to the destination may be covered as travel expenses of allowances for the Sabbatical Leave Program when approval of Article 2 is given for the overseas sabbatical



leave.

(Research Activity Plan)

**Article 5-2** Sabbatical leave researchers are required to submit the Sabbatical Leave Program: Research activity plan to the Director of the Division of Research via their supervisor three months before the commencement of their sabbatical leave period at the latest.

2 The Director of the Division of Research, when necessary, request an explanation of the details of the activity plan for the Sabbatical Leave Program from the person who has been selected as a sabbatical leave researcher.

(Notice of Commencement)

**Article 5-3** Sabbatical leave researchers are required to deliver the notice of commencement to the Director of the Division of Research promptly after their Sabbatical Leave Program has started.

(Procedures for Changes and Temporary Return to Japan)

**Article 6** When making changes, etc. prescribed in the following items after the commencement of the Sabbatical Leave Program, sabbatical leave researchers are required to obtain approval of the Director of the Division of Research via their supervisor with the use of various notices of change, research-related trips, and temporary return to Japan:

- (1) Change of classification
- (2) Change of research period
- (3) Change of destination
- (4) Change of research institute
- (5) Change of research theme
- (6) Change of departure and returning dates

2 Temporary return to Japan prescribed in the preceding paragraph shall only be made for cases necessary for the performance of research, and the number of trips to be made shall be limited to twice per term. The number of days of stay in Japan for each temporary return shall be up to 15 days.

(Notice of Conclusion)

**Article 6-2** Sabbatical leave researchers are required to submit the notice of conclusion to the Director of the Division of Research promptly after their Sabbatical Leave Program has concluded.

(Outcome Report)

**Article 6-3** Sabbatical leave researchers are required to submit the outcome report of their Sabbatical Leave Program to the Director of the Division of Research within two months after the conclusion of their sabbatical leave

period.

(Miscellaneous Procedures)

**Article 6-4** Sabbatical leave researchers and those who wish to be one are required to submit designated documents as necessary.

(Revision and Abolition)

**Article 7** Revision and abolition of these bylaws shall be made by the University Senate following discussions at the Executive Board of Trustees.

**Supplementary Provisions**

These bylaws shall come into effect on April 1, 2015.

**Supplementary Provisions** (January 17, 2020: partial revision following a revision of the Ritsumeikan University Regulations on the Sabbatical Leave Program for Assistant University Teaching Staff)

These bylaws shall come into effect on April 1, 2020.

**Supplementary Provisions** (April 16, 2021: partial revision following a revision of the Ritsumeikan University Regulations on the Sabbatical Leave Program for Assistant University Teaching Staff)

These bylaws shall come into effect on April 16, 2021, and shall be applied on April 1, 2021 and thereafter.

Appendix 1: Upper limit of accommodation and research expenses (related to Article 5)

Accommodation and research expenses by area (upper limit)	Monthly benefits	Daily benefits
Area A and designated cities	¥250,000	¥8,300
Area B	¥220,000	¥7,300
Area C	¥200,000	¥6,600

\*The classification of areas shall be comprised of Area A, Area B, and Area C, based on the travel expense regulations for government officials, etc.

\*For accommodation and research expenses in Japan, those for Area C shall apply.

**[8] Procedures to be carried out at the Office of Human Resources/Administrative Offices at campuses**

- Please check the “Payroll Procedures Confirmation Sheet” to make sure there are no omissions in the procedures.  
 - Please check your email regularly for communication from the Office of Human Resources.

**1. Procedures related to salaries/various allowances**

\*Procedures (1) through (5) are listed in the “Payroll Procedures Confirmation Sheet” as confirmation items. Please use it as a checklist.

学外研究・海外派遣 給与関係手続き確認票																																																										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">教職員番号</td> <td style="width: 30%;">所 属</td> <td style="width: 50%;"></td> </tr> <tr> <td>氏 名</td> <td>印 記 入 日</td> <td>年 月 日</td> </tr> <tr> <td>学外研究期間</td> <td>年 月 日 ~</td> <td>年 月 日</td> </tr> <tr> <td>国外滞在期間 (出国日)</td> <td>年 月 日 ~ (帰国予定日)</td> <td>年 月 日</td> </tr> </table> <p style="font-size: small;">※帰国予定日が未定の場合は、学外研究期間の最終日をご記入ください。</p> <p><input type="checkbox"/> にチェックを入れ、本確認票と共に必要な書類を提出してください。</p> <p>●提出期日：研究開始の1ヶ月前までに提出してください。</p> <p>●提出先：給与厚生課/各キャンパス業務窓口  <small>【問い合わせ先：給与厚生課 075-831-8100 (内線：510-2488)】</small></p> <p>※申請書の提出については、「学外研究の手続き」【付】給与厚生課/各キャンパス業務窓口で作成した手順書をご覧ください。</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">確認項目</th> <th style="width: 50%;">提出書類</th> </tr> </thead> <tbody> <tr> <td>                     送付先・賞与の振込先  <input type="checkbox"/> 変更する →  <input type="checkbox"/> 変更しない                 </td> <td> <input type="checkbox"/> 「振込口座届出書」(1.給与、2.賞与)を提出してください。 ※海外の銀行口座は不可です。  <input type="checkbox"/> 本確認票に添付                 </td> </tr> <tr> <td>                     給与内支払金振込先  <input type="checkbox"/> 変更する →  <input type="checkbox"/> 変更しない                 </td> <td> <input type="checkbox"/> 「振込口座届出書」(3.出張旅費・研究費等)を提出してください。 ※海外の銀行口座は不可です。  <input type="checkbox"/> 本確認票に添付                 </td> </tr> <tr> <td>                     給与明細等の送付先  <input type="checkbox"/> 変更する →  <input type="checkbox"/> 変更しない  <small>(所属が変更の場合は)</small>  <input type="checkbox"/> Web明細へ変更予定  <input type="checkbox"/> Web明細へ変更済み  <input type="checkbox"/> 給与厚生課保管                 </td> <td> <input type="checkbox"/> 住所① 以下の住所へ送付  <input type="checkbox"/> 本確認票に添付                      ※変更しない場合は、給与明細等の送付先への送付(所属変更等業務室のホームページでの保管など)となります。                 </td> </tr> <tr> <td>                     非扶養手当受給確認書類の提出期日  <small>【案内メール送付時期：2月末日】</small>                      ※非居住者の方は、出国前に必要な書類をご提出いただくか、帰国後に確定申告を行ってください。                 </td> <td> <input type="checkbox"/> 住所② 以下の住所へ送付  <input type="checkbox"/> 本確認票に添付                      ※変更しない場合は、給与明細等の送付先へ送付となります。(給与明細等の送付先を変更した場合は、新たな送付先へ給与明細を送付いたします。)                 </td> </tr> </tbody> </table>	教職員番号	所 属		氏 名	印 記 入 日	年 月 日	学外研究期間	年 月 日 ~	年 月 日	国外滞在期間 (出国日)	年 月 日 ~ (帰国予定日)	年 月 日	確認項目	提出書類	送付先・賞与の振込先 <input type="checkbox"/> 変更する → <input type="checkbox"/> 変更しない	<input type="checkbox"/> 「振込口座届出書」(1.給与、2.賞与)を提出してください。 ※海外の銀行口座は不可です。 <input type="checkbox"/> 本確認票に添付	給与内支払金振込先 <input type="checkbox"/> 変更する → <input type="checkbox"/> 変更しない	<input type="checkbox"/> 「振込口座届出書」(3.出張旅費・研究費等)を提出してください。 ※海外の銀行口座は不可です。 <input type="checkbox"/> 本確認票に添付	給与明細等の送付先 <input type="checkbox"/> 変更する → <input type="checkbox"/> 変更しない <small>(所属が変更の場合は)</small> <input type="checkbox"/> Web明細へ変更予定 <input type="checkbox"/> Web明細へ変更済み <input type="checkbox"/> 給与厚生課保管	<input type="checkbox"/> 住所① 以下の住所へ送付 <input type="checkbox"/> 本確認票に添付 ※変更しない場合は、給与明細等の送付先への送付(所属変更等業務室のホームページでの保管など)となります。	非扶養手当受給確認書類の提出期日 <small>【案内メール送付時期：2月末日】</small> ※非居住者の方は、出国前に必要な書類をご提出いただくか、帰国後に確定申告を行ってください。	<input type="checkbox"/> 住所② 以下の住所へ送付 <input type="checkbox"/> 本確認票に添付 ※変更しない場合は、給与明細等の送付先へ送付となります。(給与明細等の送付先を変更した場合は、新たな送付先へ給与明細を送付いたします。)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"> <input type="checkbox"/> 必介護保険適用除外の届出  <input type="checkbox"/> 届出をしない  <input type="checkbox"/> 対象外                 </td> <td style="width: 33%;"> <input type="checkbox"/> 届出をする(付予定)  <input type="checkbox"/> 届出をしない  <input type="checkbox"/> 対象外                 </td> <td style="width: 33%;"> <input type="checkbox"/> ※ご自身または被扶養者が40歳以上65歳未満で、国民健康保険へ転出する場合は、介護保険の納金免除を届け出る必要があります。手続きと確認の上、手続きを行ってください。                 </td> </tr> <tr> <td> <input type="checkbox"/> 財学事業団からの発行物  <small>「レター」は給与事務課Webにて閲覧することもできます。</small> </td> <td> <input type="checkbox"/> 給与共有の届出書「レター」や標準報酬月額(標準の算定の元)の通知の送付先  <input type="checkbox"/> 変更しない  <input type="checkbox"/> 住所①に送付  <input type="checkbox"/> 住所②に送付                 </td> <td></td> </tr> <tr> <td colspan="3">                     ※以下、「非居住者」となる方(1年以上国外に滞在する方)のみチェックをしてください。                 </td> </tr> <tr> <td> <input type="checkbox"/> ①年末調整書類  <small>【非居住者の方のみ】</small> </td> <td> <input type="checkbox"/> 提出する →  <input type="checkbox"/> 提出しない                 </td> <td> <input type="checkbox"/> 本確認票に添付  <input type="checkbox"/> 本確認票に添付  <input type="checkbox"/> 変更しない  <input type="checkbox"/> 変更しない                 </td> </tr> <tr> <td> <input type="checkbox"/> ②財形貯蓄(財形年金・財形住宅)                 </td> <td> <input type="checkbox"/> 変更しない  <input type="checkbox"/> 変更しない                 </td> <td> <input type="checkbox"/> ※協賛が異なる場合は、「非扶養継続申請書・届出の申請書」の提出が必要となります。対象者には、給与厚生課から個別にご案内します。                      ※転学共済の積立金ではありません。                 </td> </tr> </table> <p><b>通勤手当</b></p> <p>研究場所が「立命館大学」となる期間について支給します。通常通り4月と10月に6ヶ月定期分を支給しますが、当該研究期間中に立命館大学以外の研究機関が含まれる場合は、基本的には研究終了後に「通勤手当支給履歴」により、「学外研究(出張等)」に基づき補填します。立命館大学以外での研究期間が1ヶ月以上となる場合、その期間の通勤手当は支給されません。</p> <p>立命館大学と他の研究機関との兼務により研究予定の発生に際しましては、当該定期交代に際して、立命館大学以外での研究期間と停止の期間(0円)に「①」を記入してください。お問い合わせください。</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>研究場所</th> <th>研究期間</th> <th>通勤手当の取扱い</th> </tr> </thead> <tbody> <tr> <td>立命館大学のみ</td> <td>全期間</td> <td>通常通り4月と10月に6ヶ月定期分を支給</td> </tr> <tr> <td>立命館大学と他の大学・研究機関等</td> <td>立命館大学以外での研究期間(予定)</td> <td> <input type="checkbox"/> 6ヶ月定期分を支給を停止し、研究終了後に精算(支給)  <input type="checkbox"/> 通常通り6ヶ月定期分を支給し、研究終了後に精算(調整)                 </td> </tr> <tr> <td>他の研究機関のみ</td> <td>全期間</td> <td>次回の定期分を支給を停止</td> </tr> </tbody> </table> <p style="font-size: x-small;">以下、給与厚生課/各キャンパス業務窓口で使用</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>【交付】</th> <th>【届出・処理】</th> <th>【税金担当】</th> <th>【給与共有担当】</th> </tr> </thead> <tbody> <tr> <td>年 月 日</td> <td> <input type="checkbox"/> 給与共有  <input type="checkbox"/> 振込口座変更  <input type="checkbox"/> 明細等送付先変更  <input type="checkbox"/> 給与厚生課送付先変更  <input type="checkbox"/> 財形手続き                 </td> <td> <input type="checkbox"/> 非居住者設定  <input type="checkbox"/> 年末調整  <input type="checkbox"/> 年調整  <input type="checkbox"/> 年調整送付先変更                 </td> <td> <input type="checkbox"/> 税金担当  <input type="checkbox"/> 介護保険手続き                 </td> </tr> </tbody> </table> <p style="text-align: right; font-size: x-small;">2019.03ver.</p>	<input type="checkbox"/> 必介護保険適用除外の届出 <input type="checkbox"/> 届出をしない <input type="checkbox"/> 対象外	<input type="checkbox"/> 届出をする(付予定) <input type="checkbox"/> 届出をしない <input type="checkbox"/> 対象外	<input type="checkbox"/> ※ご自身または被扶養者が40歳以上65歳未満で、国民健康保険へ転出する場合は、介護保険の納金免除を届け出る必要があります。手続きと確認の上、手続きを行ってください。	<input type="checkbox"/> 財学事業団からの発行物 <small>「レター」は給与事務課Webにて閲覧することもできます。</small>	<input type="checkbox"/> 給与共有の届出書「レター」や標準報酬月額(標準の算定の元)の通知の送付先 <input type="checkbox"/> 変更しない <input type="checkbox"/> 住所①に送付 <input type="checkbox"/> 住所②に送付		※以下、「非居住者」となる方(1年以上国外に滞在する方)のみチェックをしてください。			<input type="checkbox"/> ①年末調整書類 <small>【非居住者の方のみ】</small>	<input type="checkbox"/> 提出する → <input type="checkbox"/> 提出しない	<input type="checkbox"/> 本確認票に添付 <input type="checkbox"/> 本確認票に添付 <input type="checkbox"/> 変更しない <input type="checkbox"/> 変更しない	<input type="checkbox"/> ②財形貯蓄(財形年金・財形住宅)	<input type="checkbox"/> 変更しない <input type="checkbox"/> 変更しない	<input type="checkbox"/> ※協賛が異なる場合は、「非扶養継続申請書・届出の申請書」の提出が必要となります。対象者には、給与厚生課から個別にご案内します。 ※転学共済の積立金ではありません。	研究場所	研究期間	通勤手当の取扱い	立命館大学のみ	全期間	通常通り4月と10月に6ヶ月定期分を支給	立命館大学と他の大学・研究機関等	立命館大学以外での研究期間(予定)	<input type="checkbox"/> 6ヶ月定期分を支給を停止し、研究終了後に精算(支給) <input type="checkbox"/> 通常通り6ヶ月定期分を支給し、研究終了後に精算(調整)	他の研究機関のみ	全期間	次回の定期分を支給を停止	【交付】	【届出・処理】	【税金担当】	【給与共有担当】	年 月 日	<input type="checkbox"/> 給与共有 <input type="checkbox"/> 振込口座変更 <input type="checkbox"/> 明細等送付先変更 <input type="checkbox"/> 給与厚生課送付先変更 <input type="checkbox"/> 財形手続き	<input type="checkbox"/> 非居住者設定 <input type="checkbox"/> 年末調整 <input type="checkbox"/> 年調整 <input type="checkbox"/> 年調整送付先変更	<input type="checkbox"/> 税金担当 <input type="checkbox"/> 介護保険手続き
教職員番号	所 属																																																									
氏 名	印 記 入 日	年 月 日																																																								
学外研究期間	年 月 日 ~	年 月 日																																																								
国外滞在期間 (出国日)	年 月 日 ~ (帰国予定日)	年 月 日																																																								
確認項目	提出書類																																																									
送付先・賞与の振込先 <input type="checkbox"/> 変更する → <input type="checkbox"/> 変更しない	<input type="checkbox"/> 「振込口座届出書」(1.給与、2.賞与)を提出してください。 ※海外の銀行口座は不可です。 <input type="checkbox"/> 本確認票に添付																																																									
給与内支払金振込先 <input type="checkbox"/> 変更する → <input type="checkbox"/> 変更しない	<input type="checkbox"/> 「振込口座届出書」(3.出張旅費・研究費等)を提出してください。 ※海外の銀行口座は不可です。 <input type="checkbox"/> 本確認票に添付																																																									
給与明細等の送付先 <input type="checkbox"/> 変更する → <input type="checkbox"/> 変更しない <small>(所属が変更の場合は)</small> <input type="checkbox"/> Web明細へ変更予定 <input type="checkbox"/> Web明細へ変更済み <input type="checkbox"/> 給与厚生課保管	<input type="checkbox"/> 住所① 以下の住所へ送付 <input type="checkbox"/> 本確認票に添付 ※変更しない場合は、給与明細等の送付先への送付(所属変更等業務室のホームページでの保管など)となります。																																																									
非扶養手当受給確認書類の提出期日 <small>【案内メール送付時期：2月末日】</small> ※非居住者の方は、出国前に必要な書類をご提出いただくか、帰国後に確定申告を行ってください。	<input type="checkbox"/> 住所② 以下の住所へ送付 <input type="checkbox"/> 本確認票に添付 ※変更しない場合は、給与明細等の送付先へ送付となります。(給与明細等の送付先を変更した場合は、新たな送付先へ給与明細を送付いたします。)																																																									
<input type="checkbox"/> 必介護保険適用除外の届出 <input type="checkbox"/> 届出をしない <input type="checkbox"/> 対象外	<input type="checkbox"/> 届出をする(付予定) <input type="checkbox"/> 届出をしない <input type="checkbox"/> 対象外	<input type="checkbox"/> ※ご自身または被扶養者が40歳以上65歳未満で、国民健康保険へ転出する場合は、介護保険の納金免除を届け出る必要があります。手続きと確認の上、手続きを行ってください。																																																								
<input type="checkbox"/> 財学事業団からの発行物 <small>「レター」は給与事務課Webにて閲覧することもできます。</small>	<input type="checkbox"/> 給与共有の届出書「レター」や標準報酬月額(標準の算定の元)の通知の送付先 <input type="checkbox"/> 変更しない <input type="checkbox"/> 住所①に送付 <input type="checkbox"/> 住所②に送付																																																									
※以下、「非居住者」となる方(1年以上国外に滞在する方)のみチェックをしてください。																																																										
<input type="checkbox"/> ①年末調整書類 <small>【非居住者の方のみ】</small>	<input type="checkbox"/> 提出する → <input type="checkbox"/> 提出しない	<input type="checkbox"/> 本確認票に添付 <input type="checkbox"/> 本確認票に添付 <input type="checkbox"/> 変更しない <input type="checkbox"/> 変更しない																																																								
<input type="checkbox"/> ②財形貯蓄(財形年金・財形住宅)	<input type="checkbox"/> 変更しない <input type="checkbox"/> 変更しない	<input type="checkbox"/> ※協賛が異なる場合は、「非扶養継続申請書・届出の申請書」の提出が必要となります。対象者には、給与厚生課から個別にご案内します。 ※転学共済の積立金ではありません。																																																								
研究場所	研究期間	通勤手当の取扱い																																																								
立命館大学のみ	全期間	通常通り4月と10月に6ヶ月定期分を支給																																																								
立命館大学と他の大学・研究機関等	立命館大学以外での研究期間(予定)	<input type="checkbox"/> 6ヶ月定期分を支給を停止し、研究終了後に精算(支給) <input type="checkbox"/> 通常通り6ヶ月定期分を支給し、研究終了後に精算(調整)																																																								
他の研究機関のみ	全期間	次回の定期分を支給を停止																																																								
【交付】	【届出・処理】	【税金担当】	【給与共有担当】																																																							
年 月 日	<input type="checkbox"/> 給与共有 <input type="checkbox"/> 振込口座変更 <input type="checkbox"/> 明細等送付先変更 <input type="checkbox"/> 給与厚生課送付先変更 <input type="checkbox"/> 財形手続き	<input type="checkbox"/> 非居住者設定 <input type="checkbox"/> 年末調整 <input type="checkbox"/> 年調整 <input type="checkbox"/> 年調整送付先変更	<input type="checkbox"/> 税金担当 <input type="checkbox"/> 介護保険手続き																																																							

\*Please make sure to submit the "Payroll Procedures Confirmation Sheet" even if there are no changes.

Documents to be submitted	Payroll Procedures Confirmation Sheet *Go to “Human Resources Web” → “Business Procedures” → “Payroll, Allowance and Gratuity Payment Procedures.”
Submission deadline	One month prior to the commencement of the research

**Human Resources Web:** 1) Scroll to the bottom of the Ritsumeikan University homepage. Click on “Faculty & Staff Portal System.” 2) Click on “Ritsumeikan Faculty & Staff Portal System” → 3) Click on “Personnel, salary, welfare and accounting” → 4) Click on “HR Procedures, etc. (Human Resources Web)”

**Before the commencement of the Sabbatical Leave Program**

(1) Change of payee account for “salary and bonus,” etc.

If you wish to change the payee account for your salary or bonus, or the payee account for internal payments during your Sabbatical Leave Program, please submit the “Payee Account Notification Form” available on the Human Resources Web. (Please check the columns (A) and (B) of the “Payroll Procedures Confirmation Sheet.”)

Documents to be submitted	Payee Account Notification Form *Human Resources Web
Submission deadline	Last day of the preceding month of the month in which the change is desired

- \*Please note that transfers to overseas bank accounts are not possible.
- \*If you wish to return to your original account after the conclusion of your Sabbatical Leave Program, please submit the relevant documents again.

- (2) Forwarding of wage slips and documents related to the Office of Human Resources
- During the sabbatical leave period, wage slips and documents related to the Office of Human Resources can be mailed to the address of your choice (including overseas) or kept at the Office of Human Resources. If you wish to change the mailing address, please fill in the column (C) of the "Payroll Procedures Confirmation Sheet" and submit it.
- \*If you do not notify us of the change, we will send the documents to the same address as before.
  - \*If you have not yet switched to the Web wage slip, you are encouraged to do so.

**During the sabbatical leave period**

- (3) Family allowance
- If you are already receiving the family allowance, we will send you a confirmation application (for a survey for the following year) thereof for the following year (after April) around March every year. As this is a survey to reconfirm the presence of the conditions for receiving the allowance, you are required to follow the confirmation procedure even if you are on sabbatical.

Information regarding the following year's survey will be emailed to you at the end of February. If there are any changes to your dependents as of the time of the following year's survey, or if any of the dependents has been invalidated or added in the midst of the academic year, please submit the "Application for Family Allowance Payment." (Check the column (D) of the "Payroll Procedures Confirmation Sheet")

Documents to be submitted	Application for Family Allowance Payment *Human Resources Web
Submission deadline	Mid-March for a survey for the following year (Other applications are accepted as required, and the amount of payment will be changed from the month following submission.)

- (4) Subsidy allowance for educational expenses
- You are required to submit an application form with a "Certificate of Student Status" attached every year for the subsidy allowance for education expenses. The application period is from April to May for domestic schools and from September to October for overseas schools (for overseas schools, please submit (1) an application form and (2) a certificate of student status by the end of the month following the month in which the school year begins. If you wish to apply for the allowance, please submit an "Application for Subsidy Allowance for Educational Expenses Payment" with a certificate of student status for the relevant year to the Office of Human Resources by the end of the application period.

The application period will also be announced in the correspondence section of your wage slip (February/March for domestic applications and August/September for overseas applications). If you are out of the country during the application period and are expected to continue your application from the previous year, you will be notified individually by e-mail as well.

Documents to be submitted	Application form for subsidy allowance for educational expenses (with a certificate of student status) *Human Resources Web
Application period	Domestic schools: April to the end of May, Overseas schools: September to the end of October (For overseas schools, the application period is by the end of the month following the month in which the school year

	begins.
--	---------

(5) Year-end tax adjustment

We will send you an email at the end of October regarding the year-end tax adjustment procedures, which are normally carried out during the two weeks from early November to mid-November. Please check the column (E) of the "Payroll Procedures Confirmation Sheet."

Non-residents are required to submit the necessary documents before leaving Japan or file a tax return after returning home\*.

Withholding exemption slips will be distributed with your wage slips in January of the following year. If you wish to change the mailing address, please fill out the column (F) of the "Payroll Procedures Confirmation Sheet" before submitting it.

\*When you are to become a "non-resident" because you will spend more than one year abroad, you will be required to complete the year-end tax adjustment procedures before departure. Please refer to "6. Taxes during the Sabbatical Leave Program (non-resident treatment)" for the appropriate procedure.

**2. Issuance of certificates**

If you need various certificates for procedures for the Sabbatical Leave Program, such as a certificate of employment, certificate of salary, withholding exemption slip, etc., please submit an "Application for Certificate Issuance." If you wish to have a certificate issued in English, please let us know thereof.

Documents to be submitted	Application form for certificate issuance *Human Resources Web
Number of days required	Three days

**3. Handling of "health insurance"**

**A) Please purchase overseas travel insurance**

This insurance covers death, permanent disability, medical expenses, liability, damage to personal belongings, relief expenses, etc. due to injuries or illnesses sustained during overseas travel. You can get a wide range of coverage for a small premium. Be sure to purchase this insurance at any cost.

The travel insurance that comes with your credit card is not sufficient to cover you at all. Please purchase insurance to add on to your credit card's incidental insurance, or purchase it separately.

In addition, it is not uncommon to be transported by air to another country (or return to Japan) for treatment when injured or sick in a developing country where there are no reliable medical institutions. In this case, you will be required to pay an extremely large amount of money. Please ensure that you have adequate insurance coverage.

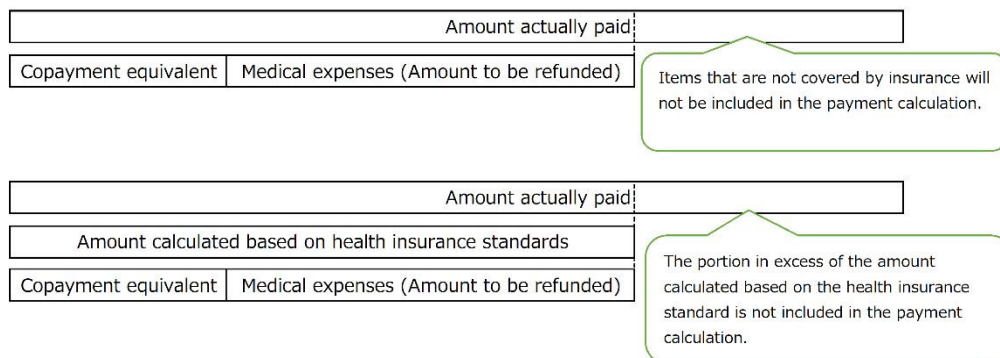
Overseas travel insurance does not cover treatment for pre-existing medical conditions. If you need to continue treatment for chronic diseases such as high blood pressure during your stay abroad, please consult with your doctor regarding the use of the "overseas medical treatment expense system" below or bringing your medication for the duration.

**B) Overseas medical treatment expense system**

If you become ill or get injured while undertaking research overseas, you will be able to claim benefits as "medical treatment expenses (family medical treatment expenses)"

by paying for medical treatment at your own expense for the time being and then submitting a request to The Promotion and Mutual Aid Corporation for Private Schools of Japan after returning to Japan with all the necessary documents (see below). Of the documents required for the procedure, items (b) and (c) in the table below must be filled out locally, so please be sure to bring the following forms with you when you leave Japan.

The amount of the benefit from The Promotion and Mutual Aid Corporation for Private Schools of Japan will be calculated based on the documents submitted and converted into the amount of medical treatment covered by insurance in Japan, excluding the amount equivalent to the copayment. Please be aware that, in most cases, the benefit amount will likely be significantly less than the actual amount paid.



For more information on the procedure, please contact the Office of Human Resources or business offices at each campus.

<Documents required for claim procedures after returning home>

a. Request form for medical treatment and family medical treatment expenses	All forms can be downloaded from The Promotion and Mutual Aid Corporation for Private Schools of Japan webpage. <a href="https://www.shigakukyosai.jp/konna/dl/category/tanki/tanki01.html">https://www.shigakukyosai.jp/konna/dl/category/tanki/tanki01.html</a> (in Japanese)
b. Overseas medical expenses statement (Medical and Dental)	This is a certificate from a medical institution that proves that you have received medical treatment overseas. Please be sure to bring it with you when you leave Japan. Please fill in each item for <u>each month of medical treatment</u> and have it certified by your doctor. Please make sure to translate the contents into Japanese and keep it safe until your return to Japan.
c. Foreign medical records	Please be sure to bring this with you when you leave Japan. In order to supplement the document in (b) above, please provide details such as the date of medical treatment, specific details of the medical treatment, and the amount you paid.
d. Receipt (original)	Please keep it safe until your return to Japan. (Photocopies not acceptable)
e. Travel documents	Photocopies of your passport, plane ticket, or any other document that confirms the fact that you have traveled overseas
f. Consent form related to the inquiry	A written consent form from the person who received the medical treatment overseas in question for The Promotion and Mutual Aid Corporation for Private Schools of Japan to make an inquiry to the person responsible for the medical treatment in question

regarding its details.

#### 4. Nursing care insurance (for those between 40 and 64 years old)

If you are moving out of Japan, you and your dependents who are between 40 and 64 years of age are required to apply for exemption from nursing care insurance. This will exempt you from paying the nursing care premiums while you are out of the country. When you return to Japan and register as a resident again, be sure to complete the procedures for applying for nursing care insurance. (Check the [G] column of the “Payroll Procedures Confirmation Sheet”)

Note: If you reach the age of 40 while being away from Japan (both you and your dependents), you are also required to apply.

	Application Documents	
Resident card	*The form can be downloaded from the webpage of The Promotion and Mutual Aid Corporation for Private Schools of Japan. <a href="https://www.shigakukyosai.jp/konna/dl/detail/shikaku/s_hikaku14_04.html">https://www.shigakukyosai.jp/konna/dl/detail/shikaku/s_hikaku14_04.html</a> (in Japanese)	Submission deadline
Moving overseas	- “Notification of applicable exemptions and non-applicability for Category 2 insured persons in nursing care insurance” - Certificate of Expulsion of Resident Card* <sup>1</sup> or Certificate of Intended Expulsion of Resident Card* <sup>2</sup>	Without delay after the transfer of resident card
Moving back to Japan	- “Notification of applicable exemptions and non-applicability for Category 2 insured persons in nursing care insurance” - Resident card proving that you have moved back	

\*1) The “Certificate of Expulsion of Resident Card” is not issued before you leave Japan. Therefore, please have a family member or a representative (other than a family member living with you) obtain the certificate after you leave Japan, and submit it together with the “Applicable/not applicable exemptions for Category 2 insured persons of nursing care insurance.”

\*2) Some municipalities do not issue a certificate of expected removal of resident card. For details, please contact your local municipal office.

After the conclusion of the sabbatical leave period

#### 5. Commuting allowance, commuting assistance allowance, and actual transportation expenses when teaching classes

Commuting allowance and other benefits during the sabbatical leave period will be paid as follows:

(1) Commuting allowance (tax exempt)

This allowance is paid for the period in which your research institution is “Ritsumeikan University.” Even if the six-month commuter pass is paid in April and October as usual, if the research period includes a research institution other than Ritsumeikan University, the amount will be settled after the research is completed based on the “Notification of Conclusion of the Sabbatical Leave Program” in accordance with the “Commuting Allowance Payment Regulations” (if the research period outside Ritsumeikan University is more than one month, the commuting allowance for the corresponding period will not be paid).

(2) Commuting assistance allowance (taxable)

This allowance is paid for the period in which your research institution is “other than Ritsumeikan University (excluding home)” in Japan. In accordance with the “Faculty and Staff Salaries Regulations,” a lump-sum payment will be made in the month following the submission of the “Notification of the Conclusion of the Sabbatical Leave Program” or the month following that.

(3) Actual transportation expenses (tax exempt)

If your research institution is “other than Ritsumeikan University” in Japan, and you teach classes during the Ritsumeikan sabbatical leave period, you will be paid the actual cost of transportation from your residence to the campus where you teach (the route for assessing the commuting allowance/the reasonable route assessed by the Office of Human Resources) in accordance with the “Commuting Allowance Payment Regulations.” Please submit the “Application for Actual Transportation Expenses” to the Administrative Office of the College you belong to, etc. without delay after the end of each semester.

Allowance, etc.		(1) Commuting allowance (tax exempt)	(2) Commuting assistance allowance (taxable)	(3) Actual transportation expenses (tax exempt)	
Amount paid, etc.		6-month commuter pass from your residence to your campus	¥10,000 per month (fixed amount)	[If you teach classes] You will be paid the actual cost from your home to the campus where you teach.	
Research Location	Overseas	Not provided	Not provided	---	
	In Japan	Ritsumeikan University	Provided	Not provided	Not provided
		Other than Ritsumeikan University (excluding home)	Not provided	Provided	Provided
		Other than Ritsumeikan University (home)	Not provided	Not provided	Provided
Payment timing, etc.		April and October. Settlement will be made according to the “Notification of Conclusion of the Sabbatical Leave Program.” *For example, if the research location is primarily at Ritsumeikan University and the research is conducted overseas for only two months, this will be subject to reimbursement.	The month following the submission of the “Notification of Conclusion of the Sabbatical Leave Program” or the month after that.	The month following the submission of the “Notification of Conclusion of the Sabbatical Leave Program” or the month after that. Payment will be made based on the “Application for Actual Transportation Expenses.” To be submitted to: Administrative Office of the relevant College	



- ◎ If you plan to undertake research at two or more locations, Ritsumeikan University and (an)other research site(s), please inform us of the period of research outside of Ritsumeikan University and whether or not the payment will be suspended on the back of the "Payroll Procedures Confirmation Sheet" in relation to the payment of the periodical allowance for the time being.

## - 6. below is for those who will be residing overseas for more than one year -

### 6. Taxes during the Sabbatical Leave Program (non-resident treatment)

#### (1) Non-resident treatment

If you are a sabbatical leave researcher staying overseas for one year or more, and you leave Japan under a dispatch instruction (one year or more), you will be treated as a "non-resident" in Japan. If you are a "non-resident," you will not be subject to income tax withholding for wages, etc. paid after the day following your departure. However, it is necessary to meet the requirements for both (1) and (2) in the table below and follow the prescribed procedures below.

\*In the case of post-departure bonuses, etc., if the calculation period spans both the resident period (the period in which the taxpayer is not a "non-resident") and the non-resident period, the amount will be divided proportionally between the two periods, and the portion of the resident period will be taxable. For bonuses paid after returning to Japan, the entire calculation period is subject to taxation.

Requirements for "Non-resident" (Both (1) the period and (2) the date of departure must be satisfied.

(1) Period	One or more years of research overseas approved by the University Senate.
( 2 ) Departure d a t e	To have left the country <u>prior to</u> the commencement date of research overseas approved by the University Senate.

\*The start date of the non-resident status is the day following the departure date indicated in the passport.

For example, if the sabbatical research period overseas approved by the University Senate is from September 26, 2020 to September 25, 2021, the following will apply:

(Example) A. Date of departure from Japan (date indicated in the passport): 2020.9.25 ⇒ "Non-resident."

B. Date of departure from Japan (date indicated in the passport): 2020.9.26 ⇒ "Resident."

\*Since B will become a non-resident on September 27, the calculation period is less than one year and he/she will not be treated as a non-resident.

\*For more information on the relationship between the departure and return dates and the non-resident status, please refer to "Non-Resident Status: Frequently Asked Questions."

\*If your plans for departing from or returning to Japan change, including due to the effects of the COVID-19 pandemic during this period, please contact the Division of Research without delay and follow the necessary procedures.

#### (2) Necessary procedures for becoming a "non-resident"

A copy of your passport (with your name, photo, and date stamps) is required to qualify for the "non-resident" status. You can also fax a copy to the Research Office after your departure or return.

Documents to be submitted	A copy of your passport (photo page + pages of immigration stamps of Japan and your destination country)
Where to submit	Research offices on each campus
Submission deadline	Within one week after arrival at the destination country and one week after return to Japan

\*We will continue to withhold tax from your salary until we confirm your departure date with a copy of your passport (the amount collected after your departure will be refunded at the time of year-end adjustment in December). After your return to Japan, we will not withhold tax from your wages as a non-resident until we confirm the date of your return with a copy of your passport, but **we will resume withholding tax after we confirm the date of your return (we will adjust your wages at the time of year-end adjustment in December).**

\*If your passport has neither entry nor exit date stamp, such as when using an automatic gate, please submit your ticket stub or flight itinerary (e.g. e-ticket) to confirm your entry/exit dates.

### (3) Procedures before leaving Japan

#### (1) Submission of documents related to year-end adjustment

If you become a “non-resident,” you will need to submit documents for the year-end adjustment before you depart from Japan. The year-end adjustment will be based on those documents and will be made for the period of the resident status for that year. (Please check the [I] column of the “Payroll Procedures Confirmation Sheet”)

\*The year-end adjustment (refund or additional collection of income tax) will be made in the December payroll.

**\*Please refer to the following table for the documents related to the year-end adjustment. Please note that the year-end adjustment will not be made if there is no declaration for the items that need to be declared by each person.**

#### <Documents related to year-end adjustment>

Application for exemption for dependents *Human Resources Web	At the beginning of the year, we distribute this form to those who use the University as their main payroll payer and make monthly deductions for income tax based on the contents of the form. <u>If there are any changes to the information you submitted at the beginning of the year, please make the necessary corrections before leaving Japan.</u>
Application for basic deduction for employment income earner/ Application for exemption for spouse of employment income earner/ Declaration of deduction for adjustment of income amount *National Tax Agency Web	This is a declaration form that is required starting in 2020. (1) The “basic deduction” is applicable to everyone, so please fill in the relevant parts and <u>submit the form before you leave Japan.</u> (2) The documents required to receive the “spousal exemption or special exemption for spouse” have been integrated into this document. In addition, (3) “Income Adjustment Deduction” has been newly introduced. If you wish to file for (2) or (3), please fill out and submit the relevant sections together.

<p>Application form for deduction of insurance premiums for employment income earner *National Tax Agency Web</p>	<p>A “Certificate of Deduction” is required to deduct insurance premiums. Please <u>request a certificate of deduction for the period up to the date of your departure from Japan from your insurance company, and submit it with your tax return.</u> Insurance premiums that are deducted from your salary must also be declared before you leave Japan. Please ask your insurance company for a certificate including the premiums deducted from your salary.</p>
<p>Special deduction for housing loan application form *This does not apply to non-residents.</p>	<p>The deduction is <u>not available for the year in which the taxpayer becomes a non-resident as of December 31 of the year in which the deduction is taken.</u> In order to reapply the deduction after returning to Japan, it is necessary to complete the procedures at the local tax office before leaving Japan. Please note that you may not be able to receive the deduction in subsequent years if you do not complete the procedures in advance. For the first year of reapplication, each individual is required to file a tax return. (In the following year and thereafter, the deduction will be made available again through the University's year-end adjustment.)</p>

## (2) Notification of change of resident card

As a general rule, the municipal and prefectural inhabitants' taxes for the following academic year are levied by the municipality in which you are registered as a resident as of January 1. If you notify your municipality of moving overseas and become a non-resident on January 1, you will not be taxed (but you may be taxed on the per capita portion). For more information, please contact your local municipal office.

\*If you or your dependents are between the ages of 40 and 64, you may be exempted from paying premiums for nursing care insurance by submitting a notification of exemption from nursing care insurance along with the notification of moving overseas. Please refer to the procedures in “4. Nursing care insurance.”

## 7. Insurance company's financial savings

**\*This is not a savings fund for The Promotion and Mutual Aid Corporation for Private Schools of Japan. Also, general building-up savings are not applicable.**

If you are going to stay overseas for more than one year, you need to submit the following documents in order to continue to be exempt from taxation while you are working abroad if you have a building-up savings (building-up pension or building-up housing) contract. The Office of Human Resources will contact you if you are eligible. (Please check the [J] column of the “Payroll Procedures Confirmation Sheet”)

	Documents to be submitted	Where to submit	Submission deadline
Before leaving	Application form for continuation of tax exemption		Until the day of departure

Japan		Office of Human Resources	
After returning to Japan	Notification of application for continued tax exemption		Within two months after returning to Japan

**= Frequently Asked Questions regarding Non-resident Treatment =**

**Q: My departure will be a few days later than the date approved by the University Senate, can I still be treated as a non-resident?**

**A:** You cannot be treated as a non-resident. In order to become a non-resident under the tax law, you must be away from Japan for a period of at least one year starting from the day following your departure. Therefore, if you depart from Japan after the commencement date of the research approved by the University Senate, you will be treated as having been away from Japan for less than one year, as you will not have been away from Japan for more than one year, assuming you return to Japan on the conclusion date of the research approved by the University Senate.

**Q: While my departure date is before the date approved by the University Senate, my return date is a few days earlier due to my plane ticket.**

**A:** If your return date is earlier than the scheduled date approved by the University Senate, you will be treated as a resident (liable for income tax) from the monthly salary paid after the date of your return. For example, if you return to Japan on September 21, you will be treated as a non-resident (no income tax will be deducted) up to your September salary (salary paid on September 20), and you will be treated as a resident (liable for income tax) from the following October salary.

However, if the sabbatical leave period has been changed (or the change has been approved by the University Senate), income tax will be deducted as a resident for salaries paid after it becomes clear that the research is no longer scheduled to last more than one year.

**Q: What if I depart from and return to Japan as planned in the period of one year, though I need to go back home temporarily halfway?**

**A:** Even if you return to Japan temporarily during the period when you are treated as a non-resident, you will still be treated as a non-resident.

## 8. Health Examination

**Please check the “Payroll Procedures Confirmation Sheet” to make sure there are no omissions in the procedures.**

**Please check your email regularly for correspondence from the Office of Human Resources.**

### (1) For “overseas sabbatical leave” - Health examinations before and after traveling abroad -

If you are going to stay overseas for more than six months for business or study, you are required by the Industrial Safety and Health Act and Article 45-2 of the Industrial Safety and Health Regulations to have a medical examination before you depart and upon your return. Its purpose is not only to check your own health, but also to prevent the unintentional spread of infectious diseases to other faculty members and students in the unlikely event that you should contract one. Therefore, we would like to ask all those applicable to undergo a health examination as per the information provided.

#### (i) Applicability

Those who plan to stay abroad for more than six months

(ii) Timing of medical examination

- **Pre-departure medical examination:** Within six months prior to departure from Japan.

**\*Depending on the results, further examination and treatment may be required. See a doctor at the earliest opportunity.**

- **Medical examination after returning home:** Without delay after returning home.

★For details on designated medical institutions, health examination items, costs, etc., please refer to the “Human Resources Web.”

[https://secure.ritsumei.ac.jp/staff-all/unitas/hrweb/work/riskmanagement\\_sub6-1.html/](https://secure.ritsumei.ac.jp/staff-all/unitas/hrweb/work/riskmanagement_sub6-1.html) (In Japanese)

## **(2) For “on-campus sabbatical leave” or “domestic sabbatical leave”**

Even during the Sabbatical Leave Program, a medical examination is required once a year by the Industrial Safety and Health Act, the Infectious Disease Prevention Law, the School Health and Safety Law, and the Ritsumeikan Safety and Health Management Regulations.

The examinations are held every year from October to November at Suzaku, Kinugasa, BKC, and OIC campuses (a medical examination can also be taken at campuses other than your own). For the schedule, please check the Medical Service Center website.

If you are unable to make the schedule above, please take a medical examination in any of the following manners (i) through (iii).

(i) You can take a comprehensive physical examination at an external medical institution (fee-based, with some subsidies) and submit the results to the Medical Service Center. For details, please refer to the “Human Resources Web.”

(ii) From September to the end of November, you can take a health examination (at the expense of the corporation) at the facilities of the health checkup service providers for each campus to which the Medical Service Center outsources health examinations. For details, please contact the Medical Service Center.

(iii) You may also submit the results after having the required items tested at any medical institution of your choice (for a fee). Please refer to the following form.

<https://ritsumei365.sharepoint.com/sites/portal/Document/Doc007/学生部/保健課/教職員定期健康診断代替用紙/教職員定期健康診断代替用.pdf> (In Japanese)

## **9. Health management for overseas travel**

With regard to health management during overseas travel, in addition to the medical examinations at the time of overseas travel and at the time of return, please refer to the information below and complete the necessary medical treatment, information gathering, etc. in advance.

### **(1) Things to do before departure**

(i) Pre-departure physical examination

It is medically important to know the health status of yourself and your companions before departure. Please have a pre-departure medical examination at least one to two months before your departure. If you are traveling with family members, it is recommended that they also undergo a health checkup at a public health center or general health screening center beforehand. Depending on the results, they may

require further examination or treatment. Never leave it “until after you return home.”

(ii) Pre-existing medical conditions

If you have a pre-existing medical condition that requires ongoing medical treatment overseas, ask your doctor if traveling abroad will cause any problem. Overseas travel insurance does not cover pre-existing medical conditions. Check if you can join a local health insurance plan. It is also a good idea to bring the documents for the Overseas Medical Expense System just in case. Also, have a medical information form (letter of referral) prepared in English and bring it with you.

If you are bringing medication from Japan for the duration of your stay, please have the prescription and the number of days (tablets) written in the English medical information form (letter of referral) to avoid problems at the airport customs.

(iii) Dental examination and treatment

If you receive dental treatment overseas, not only will the medical costs be high, but there are also many technical concerns. Dental treatment is not covered by overseas travel insurance. It is always recommended that you have a dental checkup and receive any necessary treatment before departure.

(iv) Vaccination

When staying abroad, not only children but also adults may need to be vaccinated. It is advisable to get vaccinated as early as possible before departure. Vaccinations are recommended for measles, rubella, chicken pox, influenza, and tetanus, regardless of the destination.

\*In particular, measles and rubella are still prevalent overseas, and it is a major problem not only to be infected locally but also to bring them into Japan (imported infection). Unless you have been vaccinated twice before, have had measles and rubella before, or have been confirmed to have positive antibodies, you should get vaccinated before traveling.

Various other vaccines are recommended depending on the destination of travel. Please consult with the Travel Clinic while referring to the table below. The Ritsumeikan Medical Service Center (clinic) also has a travel clinic.

Some vaccines require multiple doses, and it may take several weeks to complete the necessary vaccinations. Please consult with us as soon as you have decided to travel overseas.

How to consult the table below:

●: Vaccination is required if you are traveling to an area where there is a risk of contracting yellow fever.

▲: Vaccination is required for those traveling to southern Sudan in North Africa.

◎: Pre-travel vaccination is recommended.

○: Consider vaccination if there is a risk, such as a localized outbreak.

△: The supply of domestically produced vaccines is limited, so consider getting vaccinated if available.

Area	Yellow fever	Hepatitis A	Hepatitis B	Polio	Rabies	Japanese encephalitis	Meningococcus	Measles/ rubella	Chicken pox	Influenza	Tetanus
North America											
Caribbean		○	○		△						
Central America	●	◎	○		△						
South America	●	◎	○		△						
Central Asia		◎	○		△						
East Asia		◎	○		△	○					
SE Asia		◎	○		△	○					
South Asia		◎	○	○	△	○					
West Asia		◎	○	○	△		○				
Australia and New Zealand											
Melanesia								◎	○	○	○
Micronesia		○	○		△						
Polynesia											
North Africa	▲	◎	○		△		○				
East Africa	●	◎	○	○	△		○				
Central Africa	●	◎	○	○	△		○				
West Africa	●	◎	○	○	△		◎				
South Africa		◎	○		△						
North Europe											
East Europe		○	○		△						
West Europe											
South Europe		○	○		△						

(v) Gathering local medical information

Gather medical information such as what diseases are prevalent in the country (city) where you will be staying and which medical facilities you should visit.

- Information on Infectious Diseases for Overseas Travelers [Ministry of Health, Labour and Welfare]  
<https://www.forth.go.jp/> (In Japanese)
- CDC Traveler's Health [USA]  
<https://wwwnc.cdc.gov/travel/>
- Fit for Travel [UK]  
<https://www.fitfortravel.nhs.uk/home.aspx>
- International Travel and Health [WHO]  
<https://www.who.int/ith/en/>
- Ministry of Foreign Affairs of Japan "Medical Conditions in the World" (Information for Medical Officers of Diplomatic Missions Abroad)  
<https://www.mofa.go.jp/mofaj/toko/medi/> (In Japanese)

(vi) Purchase of overseas travel accident insurance

Before your stay overseas, be sure to complete the procedures for purchasing overseas travel insurance. Even for those who take out local medical insurance in Western countries, it is convenient to use overseas travel insurance for illnesses immediately following arrival.

(vii) Preparing portable medical supplies

It is recommended that you bring medicines for daily use such as cold medicine and anti-diarrheal medicine from Japan. Be aware that over-the-counter medicines in Europe and the United States generally come in high doses. It is not uncommon for counterfeit medicines to be sold in developing countries (you cannot tell them apart!). Please consult your physician or other health care provider before preparing.

(viii) Family Medical Books

During your stay overseas, you will have many opportunities to diagnose and treat

minor illnesses on your own. Therefore, please bring along a family medical book that explains simple diagnoses and treatment methods.

## **(2) Five points to keep in mind while you are overseas**

### **(i) Adapt to the local climate**

If you are not able to adapt to the local climate, it may cause you to get sick. Try to live a life that suits the local climate.

### **(ii) Do not get stressed out**

It is easy to get stressed out overseas for a variety of reasons. Please try to live a life with as little stress as possible.

### **(iii) Precautions against infectious diseases**

A variety of infectious diseases are prevalent in developing countries. Particularly common among the Japanese are those transmitted through food and drink, mosquito blood sucking, and sexual intercourse. Make sure you fully understand how to prevent them.

- Information on Infectious Diseases for Overseas Travelers [Ministry of Health, Labour and Welfare]

<https://www.forth.go.jp/> (In Japanese)

## **(3) If you feel any abnormality in your physical condition**

Visit a medical institution.

If you feel unwell or have any worrisome symptoms, please do not hesitate to visit a local medical institution.

## **(4) Points to notice after returning home**

Those who have stayed overseas for more than six months are required by law to have a medical examination upon their return. Please have a medical examination without delay after your return. For those who have stayed in developing countries, it is necessary to pay attention to the development of infectious diseases for one year after returning home. If you feel unwell, please visit a medical institution promptly and inform your doctor that you have been abroad.

Reference: Quarantine at the Ministry of Health, Labour and Welfare: FORTH  
"Staying Healthy Overseas"

<https://www.forth.go.jp/index.html>

**For inquiries regarding medical examinations, please contact: Office of Human Resources**



## 10. Notes on COVID-19 infections

As of November 2022, the COVID-19 pandemic is not yet at an end.

Please carefully consider the pros and cons of traveling after checking the “Measures to Restrict Entry and Post-entry Activities of Countries and Regions for Japanese Nationals/Travelers from Japan Pertaining to COVID-19” published by the Ministry of Foreign Affairs of Japan.

### “Measures to Restrict Entry and Post-entry Activities of Countries and Regions for Japanese Nationals/Travelers from Japan Pertaining to COVID-19”

[https://www.anzen.mofa.go.jp/covid19/pdfhistory\\_world.html](https://www.anzen.mofa.go.jp/covid19/pdfhistory_world.html) (In Japanese)

- Since the measures taken by each country to deal with COVID-19 are still fluid, there is a possibility that the information above may have changed. When considering traveling, please check the websites of the authorities of each country and check with its embassy in Tokyo to **ensure that you have the latest information.**
- Even if you are not listed in the restricted entry measures, you may be required to **be asymptomatic, carry a negative certificate\*, register on the website of the authorities of your destination country in advance, etc.** Be sure to refer to the local Japanese embassy or consulate, the website of the authorities of each country, or check with its embassy in Tokyo for the latest information.
- In cases where a Japanese national is traveling from a country other than Japan to another country (including transit), even if it is not listed in the Restrictions on Entry and Restrictions on Activity, the destination country may impose restrictions on the entry of the Japanese national. Please refer to the local Japanese embassy or consulate, or the website of the authorities of the destination country.
- The Ministry of Foreign Affairs of Japan's Overseas Safety Information Distribution Service (Tabiregi) sends out safety information by e-mail as required from local Japanese embassies and consulates. Therefore, you are encouraged to register with the service.

## 【9】 Contact information during the Sabbatical Leave Program

### Common contact for the Sabbatical Leave Program

**Common E-mail**

**[gairyu@st.ritsumei.ac.jp](mailto:gairyu@st.ritsumei.ac.jp)**

\*This is the common e-mail address for the administrative staff members in charge of the Sabbatical Leave Program. Please send inquiries, etc. to this address.

Communication regarding the Sabbatical Leave Program will also be made via this address.

### Contact information for each campus (for various procedures related to the Sabbatical Leave Program)

Research Office at Kinugasa Campus	1F, Eastend, Shugakukan Hall, 56-1 Toji-in Kitamachi, Kita-ku, Kyoto, Japan 603-8577 TEL: 075-465-8482 (Ext.: 511-2407)/FAX: 075-465-8286 (Ext.: 511-2816)
Research Office at Biwako-Kusatsu Campus	1-1-1 Noji-higashi, Kusatsu, Shiga, Japan 525-8577
	<Economics> 5F, Across Wing TEL: 077-561-3945 (Ext.: 515-7848)/FAX: 077-561-3955 (Ext.: 515-7859) <Science and Engineering, Information Science and Engineering, Life Sciences, Pharmaceutical Sciences, Sport and Health Science, Gastronomy Management> 3F, Research Center for Disaster Mitigation System TEL: 077-561-2815 (Ext.: 515-6526)/FAX: 077-561-2633 (Ext.: 515-6519)
Research Office at Osaka Ibaraki Campus	8F, Building A, 2-150 Iwakura-cho, Ibaraki, Osaka, Japan 567-8570 TEL: 072-665-2570 (Ext.: 513-2991)/FAX: 072-665-2579 (Ext.: 513-3509)
Suzaku: Office of Research Planning and Development	5F, Nakagawa Hall, 1 Nishinokyo-Suzaku-cho, Nakagyo-ku, Kyoto, Japan 604-8520 TEL: 075-813-8199 (Ext.: 510-2419)/FAX: 075-813-8202 (Ext.: 510-2409)

### Office of Human Resources/Administrative Counter and Office of Regional Collaboration at each campus (for consultation and procedures concerning salaries, taxes, etc.)

Office of Human Resources 6F, Nakagawa Hall at Suzaku	TEL: 075-813-8150 (Ext.: 510-2468) /FAX: 075-813-8255 (Ext.: 510-2889)
Administrative Counter at Kinugasa Campus 1F, Shitokukan Hall (next to the Administrative Office at Kinugasa)	TEL: 075-465-8143 (Ext.: 511-2237) /FAX: 075-465-8194 (Ext.: 511-2247)
Administrative Counter at Biwako-Kusatsu Campus 1F, Canopy	TEL: 077-561-2618 (Ext.: 515-7034) /FAX: 077-561-2642 (Ext.: 515-2129)
Administrative Counter at Osaka Ibaraki Campus 1F, North Wing, Building A (within OIC Campus Information)	TEL: 072-665-2021 (Ext.: 513-2035) /FAX: 072-665-2019 (Ext.: 513-2019)

Documents issued at Administrative Counter at each campus

- Certificate of employment
- Salary certificate
- Certificate of qualification for employment
- Record of withholding income tax  
(for those who have worked for at least a year)

### Administrative Offices of Colleges/Graduate Schools, Joint Research Rooms

Suzaku	Administrative Office, Inter-Faculty Graduate Schools at Suzaku Campus	TEL: 075-813-8270 (Ext.: 510-3000)/FAX: 075-813-8271 (Ext.: 510-3009)
Kinugasa	Administrative Office, College of Law	TEL: 075-465-8175 (Ext.: 511-2411)/FAX: 075-465-8176 (Ext.: 511-2418)
	*Joint Research Room for College of Law	TEL: 075-465-8177 (Ext.: 511-3593)/FAX: 075-465-8294 (Ext.: 511-3599)
	Administrative Office, College of Social Sciences	TEL: 075-465-8184 (Ext.: 511-7300)/FAX: 075-465-8196 (Ext.: 511-7319)
	*Joint Research Room for College of Social Sciences	TEL: 075-465-8186 (Ext.: 511-3397)/FAX: 075-465-8249 (Ext.: 511-3399)
	Administrative Office, College of International Relations	TEL: 075-465-1211 (Ext.: 511-2897)/FAX: 075-465-1214 (Ext.: 511-2889)
	*Joint Research Room for College of International Relations	TEL: 075-465-1267 (Ext.: 511-2891)/FAX: 075-465-1277 (Ext.: 511-2892)
	Administrative Office, College of Letters	TEL: 075-465-8187 (Ext.: 511-4601)/FAX: 075-465-8188 (Ext.: 511-4619)

	Administrative Office, College of Image Arts and Sciences	TEL: 075-465-1990 (Ext.: 511-2320)/FAX: 075-465-8193 (Ext.: 511-2199)
	Administrative Office, Inter-Faculty Graduate Schools at Kinugasa Campus	TEL: 075-465-8375 (Ext.: 511-4570)/FAX: 075-465-8364 (Ext.: 511-4309)
BKC	Administrative Office, College of Economics	TEL: 077-561-3940 (Ext.: 515-7293)/FAX: 077-561-3947 (Ext.: 515-7318)
	Administrative Office, College of Science and Engineering	TEL: 077-561-2625 (Ext.: 515-3020)/FAX: 077-561-2629 (Ext.: 515-3049)
	Administrative Office, College of Information Science and Engineering	TEL: 077-561-5202 (Ext.: 515-6570)/FAX: 077-561-5203 (Ext.: 515-6569)
	Administrative Office, College of Life Sciences	TEL: 077-561-5021 (Ext.: 515-3030)/FAX: 077-561-3729 (Ext.: 515-3059)
	Administrative Office, College of Pharmaceutical Sciences	TEL: 077-561-2563 (Ext.: 515-3040)/FAX: 077-561-2564 (Ext.: 515-3659)
	Administrative Office, College of Sport and Health Science	TEL: 077-561-3760 (Ext.: 515-3400)/FAX: 077-561-3761 (Ext.: 515-3409)
	Administrative Office, College of Gastronomy Management	TEL: 077-561-4801 (Ext.: 515-7307)/FAX: 077-561-4699 (Ext.: 515-7450)
OIC	Administrative Office, College of Policy Science	TEL: 072-665-2080 (Ext.: 513-2255)/FAX: 072-665-2089 (Ext.: 513-2249)
	Administrative Office, College of Business Administration	TEL: 072-665-2090 (Ext.: 513-2271)/FAX: 072-665-2099 (Ext.: 513-2269)
	Administrative Office, Inter-Faculty Graduate Schools at Osaka Ibaraki Campus	TEL: 072-665-2100,2101 (Ext.: 513-2325)/FAX: 072-665-2109 (Ext.: 513-2319)
	Administrative Office, College of Comprehensive Psychology	TEL: 072-665-2190 (Ext.: 513-2288)/FAX: 072-665-2169 (Ext.: 513-2289)
	Administrative Office of College of Global Liberal Arts	TEL: 072-665-2492 (Ext.: 513-2212)/FAX: 072-665-2229 (Ext.: 513-2209)