



AY2025

## Guidance Materials for Newly Appointed Research Organization Research Professors and Research Staff

### **Targets**

Eminent Research Professor, Visiting Research Professor, Research Professor, Affiliate Research Professor, Senior Researcher, Researcher

### **Documents/guidance video (overview)**

#### **1. Outlines of Faculty Members Affiliated with Research Organizations (Division of Research)**

Document 1 Overall Explanation on Employment

Document 2 Security Export Control

#### **2. Specific Handlings for Implementation of the Discretionary Labor System for Professional Work (Division of Research/Division of Human Resources)**

Document 3 Work Management for Those Under the Application of the Discretionary Labor System for Professional Work Engaged in Research

Document 4 Labor-Management Agreement Regarding the Discretionary Labor System for Professional Work

Document 5 Flow of Work Management Procedures in the Discretionary Labor System for Professional Work and the Forms

#### **3. Compliance Education Pertaining to Amendment of Guidelines for Public Research Funds (Division of Research)\***

Document 6 Attendance to Compliance Education Pertaining to Public Research Funds and Submission of Pledge

\*At a later date, please check the attached Document 6, attend the lecture, and submit a pledge at your earliest convenience.

#### **4. Research Ethics Education (Division of Research)\***

Document 7 Attendance to Research Ethics Education and Submission of Completion Report

\*At a later date, please check the attached Document 7, attend the e-Learning, and submit the Completion Report at your earliest convenience.

Division of Research website <https://www.ritsumei.ac.jp/research/member/>

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(April 1, 2025)

**5. Harassment Prevention (Ritsumeikan University and Ritsumeikan Affiliated Schools Committee on Harassment Prevention)**

Document 8 Creating a Harassment-Free Environment at Ritsumeikan University and Ritsumeikan Affiliated Schools

**6. Grants-in-Aid for Scientific Research (KAKENHI) (Division of Research)**

Document 9: Support to be provided by the Division of Research for applying to Grants-in-Aid for Scientific Research (KAKENHI)

**7. Others (three booklets to be distributed) \*Please keep them handy and refer to them on a daily basis.**

(1) “Research Fund Spending Guidebook”

[https://www.ritsumei.ac.jp/research/member/file/research\\_expenses/guidebook\\_en.pdf](https://www.ritsumei.ac.jp/research/member/file/research_expenses/guidebook_en.pdf)

(2) “Research Ethics Handbook”

[https://www.ritsumei.ac.jp/students/research/member/animal/file/research\\_ethics\\_handbook.pdf](https://www.ritsumei.ac.jp/students/research/member/animal/file/research_ethics_handbook.pdf)

(3) Operation Manual for the Research Budget Management System (BCM: Budget Cycle Management)

Please keep it handy for use at any time along with the Research Fund Spending Guidebook above.

**\*Service Desks Regarding Information in this Document:**

**[Kinugasa Campus]**

Research Office at Kinugasa Campus: 2nd Floor of Shugakukan Hall

Atsushi TAKEDA (Mr.) (Email: k-kikou@st.ritsumei.ac.jp)

**[Biwako-Kusatsu Campus]**

For Natural Sciences

Research Office at BKC: 3rd Floor of Research Center for Disaster Mitigation System

Takahiro ISHIKAWA (Mr.) (Email: b-adopt@st.ritsumei.ac.jp)

For Social Sciences

Research Office at BKC: 5th Floor of Across-Wing

Rena SAITO (Ms.) (Email: across@st.ritsumei.ac.jp)

**[Osaka Ibaraki Campus]**

Research Office at OIC, 8th Floor of Building A

Shinya OKAMOTO (Mr.) (Email: oicjinji@st.ritsumei.ac.jp)

**[Division of Research website]**

<http://www.ritsumei.ac.jp/research/member/>

## Overall Explanation on Employment

### 1. Preface

#### (i) Employment Classification

Work type	Research Professors				Research Staff	
Post name	Eminent Research Professor	Visiting Research Professor	Research Professor	Affiliate Research Professor	Senior Researcher	Researcher
Employment categories	Professor/Associate Professor		Professor/Associate Professor/Assistant Professor		Senior Researcher	Researcher
External name	Professor/Associate Professor	Visiting Professor/Visiting Associate Professor	Professor/Associate Professor	Visiting Professor/Visiting Associate Professor/Visiting Assistant Professor	Senior Researcher	Researcher
				Chair Professor (*1)	Post-Doctoral Fellow (*2)	
Employment contract type	Full-time employment	Concurrent employment	Full-time employment	Concurrent employment	Full-time employment	Full-time employment

\*1: Of those Research Professors and Affiliate Research Professors engaged in grant research funded by scholarships, those with the position of Professor or Associate Professor can be called "Chair Professors."

\*2: Of Senior Researchers, those who are under 35 years of age as of April 1 of their first academic year of employment can be called "Post-Doctoral Fellows."

#### (ii) Conditions

Research Professors	<b>Eminent Research Professor</b>	Specially invited to further advance research at the University, this person has particularly outstanding research experience on a global scale, and is employed at the University full-time.
	<b>Visiting Research Professor</b>	Specially invited to further advance research at the University, this person has outstanding research experience on a global scale, and is concurrently employed at the University.
	<b>Research Professor</b>	Engaging in specific research projects, joint research, or delegated research, this person has outstanding research experience on a global scale and is employed at the University full-time through external funds or the University's research budget.
	<b>Affiliate Research Professor</b>	Engaging in specific research projects, joint research, or delegated research, this person has outstanding research experience on a global scale and is concurrently employed at the University through external funds or the University's research budget.
Research Staff	<b>Senior Researcher</b>	Engaging in research activities at Research Organization, this person has obtained doctoral degree at the beginning of the employment in the first

		academic year of employment and is employed at the University full- time.
	<b>Researcher</b>	Engaging in research activities at Research Organization, this person is equipped with highly specialized knowledge, and though having not obtained doctoral degree, has ability equivalent to those who have obtained one, and is employed at the University full-time.

### (iii) Work Contents

If employed through funds for a specific research project, you shall engage in research activities involved in the said research project. If not employed through a specific research project, you shall engage in research activities in accordance with the research subject approved at the time of employment.

In either case, you must engage in performing research work based on instructions from the Senior Executive Director of Research Organization at the University or the Host Researcher.

## 2. Employment Period

As long as the project you are engaged in is continuing, the Employment Period shall be in units of academic years no longer than one (1) year, and the contract may be renewed up to a maximum of four (4) times, as a general rule. As the number of renewals for the Employment Contract varies depending on the period for the said research project and other requirements, be sure to check with the Host Researcher or the relevant Research Office as necessary.

## 3. Affiliated Institution

Depending on your field of research and your assigned research project, you will be affiliated with one of the following Research Organizations. The name of your affiliated Research Organization is specified on your Contract.

- Ritsumeikan Global Innovation Research Organization (R-GIRO)
- Ritsumeikan Asia-Japan Research Organization
- Kinugasa Research Organization
- BKC Research Organization of Social Sciences
- Research Organization of Science and Technology
- Research Organization of Open Innovation & Collaboration

## 4. Salary, Allowance, Etc.

Check your employment contract regarding the amount of your salary. In general, employment begins in the beginning of a month and ends in the end of a month, but if employment must begin or end during a month (such as due to procedures regarding visa status for foreign nationals entering Japan), the relevant month's salary shall be calculated on a per diem basis based on the University's regulations.

You will not be given a raise. Regarding allowances, only those listed in your contract shall be provided.

Eminent Research Professors, Research Professors, Senior Researchers, and Researchers whose full-time employer is the University must in general enroll in “Private School Mutual Aid” provided by the “Promotion and Mutual Aid Corporation for Private Schools of Japan,” and must enroll in employment insurance as well. Also, if you are being enrolled in “Private School Mutual Aid” and employment insurance, it is stated so in your contract.

If this is your first full-time employment contract with the University, please perform the necessary procedures on the Human Resources WEB below. The fees you must pay for enrolling in “Private School Mutual Aid” and employment insurance are deducted from your salary.

[Human Resources WEB] <https://www.ritsumei.ac.jp/staff-all/unitas/hrweb/> (Japanese/English)

## **5. Discretionary Labor System for Professional Work**

The Discretionary Labor System for Professional Work has been introduced at the University. Please refer to [Document 3] and conduct research activities accordingly.

## **6. Business Trip Procedures**

- ◆ [(Full-time) Eminent Research Professor, Research Professor, Senior Researcher, Researcher]  
Follow the “Chapter 3: Travel Expenses” in the BCM Operation Manual (Easy Guide for Researchers) to apply for and report on business trips.

This section describes the procedures for applying for and reporting domestic and international business trips using research funds. Please refer to the following for further details.

[https://www.ritsumei.ac.jp/research/member/file/research\\_expenses/quickguide\\_chapter3.pdf](https://www.ritsumei.ac.jp/research/member/file/research_expenses/quickguide_chapter3.pdf)

(in Japanese only)

- ◆ [(Part-time) Visiting Research Professor, Affiliate Research Professor]

When researchers in these categories go on a business trip, they are required to apply in advance by using the prescribed Travel Requisition Form [Division of Research Form 2-2] instead of the BCM. As soon as the business and schedule for the business trip are finalized, promptly obtain permission from the Host Researcher and submit the Travel Requisition Form to the relevant Research Office before leaving.

You are also required to submit the prescribed “Domestic/Overseas Travel Report (Expense Report)” and documents that verify the validity of the business trip (copies of academic conference participation certificates, academic conference programs distributed on that day, receipts for participation fees, receipts for expenses at the destination, etc.). For details, see the “Chapter 4: Travel Expenses” in the Research Fund Spending Guidebook.

[https://www.ritsumei.ac.jp/research/member/file/research\\_expenses/guidebook\\_en.pdf](https://www.ritsumei.ac.jp/research/member/file/research_expenses/guidebook_en.pdf)

## **7. Annual Paid Leave**

You can take annual paid leave. For the number of annual paid leave days, see the Ritsumeikan Regulations on Vacation and Leave of Teaching Staff and Other Staff. When taking an annual paid leave, please consult with the Host Researcher in advance. See also the Ritsumeikan Regulations on Vacation and Leave of Teaching Staff and Other Staff for the handling of special

leaves and other leaves.

#### **8. Compensatory Day-off**

In case you work on holidays, please be sure to take one day-off a week at least as legal holiday for health management. The compensatory day-off shall be taken within two weeks before and after the date worked in principle. If difficult, it shall be taken within one month before and after the date worked at a maximum.

#### **9. Resignation**

For Research Professors, if you must resign due to your own circumstances during the Employment Period, you must submit your request to resign at least sixty (60) days before your planned last day, barring cases with unavoidable circumstances such as illness. Also, for Research Staff, you must submit your request to resign to the Chairperson of the Board of Trustees via the Senior Executive Director of your Research Organization at least fourteen (14) days before your planned last day.

#### **10. Proper Execution of Research Funds**

Prescribed procedures are required when spending any research budget under the jurisdiction of the University. Follow the procedures laid out in the “Research Fund Spending Guidebook.”

Furthermore, individual criteria may be set up for spending research funds due to the relation to organizations allotting the employment funds and the research funds. For details, consult the relevant Research Office.

#### **11. Registration for the Cross-ministerial R&D Management System (e-Rad)**

The Cross-ministerial R&D Management System (e-Rad) (hereinafter referred to as “e-Rad”) refers to a system installed by eight Ministries (Cabinet Office/Ministry of Internal Affairs and Communications/Ministry of Education, Culture, Sports, Science and Technology/Ministry of Health, Labour and Welfare/Ministry of Agriculture, Forestry and Fisheries/Ministry of Economy, Trade and Industry/Ministry of Land, Infrastructure, Transport and Tourism/Ministry of the Environment) in charge of competitive research funds.

Researchers who apply for national competitive funding, including the Grants-in-Aid for Scientific Research, must register on the e-Rad through their affiliated institution. If the e-Rad registration at the University cannot be made in time, applications for competitive funding such as the Grants-in-Aid for Scientific Research from the University are not permitted.

To register on the e-Rad, you must submit the prescribed “e-Rad Registration Request Form” to the relevant Research Office. For details, see the Division of Research website below.

\*You need a RAINBOW ID to access the Division of Research website.

e-Rad Registration URL:  
[https://www.ritsumei.ac.jp/research/member/research\\_grant/rg06.html/](https://www.ritsumei.ac.jp/research/member/research_grant/rg06.html/) (guidance in English near the bottom of the page)

Access from the Ritsumeikan University top page

“Research” upper tab on the top page



“Other” > “Research Support Info for Faculty” (Division of Research website)



“Division of Research English Website for Newly Appointed Researchers” upper tab



“Before Starting Research Activities” > “Registration for e-Rad (The Cross-Ministerial R&D Management System) and RU Researcher Database”

## 12. Submission of Research Activities Reports

◆ [Targets: Research Professor, Affiliate Research Professor, Senior Researcher, Researcher]

When renewing (each year) or resigning after completing a Contract, be sure to use the prescribed activities report to report your research results and your career path after resignation. In principle, research activities reports must be submitted by the Contract end (renewal) date. However, we may ask those planning to renew their contract for the next academic year to submit their reports before the end date due to screening purposes. We ask for your understanding.

## 13. Employment of Foreign Nationals Excluding Special Permanent Residents

In general, foreign nationals excluding special permanent residents must have a residence status that permits work within Japan. During the employment procedure, we check your residence status and passport. In addition, we ask that you carry out any necessary procedures promptly to ensure that you do not lose your residence status during the employment period.

Furthermore, if you lose your residence status during the employment period, not only can you no longer work or be paid your salary, but you will also be deported for working illegally. For specific procedures related to your residence status, please check with the Immigration Bureau.

## 14. Harassment Prevention

At the University, all students and faculty and staff members are respected as individuals, and we value creating a community where everyone can work safely and comfortably to enable vibrant learning, education, and research. For that reason, we established the “Guidelines for Harassment(\*) Prevention” in July 2007, and are promoting efforts that “do not permit any harassment whatsoever” from the viewpoint of respecting human rights.

For more about efforts to prevent harassment and consultation regarding harassment, see [Document 8].



(\*“Harassment” is defined at the University as “behavior that infringes upon human rights whereby a faculty or staff member imposes a detriment or discomfort on another faculty or staff member, student, or affiliate,” or “behavior that infringes upon human rights whereby a student or affiliate imposes a detriment or discomfort on a student or faculty or staff member.”)

#### **15. Concurrent Employment for Full-time Research Professor and Staff**

◆ [Targets: (Full-time) Eminent Research Professor, Research Professor, Senior Researcher, Researcher]

If you would like to engage in concurrent employment, you must first consult with the Host Researcher, then apply to the Senior Executive Director of your Research Organization and receive approval from the Research Organization Steering Committee (to be held once per month). However, depending on the work you are engaged in, you may have an obligation to devote yourself exclusively to that work and may not be permitted to pursue other employment. Check with the relevant Research Office. Post-applications are not accepted. Be sure to carry out the procedure before beginning concurrent employment.

The upper limit on concurrent employment is based on the following. (Within eight hours per week on average throughout the year, one block throughout the year for Part-time Lecturers converted to two hours.)

For Eminent Research Professors, Research Professors, Senior Researchers, and Researchers  
(excerpts from Ritsumeikan Regulations on External Appointment/Employment of Teaching Staff and Other Staff)

**Article 4** Those who wish to be approved for external appointment/employment must apply to their section head and obtain approval of the Ritsumeikan Trust and the institution to which they belong.

2. Notwithstanding the preceding paragraph, if any of the following items apply, the approval of the Ritsumeikan Trust can be substituted with approval of the institution to which the applicant belongs.

(1) When the external appointment/employment meets any of the following requirements:

- A. External appointment/employment that does not utilize the knowledge or assets of Ritsumeikan
- B. External appointment/employment that does not constitute dual-employment in addition to that with Ritsumeikan
- C. External appointment/employment of persons who are not on leave, extended leave, or absenteeism

(2) When faculty members of Ritsumeikan University undertake the following external appointment/employment:

- A. Part-time lecturer at another university. However, for contract and full-time lecturers at Ritsumeikan University seeking a position at another university, the maximum number of class hours per week shall be three (3) on average throughout the year, so as it does not interfere with regular duties.
- B. Committee membership of national and local government organizations
- C. Appointment as an officer of a non-profit organization
- D. External appointment/employment as a lawyer, certified public accountant, doctor, or pharmacist

(3) When faculty members of Ritsumeikan Asia Pacific University undertake the following external appointment/employment:

<p>A. Part-time lecturer at another university</p> <p>B. Committee membership of national and local government organizations</p> <p>C. Appointment as an officer of a non-profit organization</p> <p>3. Notwithstanding Paragraph 1, if any of the following items apply for faculty members of Ritsumeikan University, the approval of the Ritsumeikan Trust can be substituted with approval of the Ritsumeikan University Conflict of Interest Committee stipulated in the Ritsumeikan University Conflict of Interest Regulations (Hereinafter referred to as “Conflict of Interest Committee”) with the approval of the institution to which the applicant belongs.</p> <p>(1) Appointment as a director, corporate auditor, or advisor of a for-profit corporate entity</p> <p>(2) Appointment as a corporate officer, technical advisor, or employee, etc. utilizing research results or specialized knowledge through their own research</p> <p>(3) Other situations where the Ritsumeikan Trust requests examination by the Conflict of Interest Committee</p> <p><b>(Limits to External Appointment/Employment hours)</b></p> <p><b>Article 6</b> The standard of hours for approval of external appointment/employment is that, in principle, it shall not interfere with the performance of duties at Ritsumeikan, and is limited to eight (8) hours per week throughout the year.</p> <p><b>(Period of approval)</b></p> <p><b>Article 7</b> In principle, the period of approval for external appointment/employment shall be within the academic year of application. However, if it is clear that the academic year will be exceeded, the application year may be exceeded.</p> <p>2. Provisions of the preceding paragraph do not prevent the renewal of approval.</p>
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## 16. Miscellaneous

### (i) Application of Tax Conventions

Foreign nationals and those living abroad may be able to receive special duty-free measures through the application of tax conventions. The conditions for application, the application period, and other matters vary depending on the country which has signed a tax convention with Japan. For details regarding the application of tax conventions, inquire with the Office of Human Resources. For applications regarding tax conventions, refer to the National Tax Agency’s website.

National Tax Agency URL: [https://www.nta.go.jp/english/taxes/withholding/tax\\_convention.htm](https://www.nta.go.jp/english/taxes/withholding/tax_convention.htm)

### (ii) Related Regulations (Work Regulations/Salary Regulations, etc.)

Related regulations have been attached hereto for reference. Check the following reference table and check the relevant Regulations.

[https://www.ritsumei.ac.jp/research/member/researcher\\_appointment/ra02.html/](https://www.ritsumei.ac.jp/research/member/researcher_appointment/ra02.html/)

Regulations name	Work type					
	Research Professors				Research Staff	
	Eminent Research Professor	Visiting Research Professor	Research Professor	Affiliate Research Professor	Senior Researcher	Researcher
Ritsumeikan University Research Professors Regulations	Yes	Yes	Yes	Yes		
Ritsumeikan University Work Regulations for Fixed-term Research Professors	Yes		Yes			
Ritsumeikan University Regulations on Salary for Fixed-term Research Professors	Yes		Yes			
Ritsumeikan University Work Regulations for Part-time Research Professors		Yes		Yes		
Ritsumeikan University Regulations on Salary for Part-time Research Professors		Yes		Yes		
Ritsumeikan University Regulations for Research Staff					Yes	Yes
Ritsumeikan University Work Regulations for Fixed-term Research Staff					Yes	Yes
Ritsumeikan University Regulations on Salary for Fixed-term Research Staff					Yes	Yes
Ritsumeikan Regulations on External Appointment/Employment of Teaching Staff and Other Staff	Yes		Yes		Yes	Yes
Ritsumeikan Regulations on Vacation and Leave of Teaching Staff and Other Staff	Yes	Yes	Yes	Yes	Yes	Yes

# The Security Export Control

Security Export Control is a managing system which aims to prevent countries developing weapons of mass destruction and terrorists from obtaining goods ( instruments, samples, etc.) and technologies that might be diverted to military use. In Japan, this system is controlled by Foreign Exchange and Foreign Trade Act for the purpose of maintaining peace and security of Japan and international community

“Research activities in universities are also subject to be controlled”

- Accepting international students and foreign researchers
- Collaboration with foreign universities and companies
- Sending and bringing out research samples to foreign countries
- Receiving foreign visitors for a facility tour
- Overseas business trips, etc.

## The Security Export Control at Ritsumeikan University

We have a university-wide security export control system with President as the chief executive. The director for the security export control (Vice President) will supervise export control affairs at the University, based on the instructions of the chief executive (President). The dean of each undergraduate, graduate school and research institute is the security export control director, and manages export control each affair.

Please feel free to consult if you have any questions or concerns about export control.

Contact: Division of Research (Office of Research Strategy and Integrity,BKC)

TEL: 077-599-4175, FAX: 077-561-4942, Mail: [export@st.ritsumei.ac.jp](mailto:export@st.ritsumei.ac.jp)

Website on export control: [http://www.ritsumei.ac.jp/research/member/study\\_ethic/se11.html/](http://www.ritsumei.ac.jp/research/member/study_ethic/se11.html/)

海外と少しでも関係する先生方へ

# 私達の研究が 大量破壊兵器等 に 転用されないために

## 立命館大学における安全保障輸出管理

海外への貨物(装置・試料等)の輸出(持出し)、海外への技術提供、海外出張、留学生等の受入れまで一グローバルに展開する大学の研究活動等は、常に海外と接点があるため、外為法に基づいた安全保障輸出管理が必要です。懸念のある国やテロリスト等に機微な情報や技術が流出したり貨物が渡ったりすることを避けるため、平和を守る国際社会と協調して、大学人としての責任を全うするように心がけましょう。

## ◆ 安全保障輸出管理とは

安全保障輸出管理とは、日本を含む国際的な平和及び安全の維持を目的として、武器や軍事転用可能な貨物（装置・試料等）及び技術を大量破壊兵器の開発等を行っている国やテロリスト等の手に渡ることを防ぐための管理制度です。日本においては、外国為替及び外国貿易法（外為法）に基づいて規制が行われています。

### ◆ 大学における研究活動も規制の対象になります

安全保障輸出管理では、「貨物の輸出・技術の提供」が対象となります。大学では関係ない規制と思われるがちですが、実際には、以下のような研究活動において、技術提供や貨物の輸出の機会があり、規制の対象となる可能性があります。

主な機会	具体例
留学生・外国の研究者等の受入れ	実験装置の使用、試作 技術情報を電子メールやUSBメモリ、FAXで提供 研究指導、技術指導、会議、打合せ
外国の大学や企業との共同研究	実験装置の貸与、送付・持出し 技術情報を電子メールやUSBメモリ、FAXで提供 会議、打合せ
学術研究を目的とした研究試料などの送付・持出し	サンプル品の送付・持出し 自作の研究機材を携行
外国からの施設見学	研究施設の見学、研究内容の説明 説明資料配布、実験装置の説明
外国出張	国際会議等での発表（口頭・ポスター他） 展示会等での展示、打合せ等

### ◆ 規制の内容

安全保障輸出管理に関する規制には以下の2種類があり、貨物の輸出や技術の提供を行おうとする相手（国、機関等）により適用される規制が異なります。

#### ■ リスト規制

輸出しようとする貨物が輸出貿易管理令別表第1の1～15項に該当する場合又は提供しようとする技術が外為令別表1～15項に該当する場合には、経済産業大臣の許可が必要となる制度です。国際的な合意に基づき、武器及び大量破壊兵器の開発等に用いられるおそれの高い貨物・技術を規制しています。

#### ■ キャッチオール規制

輸出しようとする貨物や提供しようとする技術が、リスト規制に該当しない場合でも、定められた要件に該当する場合には、経済産業大臣の許可が必要になります。キャッチオール規制には、大量破壊兵器キャッチオール規制と通常兵器キャッチオール規制とがあります。

##### ■ 大量破壊兵器キャッチオール規制（6ページ参照）：

ホワイト国以外の国へ貨物の輸出・技術の提供を行う場合が対象で、その貨物や技術の「需要者」や「用途」からみて大量破壊兵器の開発等に用いられる懸念があるかどうかにより規制されます。

##### ■ 通常兵器キャッチオール規制（6ページ参照）：

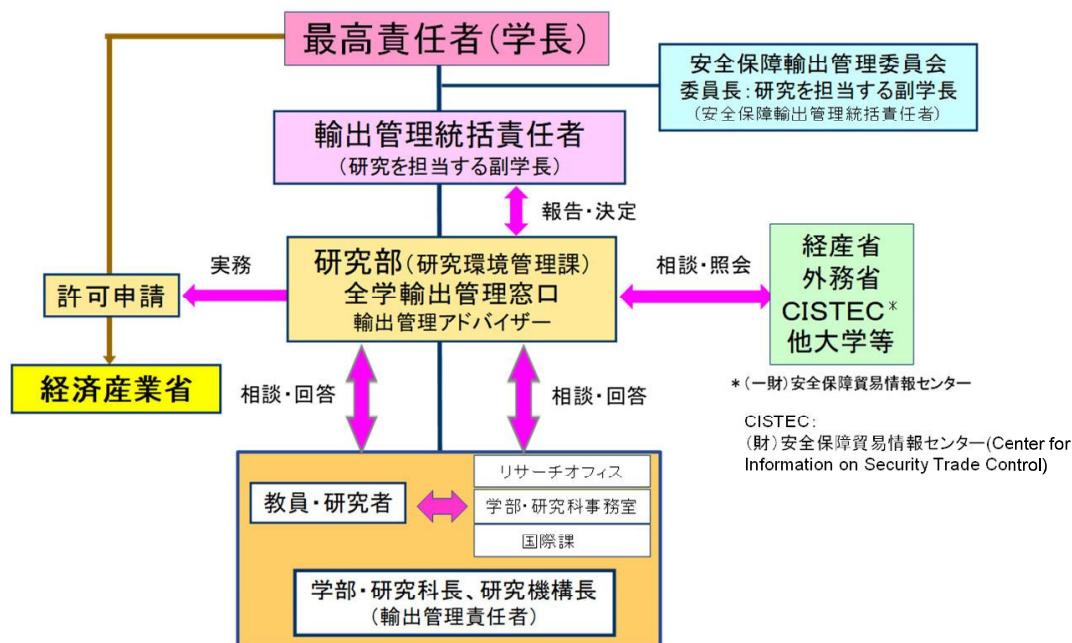
国連武器禁輸国・地域へ貨物の輸出・技術の提供を行う場合が対象で、その貨物や技術の用途からみて通常兵器の開発等に用いられる懸念があるかどうかにより規制されます。

# ◆ 立命館大学における管理体制と学内手続きの流れ

## ◆ 立命館大学安全保障輸出管理体制

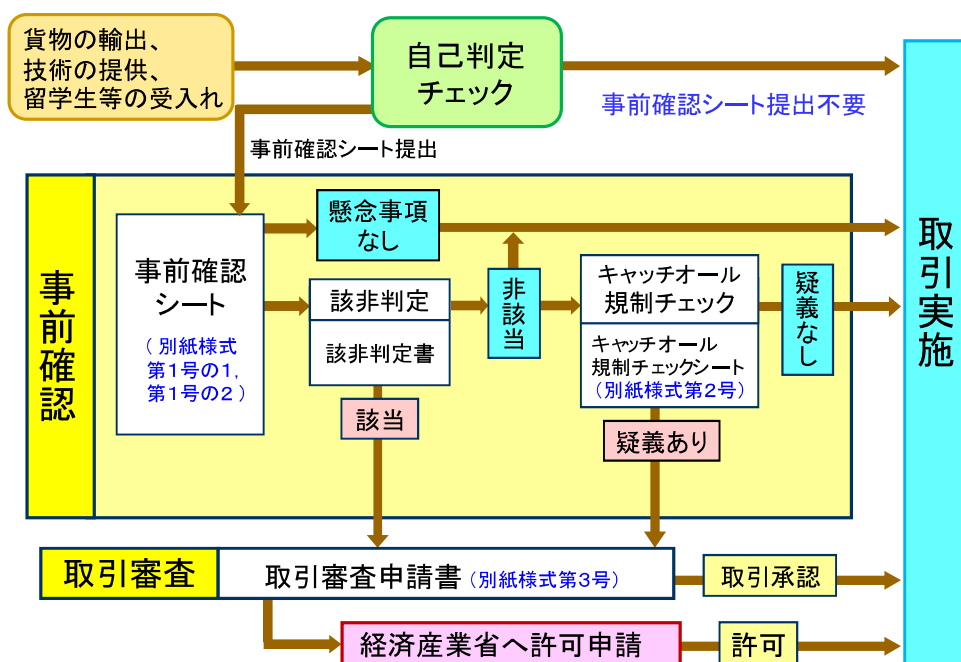
立命館大学では、学長を最高責任者とした全学的な安全保障輸出管理体制をとっています(下図参照)。安全保障輸出管理統括責任者(研究を担当する副学長)が、最高責任者の指示に基づき、本学における輸出管理の業務を統括します。

研究部(BKCリサーチオフィス)に設置された全学輸出管理窓口には、輸出管理アドバイザーが配置され、学内関係部署に対して専門的な助言や該非判定等の支援を行います。



## ◆ 立命館大学における学内手続きの流れ

立命館大学では、学内における安全保障輸出管理の手続きとして、「自己判定チェック」→「事前確認(シートによる確認)」→「取引審査」の順に手続きすることになっています。事前確認は、各研究科・機構で行い、必要な場合には取引審査を経て研究部/全学輸出管理窓口より立命館大学として経済産業大臣へ許可申請を行います。



# 貨物の輸出・技術の提供の自己判定チェックフロー

様式第1号の1 事前確認シート裏面

不明な点があれば、研究部輸出管理窓口へ相談ください。

自己判定チェックの実施時期  
貨物の輸出(持出し)を行う前  
又は海外へ出張する前の時点

海外とコンタクトする

B) 自分は国内にいる

A) 自分で外国へ行く(オンライン参加も含む)  
(国際会議・打合せ等)  
装置・試料等を持出す場合は、C)もチェック

C) 貨物(装置・試料等)の輸出(送付する又は持ち出す)

D) 技術の提供(外国機関との共同研究等やメール・FAX等による技術提供含む)を行う

E) 研究員・学生等を外国へ派遣する

技術の提供を他者にしない

はい

いいえ

不特定多数参加可能な会議・学会での発表である

はい

a) 公知の技術の提供である又は技術の公知化である  
b) 基礎科学分野の研究活動における技術提供である

いずれにも該当しない

いずれかに(又はいずれにも)該当

提供技術の該当判定(外為令/貨物等省令マトリックス)  
貨物の該当判定(輸出管理令/貨物等省令マトリックス)  
・対象外・非該当が明らかな場合  
(該当判定書作成不要、根拠を簡単に記入)  
・該当判定書の作成・・・研究部輸出管理窓口が全面的に支援

該当

非該当

設問1～2に「はい」が一つでもある

ホワイト国又は設問1～2に「はい」が一つもない

該当判定書又はキャッチオールチェックシートを添付して事前確認シートを提出

キャッチオール規制チェック

疑義あり

疑義なし

取引審査申請書提出

貨物の輸出・技術の提供可  
(事前確認シート提出)

技術の提供可  
(教員保管 提出不要)



# 留学生等受入れの自己判定チェックフロー

様式第1号の2 事前確認シート裏面

自己判定チェックの実施時期(例)

国費留学生: 文科省から本学に打診があった時点、又は候補者を文科省に推薦する時点。  
私費留学生: 入学試験の願書提出の時点。  
日本学術振興会(JSPS)外国人特別研究者の場合には、JSPSへ申請の時点。

不明な点があれば、研究部輸出管理窓口へ相談ください。

留学生・外国人研究者・教員  
訪問者等の受入れ

いずれかに該当

- ① 日本で雇用関係を既に結び、日本で勤務している人である
- ② 受入れ研究室等が人文社会科学系の非実験系研究室である
- ③ 学部の留学生である

いずれにも該当しない

いずれにも該当しない

- A) 外国ユーザーリスト掲載機関・組織から受入れる、又は特定類型該当者である。
- B) 懸念国又は国連武器禁輸国から受け入れる
- C) 受入予定者(含訪問者)への提供技術の懸念度が「高い」\*

A) に該当

研究部輸出管理  
窓口へ相談

B) 又は C) に該当

- a) 公知の技術の提供である
- b) 基礎科学分野の研究活動における技術提供である
- c) 立命館大学での雇用を予定している。 ※へ進む

いずれにも該当しない

a), b) いずれかに(又は  
いずれにも)該当

提供技術の該当非判定(外為令/貨物等省令マトリックス)

- ・対象外・非該当が明らかな場合  
(該当非判定書作成不要、根拠を簡単に記入)
- ・該当非判定書の作成・・・研究部輸出管理窓口が全面的に支援

該当

※

非該当

設問1～2に「はい」が一つでもある

ホワイト国又は  
設問1～2に「はい」が一つもない

該当非判定書又はキャッチオール  
チェックシートを添付して  
事前確認シートを提出

疑義あり

キャッチオール  
規制チェック

疑義なし

取引審査申請書提出  
二次審査へ

受入可(事前確認シート事務室保管)

受入可(事前確認シート提出)

\* 技術提供の懸念度は事前確認シートおもて面の設問2及び3にて確認する

# 用語の説明

## ① グループA(ホワイト国…輸出令別表第3)

安全保障輸出管理が適正に行われていると認められる国(26か国)：

アルゼンチン、オーストラリア、オーストリア、ベルギー、ブルガリア、カナダ、チェコ、デンマーク、フィンランド、フランス、ドイツ、ギリシャ、ハンガリー、アイルランド、イタリア、ルクセンブルク、オランダ、ニュージーランド、ノルウェー、ポーランド、ポルトガル、スペイン、スウェーデン、スイス、英国、アメリカ合衆国、大韓民国

## ② 外国ユーザーリスト

外国ユーザーリストとは、大量破壊兵器の開発等への関与が懸念される企業・組織(大学・研究機関含む)を経済産業省が公表しているリストです。リスト掲載企業・組織へ貨物の輸出や技術提供する場合、その貨物・技術の相手先での用途が指定されている懸念区分に対応するものであるかどうかの確認が必要になります。

外国ユーザーリストに掲載されている企業・組織が属する国：

アフガニスタン、アラブ首長国連邦、イスラエル、イラン、インド、エジプト、北朝鮮、シリア、台湾、中国、パキスタン、香港、レバノン

\* 最新のリストや懸念区分等詳細は：

経産省ホームページ <http://www.meti.go.jp/policy/anpo/> ➡ 「外国ユーザーリスト」

## ③ 懸念国(輸出令別表第4)

大量破壊兵器を製造している懸念があるため、輸出規制が特に厳格にされている国：  
イラン、イラク、北朝鮮

## ④ 国連武器禁輸国・地域(輸出令別表第3の2)

国連安全保障理事会で武器禁輸が決議されている国・地域(10か国)：

アフガニスタン、中央アフリカ、コンゴ民主共和国、イラク、レバノン、リビア、北朝鮮、ソマリア、スーダン、南スーダン

## ⑤ 大量破壊兵器

核兵器、生物兵器、化学兵器及びそれらの運搬手段であるミサイル・無人航空機等を総称して大量破壊兵器と呼ぶ。

## ⑥ 通常兵器

大量破壊兵器(核兵器・生物兵器・化学兵器・ミサイル)以外の兵器で、銃や爆弾、軍用車両、軍用航空機等の武器を指す。

## ⑦ 該非判定

貨物の輸出や技術の提供を行う場合に、当該貨物(技術)が経済産業大臣の許可を必要とするいわゆるリスト規制該当貨物(技術)か否かの判定を行うことを該非判定といいます。具体的には、輸出貿易管理令別表第1の1項から15項に該当する貨物か否か、外為令別表の1項から15項に該当の技術であるか否かの判定を指します。

\* 全学輸出管理窓口では、該非判定書の書式と記入例を用意し、該非判定書の迅速な作成を支援しています。

## 例外規定

貨物(装置・試料等)の輸出や技術の提供に際して、貨物や技術が規制の対象(リスト規制に該当)となる場合であっても、以下のいずれかに該当する場合には、経済産業大臣の許可が不要になりますので、それぞれの場合に応じた学内手続きを行ってください。

### ◆ 貨物の輸出に関する例外規定

- 無償特例 : 無償で輸入し無償で返送する特定の貨物又は後日無償で輸入する予定で無償で輸出する特定の貨物
- 少額特例 : 一定の範囲貨物の中で、貨物の種類毎に定められた一定の価格以下の貨物
- 部分品特例 : 輸出しようとする貨物のごく一部として、規制対象となる貨物が組み込まれている場合

☆ 学内手続き・事前確認シート作成時に該非判定を行った結果、該当であることが判明した場合には、取引審査申請書を作成し、該当事項にチェックする。

\* 例外規定の詳細については、経済産業省安全保障貿易管理ホームページを参照ください。  
<http://www.meti.go.jp/policy/anpo/> ➡ 申請手続き ➡ 例外規定/貨物の特例

### ◆ 技術の提供に関する例外規定

■ 公知の技術を提供する取引又は技術を公知とするために当該技術を提供する取引であって、以下のいずれかに該当するもの:

- ・新聞、書籍、雑誌、カタログ、電気通信ネットワーク等により、既に不特定多数の者に対して公開されている技術を提供する取引
- ・学会誌、公開特許情報、公開シンポジウムの議事録等不特定多数の者が入手可能な技術を提供する取引
- ・工場の見学コース、講演会、展示会等において不特定多数の者が入手又は聴講可能な技術を提供する取引
- ・ソースコードが公開されているプログラムを提供する取引
- ・学会発表用の原稿又は展示会等での配布資料の送付、雑誌への投稿等、当該技術を不特定多数の者が入手又は閲覧可能とすることを目的とする取引

☆ 学内手続き・事前確認シート/自己判定チェック実施時に該当事項にチェックする。

■ 基礎科学分野の研究活動において技術を提供する取引:

「自然科学の分野における現象に関する原理の究明を主目的とした研究活動であって、理論又は実験的方法により行うものであり、特定の製品の設計又は製造を目的としないもの」

**要注意 : 「大学の研究」 = 「基礎科学分野の研究」ではありません !**

☆ 学内手続き・事前確認シート/自己判定チェック実施時に該当事項にチェックする。

■ 必要最小限の使用技術:

- ・貨物の輸出に併せて行われる据付、操作等のための必要最小限の技術提供のうち、一定の要件をみたすもの
- ・プログラムの提供に併せて行われるインストール、操作等のための必要最小限の技術提供のうち、一定の要件を満たすもの

\* 例外規定の詳細については、経済産業省安全保障貿易管理ホームページを参照ください。  
<http://www.meti.go.jp/policy/anpo/> ➡ 申請手続き ➡ 例外規定/技術の特例

# 表1. リスト規制対象貨物一覧

規制の対象となる「輸出管理令別表第1」の貨物のリストです。経済産業省・安全保障貿易管理のホームページ  
(<http://www.meti.go.jp/policy/anpo/>)で各品目ごとに規制されている仕様や機能のスペックが確認できます。

2021.1.27 改正施行

項番	項目	項番	項目	項番	項目	項番	項目
1 武器		(15)	ロボット等	3 化学兵器		(13)	アイソスタチックプレス・制御装置
(1)	銃砲・銃砲弾等	(16)	振動試験装置等	(1)	軍用化学製剤の原料、軍用化学製剤と同等の毒性の物質・原料 化学製剤用製造機械装置等	(14)	複合材用の炉・制御装置
(2)	爆発物・発射装置等	(17)	ガス遠心分離機・ロータ用構造材料			(15)	ロケット・UAV用構造材料
(3)	火薬類・軍用燃料	(18)	ベリリウム			(16)	ロケット・UAV用加速度計・ジャイロスコープ等
(4)	火薬又は爆薬の安定剤	(19)	核兵器起爆用アルファ線源用物質	(2)	1.反応器、2.貯蔵容器、3.熱交換器・凝縮器等、4.蒸留塔・吸収塔等、5.充填用機械、6.攪拌機等、7.弁等、8.多量重、9.ポンプ等、10.焼却装置、11.空気中の物質検知装置等	(17)	ロケット・UAV用飛行・姿勢制御装置他
(5)	指向性エネルギー兵器等	(20)	ほう素10			(18)	アビオニクス装置等
(6)	運動エネルギー兵器等	(21)	核燃料物質製造用還元剤・酸化剤			(18の2)	ロケット・UAV用熱電池
(7)	軍用車両・軍用仮設橋等	(22)	るつぱ	(3)	反応器及び貯蔵容器の修理に用いられる組立品又はその部分品	(19)	航空機・船舶用重力計・重力勾配計
(8)	軍用船舶等	(23)	ハフニウム			(20)	ロケット・UAV発射台・支援装置
(9)	軍用航空機等	(24)	リチウム			(21)	ロケット・UAV用無線遠隔測定装置他
(10)	防潜網・魚雷防網他	(25)	タングステン	3の2 生物兵器		(22)	ロケット搭載用電子計算機
(11)	装甲板・軍用ヘルメット・防弾衣等	(26)	ジルコニウム	(1)	軍用細菌製剤の原料 細菌製剤利用製造装置等	(23)	ロケット・UAV用A/D変換器
(12)	軍用探照灯・制御装置	(27)	ふっ素製造用電解槽			(24)	振動試験装置等、空気力学試験装置・燃焼試験装置他
(13)	軍用細菌製剤・化学製剤等	(28)	ガス遠心分離機・ロータ製造装置等			(24の2)	ロケット設計用電子計算機
(13の2)	軍用細菌製剤・化学製剤などの浄化用化学物質混合物	(29)	遠心力式釣合試験機	(2)	1.物理的封じ込め用装置、2.発酵槽、3.遠心分離機、4.クロスフローろ過装置等、5.凍結乾燥機、5の2.噴霧乾燥器、6.封じ込め施設用防護装置、7.粒子状物質吸入試験用装置、8.噴霧器・煙霧器等、9.核酸の合成又は核酸と核酸との結合を行うための装置	(25)	音波・電波・光の減少材料・装置
(14)	軍用化学製剤用細胞株他	(30)	フィラメントワインディング装置等			(26)	ロケット・UAV用IC・探知装置・レドーム
(15)	軍用火薬類の製造・試験装置等	(31)	レーザー発振器			5 先端材料	
(16)	兵器製造用機械装置等	(32)	質量分析計・イオン源	4 ミサイル		(1)	ふっ素化合物製品
(17)	軍用人工衛星等	(33)	圧力計・ペローズ弁	(1)	ロケット・製造装置等	(2)	<削除>
		(34)	シリイ/ドコル形超電導電磁石	(1の2)	無人航空機(UAV)・製造装置等	(3)	芳香族ポリイミド製品
		(35)	真空ポンプ	(2)	ロケット誘導装置・試験装置等	(4)	チタン・アルミニウム合金成形工具
2 原子力		(35の2)	スクロール型圧縮機・真空ポンプ	(3)	推進装置等	(5)	チタン・ニッケルなどの合金・粉・製造装置等
		(36)	直流電源装置	(4)	しごきスピニング加工機等	(6)	金属磁性材料
(1)	核燃料物質・核原料物質	(37)	電子加速器・エックス線装置	(5)	推進薬制御装置用の1.サーボ弁、2.ポンプ、3.ガスタービン	(7)	ウラン・タングステン合金
(2)	原子炉・原子炉用発電装置等	(38)	衝撃試験機	(5の2)	ポンプ((5)-2)に使用できる軸受	(8)	超電導材料
(3)	重水素・重水素化合物	(39)	高速度撮影可能なカメラ等	(6)	推進薬・原料	(9)	<削除>
(4)	人造黒鉛	(40)	干渉計・圧力測定器・圧力変換器	(7)	推進薬の製造・試験装置等	(10)	潤滑剤
(5)	核燃料物質分離再生装置等	(41)	核兵器起爆(試験)用貨物	(8)	粉粒体用混合機等	(11)	振動防止用液体
(6)	リチウム同位元素分離用装置等	(42)	光電子増倍管	(9)	ジェットミル・粉末金属製造装置等	(12)	冷媒用の液体
(7)	ウラン・プルトニウム同位元素分離用装置等	(43)	中性子発生装置	(10)	複合材料製造装置等	(13)	セラミック粉末
(8)	周波数変換器等	(44)	遠隔操作のマニピュレーター	(11)	ノズル	(14)	セラミック複合材料
(9)	ニッケル粉・ニッケル多孔質金属	(45)	放射線遮蔽窓・窓枠	(12)	ノズル・再突入機先端部製造装置	(15)	ポリジメチルシロキサン・ポリシラザン他
(10)	重水素・重水素化合物の製造装置等	(46)	放射線影響防止テレビカメラ・レンズ			(16)	ビスマレイミド・芳香族ポリイミド他
(10の2)	ウラン・プルトニウム製造用装置等	(47)	トリチウム			(17)	ふっ素ポリイミド等
(11)	しごきスピニング加工機等	(48)	トリチウム製造・回収・貯蔵装置			(18)	ポリイミド・ポリイミド・成型品等
(12)	1 数値制御工作機械	(49)	白金触媒			(19)	ほう素・ほう素合金・硝酸ゲンジン他
	2 測定装置	(50)	ヘリウム3				
(13)	酸・アルカリ・溶剤又はこれらの部分品等	(51)	ヘリウム				
(14)	アイソスタチックプレス等	(52)	防爆構造の容器				

項番	項目	項番	項目	項番	項目	項番	項目
6 材料加工		(20)	アルミニウム・カルシウム等の有機金属化合物、銅・炭素等の有機化合物	(6)	宇宙用光学部品等	(1)	ガスタービンエンジン等
(1)	軸受等	(21)	銅・炭素・アンチモンの水素化合物	(7)	光学器械又は光学部品の制御装置	(2)	人工衛星・宇宙開発用飛しょう体等
(2)	数値制御工作機械	(22)	炭化けい素等	(7の2)	非球面光学素子	(2の2)	人工衛星等の制御装置等
(3)	歯車製造用工作機械	(23)	多結晶の基板	(8)	レーザー発振器等	(3)	ロケット推進装置等
(4)	アイソスタチックプレス等	8 電子計算機		(8の2)	レーザーマイクロフォン	(4)	無人航空機等
(5)	コーティング装置等	(1)	電子計算機等	(9)	磁力計・水中電場センサー・磁場勾配計・校正装置他	(5)	(1)~(4)、15の(10)の試験装置・測定装置・検査装置等
(6)	測定装置等	9 通信		(9の2)	水中探知装置	14 その他	
(7)	ロボット等	(1)	伝送通信装置等	(10)	重力計・重力勾配計	(1)	粉末状の金属燃料
(8)	フィードバック装置他	(2)	電子交換装置	(11)	レーダー等	(2)	火薬・爆薬成分、添加剤・前駆物質
(9)	絞リスピニング加工機	(3)	通信用光ファイバー	(11の2)	光センサーの製造用のマスク、レクチル	(3)	ディーゼルエンジン等
7 エレクトロニクス		(4)	<削除>	(12)	光反射率測定装置他	(4)	<削除>
(1)	集積回路	(5)	フェーズドアンテナ	(13)	重力計製造装置・校正装置	(5)	自給式潜水用具等
(2)	マイクロ波用機器・ミリ波用機器等	(5の2)	監視用方向探知器等	(14)	光検出器・光学部品材料物質他	(6)	航空機輸送土木機械等
(3)	信号処理装置等	(5の3)	無線通信傍受装置、通信妨害装置等	11 航法装置		(7)	ロボット・制御装置等
(4)	超電導材料を用いた装置	(5の4)	受信機能のみで電波等の干渉を観測する位置探知装置	(1)	加速度計等	(8)	<削除>
(5)	超電導電磁石	(5の5)	インターネット利用通信監視装置等	(2)	ジャイロスコープ等	(9)	催涙剤・くしゃみ剤、これら散布装置等
(6)	一次・二次セル、太陽電池セル	(6)	(1)~(3)、(5)~(5の5)までの設計・製造装置・測定装置・試験装置等	(3)	慣性航行装置	(10)	簡易爆発装置の除去等の装置等
(7)	高電圧用コンデンサ	(7)	暗号装置等	(4)	ジャイロ天測航法装置、衛星航法システム、電波受信機、航空機用高度計等	(11)	爆発物探知装置
(8)	エンコーダ又はその部分品	(8)	情報伝達信号漏洩防止装置等	(4の2)	水中ソナー航法装置等	15 機微品目	
(8の2)	サイリスターデバイス・モジュール	(9)	<削除>	(5)	(1)~(4の2)までの試験・製造装置他	(1)	無機繊維他を用いた成型品
(8の3)	電力制御用半導体素子	(10)	盗聴検知機能通信ケーブルシステム等	12 海洋関連		(2)	電波の吸収材・導電性高分子
(8の4)	電気光学的効果を利用する光変調器	(11)	(7)(8)若しくは(10)の設計・製造・測定装置他	(1)	潜水艇	(3)	核燃料物質
(9)	サンプリングオシロスコープ			(2)	船舶の部分品・附属装置	(4)	デジタル伝送通信装置等
(10)	アナログデジタル変換器			(3)	水中回収装置	(4の2)	簡易爆発装置の妨害装置、その附属装置
(11)	デジタル方式の記録装置			(4)	水中用の照明装置	(5)	水中探知装置等
(12)	信号発生器			(5)	水中ロボット	(6)	宇宙用光検出器
(13)	周波数分析器			(6)	密閉動力装置	(7)	パルスレーダー断面積計測装置等
(14)	ネットワークアナライザー			(7)	回流水槽	(8)	潜水艇
(15)	原子周波数標準器	10 センサー等		(8)	浮力材	(9)	船舶用防音装置
(15の2)	スプレー冷却方式の熱制御装置	(1)	水中探知装置等	(9)	閉鎖・半閉鎖回路式の自給式潜水用具	(10)	ラムジェットエンジン、スクラムジェットエンジン、複合サイクルエンジン等
(16)	半導体製造装置等	(2)	光検出器・冷却器等				
(17)	マスク・レクチル等	(3)	センサー用の光ファイバー				
(17の2)	マスクの製造に用いられる基材	(4)	高速度撮影可能なカメラ等				
(18)	半導体基板	(5)	反射鏡				
(19)	レジスト						



## 表2. 兵器の開発等に用いられるおそれの強い貨物例

### 大量破壊兵器の開発等に用いられるおそれの強い貨物例

「大量破壊兵器等及び通常兵器に係る補完的輸出規制に関する輸出手続等について 1.(3)1)」より

品目	懸念される用途
1. リン酸トリブチル(TBP)	核兵器
2. 炭素繊維・ガラス繊維・アラミド繊維	核兵器、ミサイル
3. チタン合金	核兵器、ミサイル
4. マルエージング鋼	核兵器、ミサイル
5. 口径75ミリメートル以上のアルミニウム管	核兵器
6. しごきスピニング加工機	核兵器、ミサイル
7. 数値制御工作機械	核兵器、ミサイル
8. アイソスタチックプレス	核兵器、ミサイル
9. フィラメントワインディング装置	核兵器、ミサイル
10. 周波数変換器	核兵器
11. 質量分析計又はイオン源	核兵器
12. 振動試験装置	核兵器、ミサイル
13. 遠心力釣り合い試験器	核兵器、ミサイル
14. 耐食性の圧力計・圧力センサー	核兵器、ミサイル
15. 大型の非破壊検査装置	核兵器、ミサイル
16. 高周波用のオシロスコープ及び波形記憶装置	核兵器
17. 電圧又は電流の変動が少ない直流の電源装置	核兵器
18. 大型発電機	核兵器
19. 大型の真空ポンプ	核兵器
20. 耐放射線ロボット	核兵器

品目	懸念される用途
21. TIG溶接機、電子ビーム溶接機	核兵器、ミサイル
22. 放射線測定器	核兵器
23. 微粉末を製造できる粉砕器	ミサイル
24. カールフィッシャー方式の水分測定装置	ミサイル
25. プリプレグ製造装置	ミサイル
26. 人造黒鉛	核兵器、ミサイル
27. ジャイロスコープ	ミサイル
28. ロータリーエンコーダ	ミサイル
29. 大型トラック(トラクタ、トレーラー、ダンプを含む)	ミサイル
30. クレーン車	ミサイル
31. 密閉式の発酵槽	生物兵器
32. 遠心分離器	生物兵器
33. 凍結乾燥機	生物兵器
34. 耐食性の反応器	ミサイル、化学兵器
35. 耐食性のかくはん機	ミサイル、化学兵器
36. 耐食性の熱交換器又は凝縮器	ミサイル、化学兵器
37. 耐食性の蒸留塔又は吸収塔	ミサイル、化学兵器
38. 耐食性の充てん用の機械	ミサイル、化学兵器
39. 噴霧器を搭載するよう設計された無人航空機(UAV)(娯楽若しくはスポーツの用に供する模型航空機を除く)	ミサイル、生物・化学兵器
40. UAVに搭載するよう設計された噴霧器	ミサイル、生物・化学兵器

- これらの物の輸出又は技術の提供を行う際には、輸入先等において大量破壊兵器の開発等の懸念用途に転用されないよう、輸出者は特に慎重な審査が必要です。
- 外国ユーザリスト掲載企業に対し、これらの物の輸出又は技術の提供を行う場合は、リスト上の懸念区分(核兵器・化学兵器・生物兵器・ミサイル)と、物・技術の懸念用途が一致するか否かのチェックを行う際に活用ください。

### 通常兵器の開発等に用いられるおそれの強い貨物例

「大量破壊兵器等及び通常兵器に係る補完的輸出規制に関する輸出手続等について 1.(3)2)」より  
(2013年10月15日改正前は輸出貿易管理令別表第1 16の項(1)にて規制)

2013年10月15日改正

- ニッケル合金又はチタン合金
- 焼結磁石
- 2lに掲げるものの製造用の装置又はその部分品
- 作動油として使用することができる液体であって、リン酸とクレゾールとのエステル、リン酸トリス(ジメチルフェニル)又はリン酸トリノールマルブチルを含むもの
- 有機繊維、炭素繊維又は無機繊維
- 軸受又はその部分品
- 工作機械その他の装置であって、次に掲げるもの又はその部分品
  - 数値制御を行うことができる工作機械
  - 鏡面仕上げを行うことができる工作機械(数値制御を行うことができるものを除く。)
  - 測定装置(工作機械であって、測定装置として使用することができるものを含む。)
- 二次セル
- 波形記憶装置
- 電子部品実装ロボット
- 電子計算機又はその部分品
- 伝送通信装置又はその部分品
- フェーズドアレーアンテナ
- 通信妨害装置又はその部分品
- 電波その他の電磁波を発信することなく、電波その他の電磁波の干渉を観測することにより位置を感知することができる装置
- 光検出器若しくはその冷却器若しくは部分品又は光検出器を用いた装置

- センサー用の光ファイバー
- レーザー発振器又はその部分品
- 磁力計、水中電場センサー若しくは磁場勾配計又はこれらの部分品
- 重力計
- レーダー又はその部分品
- 加速度計又はその部分品
- ジャイロスコープ又はその部分品
- 慣性航法装置その他の慣性力を利用する装置又はこれらの部分品
- ジャイロ天測航法装置、天体若しくは人工衛星の自動追跡により位置若しくは針路を測定することができる装置、衛星航法システムからの電波受信装置若しくはその部分品又は航空機用の高度計
- 水中用のカメラ又はその附属装置
- 大気から遮断された状態で使用することができる動力装置
- 開放回路式の自給式潜水用具又はその部分品
- ガスタービンエンジン又はその部分品
- ロケット推進装置又はその部分品
- 29若しくは30に掲げるものの製造用の装置又はその部分品
- 航空機又はその部分品
- ロケット若しくは航空機の開発若しくは試験に用いることができる振動試験装置、風洞、環境試験装置又はこれらの部分品
- フラッシュ放電型のエックス線装置

日本では平和国家としての立場から、国際的合意に基づき、大量破壊兵器をはじめとする兵器等に用いられる可能性の高い貨物の輸出や技術提供に関して、外国為替及び外国貿易法（外為法）により厳格な輸出管理が行われています。立命館大学においても、研究が兵器等に転用されることのないよう、安全保障輸出管理への取り組みを2015年12月から本格的に始めました。

立命館大学安全保障輸出管理規程・細則、輸出管理の学内手続き様式類、該非判定書の書式

・記入例、Q & A、パンフレット等は、下記URLよりダウンロードいただけます。

#### 関係規則・学内資料等

[http://www.ritsumei.ac.jp/research/member/study\\_ethic/se14.html/](http://www.ritsumei.ac.jp/research/member/study_ethic/se14.html/)

学内手続き・様式等 [http://www.ritsumei.ac.jp/research/member/study\\_ethic/se15.html/](http://www.ritsumei.ac.jp/research/member/study_ethic/se15.html/)

経済産業省安全保障貿易管理 <http://www.meti.go.jp/policy/ampo/>

一般財団法人 安全保障貿易情報センター（CISTEC） <http://www.cistec.or.jp/>

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## Work Management for Persons Under the Application of the Discretionary Labor System for Professional Work Engaged in Research

### 1. Preface

- ① Research Professors and Research Staff have signed an Employment Contract with The Ritsumeikan Trust. Therefore, they are considered “Workers” in terms of the law (Labor Standards Act).  
(As the Employer, the Trust is required to properly understand and manage everyone’s work.)
- ② Host Researchers (Supervisors or Project Representatives) must not only manage the progress of the research, but must also fulfill the role of the person in charge of understanding and managing the work situation, that is, the “working time manager.”
- ③ On the other hand, strictly managing everyone’s working hours would inevitably prevent free research activities. To address this, we at this University have signed a labor-management agreement, introducing the “Application of the Discretionary Labor System for Professional Work” from April 2013.

#### ■ What is the “Application of the Discretionary Labor System for Professional Work”?

Work to which the Application of the Discretionary Labor System for Professional Work can be applied is determined in Article 38, Paragraph 3 of the Labor Standards Act.

In the Application of the Discretionary Labor System for Professional Work, decisions regarding the methods and time allotment for performing work are left to the discretion of the Worker (with some exceptions, the Employer does not give specific instructions).

Furthermore, working hours shall be deemed as the hours determined in advance in the labor-management agreement, regardless of the actual hours worked. If the deemed working hours\* is set at 7.5 hours a day, even if the worker works 10 hours a day, or only works 4 hours a day, the working hours for that day shall be deemed as 7.5 hours.

#### \*Deemed working hours in this University

This varies depending on the Employment Contract type, and is 7.5 hours for persons employed full-time at this University (refer to the labor-management agreement 【Document4】 ). For those with concurrent employment, this is determined separately in the Employment Contract. Please check the Employment Contract.

### 2. Those under the Application of the Discretionary Labor System for Professional Work in this University

- ① Eminent Research Professors, Research Professors (Ritsumeikan University Work Regulations for Fixed-Term Research Professors)
- ② Visiting Research Professors, Affiliate Research Professors (Ritsumeikan University Work Regulations for Part-Time Research Professors)
- ③ Senior Researchers, Researchers (Ritsumeikan University Work Regulations for Fixed-Term Research Staff)

<Reference 1> Types of Employment under the Application of the Discretionary Labor System for Professional Work

Work type	Research Professors				Research Staff	
Name	Eminent Research Professor	Visiting Research Professor	Research Professor	Affiliate Research Professor	Senior Researcher	Researcher
Position	Professor/Associate Professor		Professor/Associate Professor/Assistant Professor		Senior Researcher	Researcher
External Name	Professor/Associate Professor	Visiting Professor/Visiting Associate Professor	Professor/Associate Professor	Visiting Professor/Visiting Associate Professor/Visiting Assistant Professor	Senior Researcher	Researcher
Employment Contract Type	Full-time employment	Concurrent employment	Full-time employment	Concurrent employment	Full-time employment	Full-time employment

<Reference 2> “Part-time research staff” engaged in support and assistance work for research (Assistant Researchers/Research Assistants) are not under the Discretionary Labor System, as they are engaged in various research types and receive instructions/orders from the researcher and carry out said work.

### 3. Handling of “Hours Engaged in Research” under the Application of the Discretionary Labor System for Professional Work

- ◆ Working Hours for Those under the Application of the Discretionary Labor System for Professional Work  
Times for starting and ending work shall, in general, be as follows, but shall be decided at the discretion of the worker depending on the necessity for performing the work.

	Eminent Research Professor, Research Professor, Senior Researcher, Researcher	Visiting Research Professor, Affiliate Research Professor
Starting time	9:00 AM	9:00 AM or later
Ending time	5:30 PM	5:30 PM or earlier

- ◆ Specialty of duties - Labor Standards Act (Legal system for managing working hours) and ensuring “research freedom” -

For the duties known as “research,” the discretion of the said researchers is extremely high (it is difficult for Host Researcher to grasp working hours), and if working hours were managed strictly, it could lower performance and interfere with research activities (working hour management required by Labor Standards Act does not suit for the nature of duties, “discretionary labor system for professional work” is introduced).

- ◆ Research and Study at One’s Own Responsibility by Those under the Application of the Discretionary Labor System for Professional Work = “Autonomous Research”

Those under this system will not have their own free research activities interfered with.

At this University, separate from research done as work (working hours), the use of this University’s facilities and equipment is allowed at one’s own responsibility for performing research and study at one’s own responsibility (“autonomous research”) outside of working hours or on a day-off. (Regarding said usage, it must be carried out in accordance with this University’s prescribed rules and procedures.)



◆ Work Management for Those under the Application of the Discretionary Labor System for Professional Work

- ① Those under this system must make a clear distinction between the research they carry out as work and the research they carry out as “autonomous research.” If necessary, consult with the working time manager (Host Researcher) in advance to make adjustments.
- ② In particular, it is necessary to notify/apply to Host Researcher and receive permission regarding work outside of the scope of discretion for persons under this system (“research” as work on a day-off or late at night) or “work outside of the University” such as business trips.
- ③ Of the persons under this system, late-night work\* for Research Staff (Senior Researcher and Researcher) is prohibited in the work regulations. Also, if working on a day-off, the day-off must be substituted on another working day. Both are measures taken in consideration of health, and the person involved must make sufficient adjustments with Host Researcher in advance.

\*Late-night work = Working between 10:00 PM and 5:00 AM the following morning

**4. Points for Performing Research under the Application of the Discretionary Labor System for Professional Work**

- (1) Research Professors and Research Staff are “Workers” and require appropriate work management.
- (2) The working time manager is the Host Researcher.
- (3) Host Researcher must carry out the following a) to c) below in order to understand and manage the working situation of those under this system. Therefore, those under this system are responsible for completing the procedures in the boxes.

a) Understanding and management of the working situation of those under the system

Create documents such as the “Work Plan Application Form,” the “Self-Report of Work Situation” every month, and “Late-night Work Order (and Application) Form,” and receive confirmation/approval from Host Researcher when needed.

\*Seal or signature of a supervising researcher is required only for Research Assistant Professor, Senior Researcher, and Researcher.

b) Instruction regarding corrections and improvements for the working situation of those under this system

If the plan requires work on a day-off or late at night, explain the reason and necessity therefore to Host Researcher in advance. Furthermore, make adjustments such as taking a substitute day-off or changing the plan so that late-night work does not occur.

Furthermore, be aware that we have asked Host Researcher to give instructions for correction/improvement if it is determined there is a problem from the perspective of health and welfare, such as one stays in the University (or workplace) for long periods of time, even for “autonomous research.”

c) Permission and approval for various applications

- ① Application for work outside the University (including work at home)  
(Fill in the “Work Plan Application Form.” Additions or changes after submission can be made orally or via telephone or e-mail.)
- ② Application for substitute day-off  
(Fill in the “Work Plan Application Form.” Additions or changes after submission can be made orally or via telephone or e-mail.)
- ③ Application of taking an annual paid leave or special leave  
(If it interferes with work, an annual paid leave may be changed to another day.)
- ④ [For Research Professors only] Applications for when working on a day-off or late-night (note: this is not permitted for research staff.) (In general, this is not permitted. Be sure to consult with the Host Researcher in advance.)

**5. Obligation to Take Five or More Days of Annual Paid Leave**

In principle, annual paid leave (hereinafter referred to as “annual leave”) should be granted at the time requested by the worker. The Labor Standards Law was revised to promote the use of annual leave, as the utilization rate had been low for reasons such as workplace considerations and reluctance. As of April 2019, accordingly, it was made obligatory for all companies to allow workers who are entitled to annual leave of ten (10) days or more per year to take five (5) days per year out of the total number of annual leave, with the employer designating the time of year for the leave to be taken.

However, if a worker requests annual leave when the employer is about to grant it, the employer is no longer obligated to designate a specific time for the number of days taken.

Therefore, we would like to ask Research Professors and Research Staff who are required to take five (5) days of annual leave to make their own annual plan to ensure that they will be able to take at least five (5) days of annual leave by the end of the academic year, instead of having the employer designate the timing of the annual leave. Furthermore, please indicate the dates when you plan to take annual leave on the “Work Plan Application Form” and enter the dates when you will take annual leave on the “Self-Report of Work Situation.”

**6. Summary**

- (1) Not all the research you do is considered “work.”

Research Professors and Research Staff are both “Workers” and “Researchers” at the same time. Therefore, outside of work, they can perform free research at their own decision and responsibility (“autonomous research”).

Host Researcher is a partner who carries out appropriate work management based on the Labor Standards Act who not only has the responsibility to appropriately manage the research you carry out as “work,” but also has the role of ensuring your “autonomous research” activities.

- (2) Even if it is for “autonomous research” at one’s own responsibility, from the perspective of health and welfare, we must be mindful about coming to work on a day-off or working late at night to perform research. Be aware that if this kind of situation occurs, Host Researcher may give appropriate instruction and assistance.

\*What is essential for steadily and reliably performing research and appropriately managing work is that the

Research Professors and Research Staff, and the Host Researcher who is the working time manager, maintain close communication with one another and build a trusting relationship.

\*Refer to the following “Q&A” as well.

#### **7. Withdrawal of the Application of the Discretionary Labor System for Professional Work**

If a worker does not wish to apply the Discretionary Labor System for Professional Work, he/she may request in accordance with the prescribed procedures to work under normal time management without applying the Discretionary Labor System for Professional Work from the following month of his/her request.

Even if the worker does not agree to the Discretionary Labor System for Professional Work, he/she will not be subject to any disadvantageous treatment such as dismissal, demotion, or salary reduction. However, since this is normal work hour management, the Discretionary Labor System for Professional Work is not applied, and flexible work hours cannot be set at the discretion of each individual researcher. If you wish to change the working hours stipulated in the contract, please be sure to apply to and obtain approval from your Host Researcher in advance.

Please refer to the “Q&As for when the Discretionary Labor System for Professional Work is not applied” below for the handling of working conditions, etc. and the procedure for withdrawing consent if you do not agree to the Discretionary Labor System for Professional Work.

## FAQs Q&A

### 1. What is the “Application of the Discretionary Labor System for Professional Work”?

#### Q1 What kind of system is the Application of the Discretionary Labor System for Professional Work?

A: The Application of the Discretionary Labor System for Professional Work leaves the methods and time allotment for performing work to the Worker, and regards the amount of time worked as the hours determined in the labor-management agreement, regardless of the actual working hours.

Work under this system is limited to that which is determined by law. In this University, this system applies to “work for research related to Humanities, Social Sciences, or Natural Sciences.”

With the Application of the Discretionary Labor System for Professional Work, the Employer cannot give any specific instructions to the Worker regarding the procedures or the time allotment of performing work.

#### Q2 Who is under the Application of the Discretionary Labor System for Professional Work?

A: At this University, this system covers Eminent Research Professors, Visiting Research Professors, Research Professors, Affiliate Research Professors, Senior Researchers, and Researchers engaged exclusively in research related to Humanities, Social Sciences, or Natural Sciences.

#### Q3 How does the Application of the Discretionary Labor System for Professional Work change how I work?

A: The methods and the time allotment for performing research work are left to the worker’s discretion. Therefore, working hours is deemed as the time determined in the labor-management agreement regardless of the actual hours worked (referred to as the “deemed working hours”). In other words, if the deemed working hours is 7.5 hours, this system deems the hours worked per day as 7.5 hours, even if you worked four (4) hours or ten (10) hours on one day. Therefore, there is no concept of after-hours work (overtime). You also do not have to carry out adjustments, for example, working five (5) hours tomorrow because you worked ten (10) hours today.

#### \*Deemed working hours at this University

This varies depending on the Employment Contract type, and is 7.5 hours for persons employed full-time at this University (refer to the labor-management agreement **【Document 4】** ). For those with concurrent employment, this is determined separately in the Employment Contract. Please check the Employment Contract.

[Reference]     ① Labor Standards Act, Article 38, Paragraph 3 (Ministry of Health, Labour, and Welfare)  
                      ② Labor-management agreement related to Application of the Discretionary Labor System for Professional Work (cf: **【Document 4】** )

#### Q4 I was instructed by my Host Researcher or Project Research Representative to submit a work progress report or to attend a meeting. Are these kinds of instructions and orders allowed under the Application of the Discretionary Labor System for Professional Work?

A: Even with the Application of the Discretionary Labor System for Professional Work, instructions can be given regarding matters other than the decision of the methods and the time allotment for performing work. Specifically, when beginning work, instructions can be given regarding basic matters such as the purpose, target, and time limit for that work, progress reports can be received midway, and instructions to change the

said basic matter can be made. (Ministry of Labour Notification 149, Dec. 27, 1999) Furthermore, if one's discretion is maintained regarding the decision of the methods and the time allotment for performing work on the whole, the Host Researcher can order attendance at meetings or the like.

Q5 Under the Application of the Discretionary Labor System for Professional Work, don't I need to go to my workplace?

A: The Work Regulations state: "persons under this system shall be able to work outside the University to conduct research. Work outside the University includes work at home, participation in academic conferences and study groups, investigative activities, and collection of materials, etc." (Research Professors), and "persons under this system shall be able to work outside the University to conduct research. Work outside the University includes work at home, investigative activities, and collection of materials, etc." The Discretionary Labor System may be applied to "work" even in places outside the work area of the University. When performing "work outside the University," you must perform the prescribed procedure in advance. (-> Refer to Q16 below) If you do not engage in work on a work day, the "deemed working hours" system is not applied. Perform the procedure for a paid leave or the like.

Q6 Do I have to follow the starting times and ending times in the Work Regulations?

A: With the Application of the Discretionary Labor System for Professional Work, decisions regarding the methods and the allotment of time for performing work (including decisions on the starting and ending times) are left to the discretion of the persons under the system, and in general, the Employer shall not give specific instructions regarding those decisions. Therefore, while the Work Regulations lay out 9:00 AM to 5:30 PM as the basic work starting time and work ending time, the actual time a person under the system arrives at and leaves work is left to the person's discretion, with the exception of meetings of the like mentioned in Q4.

## 2. Breaks

Q7 How should I take breaks?

A: The Work Regulations lay out taking breaks as follows. Please take breaks during your working hours on your own, in light of the uniqueness of the Application of the Discretionary Labor System for Professional Work and in consideration of your work situation.

Working hours	Break time
More than six (6) hours	60 minutes or more

## 3. Actual hours worked

Q8 What does the "actual hours worked" on the Self-Report of Work Situation refer to?

A: This refers to hours excluding breaks and time used for one's own research. Therefore, the time from starting work to finishing work may not match the actual hours worked.

## 4. Workdays and days-off

Q9 When are workdays and days-off?

A: Check the Work Regulations and your Employment Contract regarding workdays and days-off. However, if, due to work circumstances, it is necessary to come to work on a non-workday, and follow the procedure for substituting a day-off (substitute day-off). Furthermore, if Research Staff (Senior Researcher and Researcher) is to work on a day-off, a day-off shall be substituted, and working on a day-off shall not be permitted.

Q10 What should I do if I need to work on a day-off, and I cannot substitute a day-off?

A: First, we will explain about “working on a day-off.”

A day-off refers to “a day on which work is not required” as laid out in the Work Regulations and the Employment Contract. If you work on “a day on which work is not required,” this is referred to as “working on a day-off.”

(Here, we omit an explanation regarding “working on a day-off” in terms of the Labor Standards Act.)

Next, we will explain “substituting a day-off.”

Substituting a day-off refers to substituting a “day on which work is required (workday)” with a “day on which work is not required.”

Ex.1) If you have 5-day workdays from Monday to Friday, you can switch a Sunday in a certain week with a Monday in a certain week.

Ex.2) If you have 3-day workdays on Mondays, Wednesdays, and Fridays, you can switch a Friday with a Thursday on which you are not required to work.

<EX.1>	Sun	Mon	Tue	Wed	Thu	Fri
Normal workday	Day-off	Workday	Workday	Workday	Workday	Workday
After substitution	Workday	Day-off	—	—	—	—

<EX.2>	Mon	Wed	Thu	Fri
Normal workday	Workday	Workday	Day-off (Day on which work is not required)	Workday
After substitution	—	—	Workday	Day-off

For Research Staff (Senior Researcher and Researcher), we do not permit working on a day-off due to considerations of health and welfare. Therefore, it is necessary to substitute a day-off.

For Research Professor (Eminent Research Professor, Visiting Research Professor, Research Professor, Affiliate Research Professor), if it becomes necessary to work on a day on which work is not required and a day-off cannot be substituted no matter what, then consult with the working time manager, and after the Host Researcher consults with the Administration and Student Services, a decision will be made and instructions will be given.

Q11 I’m participating in an academic conference planned for 5 days, including the weekend. Saturday and Sunday are free, without any academic conference programs. In this case, how is working on the weekend handled?

A: If you spend your stay freely, doing autonomous research, sightseeing, or the like, it is a day-off. If, at your own discretion, you performed work (such as an on-site investigation or collection of materials), it will be deemed that work was done, and regardless of the hours work was done, a substitute day-off (one day) must be taken. This also applies if the Host Researcher gave instructions regarding work and you performed that work.

Q12 Is there a time limit for taking a substitute day-off?

A: From the perspective of health management, be sure to take a substitute day-off for the day-off you worked on. As a general rule, the time limit for taking a substitute day-off shall be within two weeks before or after the day in question, and if that is difficult, it shall be within a maximum of one month before or after the day in question.

Also, when taking a substitute day-off, select “Yes” in the section indicating you are taking leave on the “Self-Report of Work Situation,” and in the Remarks section, indicate for which day of work this substitute day-off is for. (Refer to the filled-in example.)

**5. Late-night work (10:00 PM to 5:00 AM the following morning)**

Q13 What should I do if I need to work late at night due to unavoidable circumstances?

A: Late-night work (from 10:00 PM to 5:00 AM the following morning) is handled differently for Research Professors and Research Staff.

- Research Professor (Eminent Research Professors, Visiting Research Professors, Research Professors, Affiliate Research Professors)

As a general rule, late-night work is not permitted from a perspective of health and welfare. However, if late-night work becomes necessary due to unavoidable circumstances, fill in the necessary items on the Late-night Work Order (and Application) Form and apply to the Host Researcher to receive permission. Also, check the caution notes written on the Late-night Work Order (and Application) Form.

- Research Staff (Senior Researchers, and Researchers)

Late-night work is not permitted from a perspective of health and welfare.

Furthermore, both Research Professors and Research Staff may perform autonomous research late at night without permission. However, they are required to do so at their own responsibility, keeping their health in mind.

Q14 In order to receive documents from a researcher invited from overseas to an international symposium, I have to work late at night due to the time difference. I have to prepare the documents to be distributed before the symposium is held, but I was told I cannot work late at night. What should I do?

A: Late-night work is not permitted for Research Staff (Senior Researcher and Researcher) due to health considerations. If you have a plan that involves late-night work, give an explanation to the Host Researcher in advance, and make adjustments so that late-night work is not required.

[Reference] Ritsumeikan University Work Regulations for Fixed-Term Research Staff, Article 19

**6. Accidents during work**

Q15 Is there insurance for when an accident occurs during work, such as an experiment?

A: In the event of an accident during work, such as an experiment (including on a day-off or late at night), the response varies depending on if Industrial Accident Compensation Insurance (worker’s accident insurance) is applied or not. Industrial accidents include employment injuries and commuting injuries. Employment injuries refers to those accidents or injuries suffered during work (while performing work) carried out as work (due to work).

However, regarding “autonomous research,” this University permits the use of University facilities and equipment and has the duty to take measures to ensure safety for all the users. In light of that, worker’s

accident insurance is not applied, but we shall respond to each individual case. Also, it may not be applied for accidents that occur while returning home after “autonomous research” depending on the situation. Please consult with the relevant office.

## **7. Business trips (work outside the University)**

### Q16 Is there any procedure required in advance when going on a business trip?

A: Regardless of whether research funds will be spent or not, an application and decision procedure is required in advance for business trips in Japan and overseas. As soon as the business and schedule for the business trip is decided, create the prescribed “Travel Requisition Form” and attach the related documents, then receive approval from the Host Researcher. After that, submit it to the Research Office.

\*For Research Staff, please use the one For Senior Researcher/Research.

In general, please refrain from business trips to regions with an Overseas Danger Level of 1 or 2.

Also, if paying travel expenses for this business trip using research funds, after completing the business trip, submit the prescribed “Domestic/Overseas Travel Report (Expense Report)” and documents that verify the validity of the business trip (copies of academic conference participation certificates, academic conference programs distributed on that day, receipts for participation, receipts for expenses at the destination, etc.). Based thereon, the University will disburse the funds. For details, see of the “Guidelines for Research Fund Spending.”

### Q17 What cases fall under the title of “business trip” on the “Work Plan Application Form” and “Self-Report of Work Situation”?

A: In general, if you are leaving to go to a location other than your work location, write “Business trip.” It is considered a business trip even if, for example, a person whose working place is Kinugasa Campus goes to Kyoto University for an investigation. However, the amount of transportation expenses, daily allowance, and accommodation expenses vary depending on the distance to the destination of the business trip, etc. For details, see of the “Guidelines for Research Fund Spending.”

### Q18 I’m going on a business trip that includes a weekend or national holiday. How is working handled?

A: ① [Cases where you work on-site on a Saturday/Sunday/national holiday]

Regardless of the amount of time, the time spent working is counted as working hours. You will need to take a substitute day-off for the number of days you engaged in work.

② [Cases where you do not work on-site on a Saturday/Sunday/national holiday]

If you do not work and spend your day freely, such as engaging in autonomous research or sightseeing, it is a day-off. A substitute day-off is not necessary.

③ [Cases where you do not work, but travel on a Saturday/Sunday/national holiday]

On a day-off where you do not work and only travel (travel on a day-off), as you are not performing work (actually working), it is not considered working hours. A substitute day-off is not necessary (because this is not day-off work).

However, for overseas business trips with a flight time over four hours (this does not apply to business trips within Japan), this University shall grant a substitute day-off (one day) in light of the fatigue and burden from traveling overseas.

④ [Cases where you work while traveling on a Saturday/Sunday/national holiday]

If you engage in work while traveling, either by instruction from the Host Researcher or at your own



discretion, regardless of the amount of time, it is considered work. You will need to take a substitute day-off.

Q19 What kind of cases are considered work on a business trip's travel day?

A: In the following cases, it shall be deemed that "work was done" during travel (days) of a business trip.

- ① You do work before or after traveling
- ② You are transporting items, such as documents or instruments, as work
- ③ You could not act freely during the said travel, such as due to instructions, order, etc.

Q20 Is worker's accident insurance applied for travel on a day-off during a business trip (not working, only traveling)?

A: On a day-off when you are not working and only traveling, or if you suffer an accident or injury, in general, worker's accident insurance is applied, though it does depend on the situation.

Q21 The overseas business trip is for 14 days, and due to the nature of the work, I cannot take a day-off during the business trip. What should I do?

A: In terms of health management, it is ideal to take one day-off per week. However, there could be cases where, due to the nature of the work, days-off cannot be taken. In that case, designate substitute days-off before or after the business trip in advance, and be sure to take four days-off per four weeks.

## 8. Leaves

Q22 Besides the annual paid leave (hereinafter, "paid leave"), are there any other leaves? Also, when taking a leave, what procedures are necessary?

A: In addition to paid leave, this University provides the Special Leave system. For details, refer to the Regulations Concerning Vacation and Leave of Teaching Staff and Other Staff and the "Ritsumeikan Special Leave Request Forms (Document G)." Furthermore, when taking a leave, use the prescribed forms to carry out the procedure in advance. You can download the prescribed forms from the Division of Research's homepage.

Q23 This will be my second year of employment. I heard I can carry paid leave over only to the next academic year. How many days can I take?

A: Paid leave you did not take can be carried over only to the next academic year.

Example: A person employed as a Senior Researcher took seven (7) paid leave days in their first year.

○ First year of employment: 10 days given - 7 days taken = 3 days carried over

↓↓

○ Second year of employment: 11 days given + 3 days carried over = 14 days

\*14 paid leave days are given at the start of the second year, including the days carried over from the previous academic year.

<Reference>

“Regulations Concerning Vacation and Leave of Teaching Staff and Other Staff” Appendix 1

Year of continuous service Stipulated weekly working days	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8 and thereafter
5 day or more	10 days	11 days	12days	14 days	16days	18days	20 days	21 days
4 days	7 days	8 days	9 days	10 days	12 days	13 days	days 15	16 days
3 days	5 days	6 days	6 days	8 days	9 days	10 days	11 days	12 days
2 days	3 days	4 days	4 days	5 days	6 days	6 days	7 days	8 days
1 day	1 day	2 days	2 days	2 days	3 days	3 days	3 days	4 days

For the number of paid leaves days given, refer to the “Regulations Concerning Vacation and Leave of Teaching Staff and Other Staff,” as well as the Division of Research’s homepage. You can also ask the Research Office to confirm.

Q24 Can I take a half-day of paid leave?

A: You cannot take a half-day of paid leave. You must take a full paid leave day.

Q25 I have to take paid leave due to a complicated issue. Do I have to reveal to the Host Researcher the reason I’m taking paid leave?

A: You do not need to explain the reason you’re taking paid leave to the Host Researcher. You also do not need to write the reason you’re taking paid leave on the “Self-Report of Work Situation.”

## 9. Work Plan Application Form and Self-Report of Work Situation

Q26 How should I submit the work plan and work result to the Host Researcher?

A: The following two documents make up the basics.

- ① At the end of each month, use the “Work Plan Application Form” to submit your work plan for the following month.
- ② At the beginning of each month, use the “Self-Report of Work Situation” to submit the work result for the previous month.

\*Because we use the “Self-Report of Work Situation” to ascertain the work situation, such as monthly working hours, please note the following points when filling in your hours.

- ① This is to ascertain the “situation of your working hours,” and hours spent carrying out “autonomous research” are not included.
- ② You do not have to write information for days other than the workdays determined in the Work Regulations and the Employment Contract.
- ③ Please note only the hours you were engaged in research work. You do not need to note the time spent on teaching duties.

In addition to the “Work Plan Application Form” and “Self-Report of Work Situation,” there are matters that require

a procedure using the prescribed form. In such cases, download the form from the Division of Research's homepage to carry out the procedure.

Q27 What should I do if I want to revise a “Work Plan Application Form” or “Self-Report of Work Situation” after submitting it?

A: If performing a revision, draw two lines over the revised section, stamp the revision seal thereon, write the correct contents, then submit the document to the Host Researcher.

Q28 Why is it that, even though under the Application of the Discretionary Labor System for Professional Work the Worker determines the working hours at their own discretion, I still have to submit a “Work Plan Application Form” and “Self-Report of Work Situation”?

A: The Application of the Discretionary Labor System for Professional Work is applied to work where it is necessary to leave deciding the methods and time allotment for performing work mostly to the Worker due to the nature of the work. However, when time allotment is left to the worker's discretion, it could lead to “working too much.” For this reason, the Ordinance for Enforcement of the Labor Standards Act lists “a method for understanding the working hours of a worker engaged in applicable work, and specific measures for ensuring the health and welfare to be implemented based on the understood working hours” among the items that should be determined in the labor-management agreement. Therefore, we, at the University, have you submit the “Work Plan Application Form” and the “Self-Report of Work Situation” so that we can ascertain your actual working situation and help ensure your health and welfare as necessary.

[Reference] ① Labor Standards Act, Article 38, Paragraph 3 (Ministry of Health, Labour, and Welfare)  
② Labor-management agreement related to Application of the Discretionary Labor System for Professional Work (cf: 【Document 4】 )

Q29 I'm going on a business trip of the schedule below to present my research and participate in a working session at an academic conference held overseas, planned for nine days from April 4 (Fri.) to April 12 (Sat.), including a weekend. How should I fill in the “Work Plan Application Form” and “Self-Report of Work Situation”?

April 4 (Fri.): Travel day  
April 5 (Sat.): Research presentation  
April 6 (Sun.): Free activities (Autonomous research, sightseeing)  
April 7 (Mon.) to April 11 (Fri.): Participation in academic conference  
April 12 (Sat.): Travel day

A: [Work Plan Application Form]

Day	Day of the week	Plan for work outside the University (Business trip, work at home, etc.) Plan to take leave / substitute day-off, etc.	Work content of the work outside the University / exceptional work, etc.	Remarks
4	Fri.	Business trip	Travel day	Kansai Airport → Singapore
5	Sat.	Business trip	XXXX academic conference	Singapore
6	Sun.			
7	Mon.	Business trip	XXXX academic conference	Singapore
12	Sat.	Business trip	Travel day	Singapore → Kansai Airport

\*Specify substitute days-off for April 5th and 12th.

[Self-Report of Work Situation]

Day	Day of the week	Time for starting work	Time for ending work	Actual time worked	Taking leave (Other than a day-off)	Remarks (Please indicate the location where work was done, such as for a business trip or work outside the workplace, as well as the content of the work done on a day-off and when the substitute day-off shall be taken, etc.)
4	Fri.	10:00	18:00	8:00		Business trip, travel day, 7-hour flight
5	Sat.	9:00	16:00	6:00		Business trip, XXXX academic conference
6	Sun.					
7	Mon.	10:00	15:00	4:00		Business trip, XXXX academic conference
12	Sat.	13:00	21:00	8:00		Business trip, travel day, 7-hour flight

\*Be sure to take substitute days-off for April 5th and 12th.

As a general rule, the time limit for taking a substitute day-off shall be within two weeks before or after the day in question, and if that is difficult, it shall be within a maximum of one month before or after the day in question.

## 10. Miscellaneous

Q30 I'm employed by research funds outside of the University, and I must report my work situation using the said organization's form. Do I have to submit the "Self-Report of Work Situation" as well?

A: Only submit the form of the organization that provides the funds outside of the University.

Q31 When I concentrate on my work, I work for long hours, and am uneasy about my health.

A: We use the "Self-Report of Work Situation" to ascertain and check the work situation to ensure the health and welfare of applicable persons under this system.

Furthermore, in addition to holding periodic "health checks," we also provide a system in which persons under this system can receive health guidance from an industrial doctor as necessary. Based on the working situation and health situation learned from these measures, the working time supervisor and the division in charge will take the appropriate measures.

(Application for health consultation/interview with an industrial doctor)

If you are feeling under the weather, you can receive health consultation and health guidance from an industrial doctor of the University. Please do not hesitate to seek help.

■Health Nurse, Office of Human Resources (Suzaku Campus)

MAIL: [r-eisei@st.ritsumei.ac.jp](mailto:r-eisei@st.ritsumei.ac.jp) (ext. 510-2187)

Q32 Is there a service desk that I can consult or make complaints regarding the Application of the Discretionary Labor System for Professional Work?

A: If you have any questions or complaints regarding the Application of the Discretionary Labor System for Professional Work, working hours, or other issues, please contact the service desk below.

■Administrative Manager of the Office of Human Resources (Suzaku Campus)

TEL: 075-813-8150

(Open 9:30 to 11:30 AM and 1:00 to 5:00 PM, excluding Saturdays, Sundays, national holidays, and University holidays)

FAX: 075-813-8255

## Q&As for when the Discretionary Labor System for Professional Work is not applied

### 1. Difference between the “Discretionary Labor System for Professional Work” and the “normal work hour management”

Q33 What is the difference depending on whether or not the “Discretionary Labor System for Professional Work” is applied?

A: The differences in treatment between cases where the “Discretionary Labor System for Professional Work” is applied and cases where it is not applied are as follows.

Item	When applied	When not applied (normal work hour management)
Basic concept	The means of execution of work and determination of time allocation are left to the discretion of each researcher.	Work shall begin and end at the prescribed start and end times. The starting and ending times cannot be changed at the discretion of each researcher.
Start and end times	While the basic start and end times are set at 9:00 AM and 5:30 PM, respectively, they can be determined at the discretion of each individual researcher.	9:00 AM-5:30 PM (or during the hours specified in the contract)
Hours to be worked per day	Regardless of the actual number of hours worked, 7.5 hours per day (or the number of hours specified in the contract) shall be considered as worked. (Except in the case of absence from work for the entire day)	7.5 hours (or the number of hours specified in the contract) must be worked.
Handling of shortfall in the number of hours worked per day	No wage deductions will be made. (Except in the case of absence from work for the entire day)	If the number of hours worked in a day falls short of the prescribed number of hours due to tardiness or leaving the workplace, wages shall be reduced by the number of missed hours. (No reduction will be made if the worker applies for paid leave for the missed hours.)
Permission to work more than 7.5 hours per day (or the number of hours specified in the contract)	Permitted to work at the discretion of each researcher.	No more than 7.5 hours per day (or the number of hours specified in the contract) may be worked.  Even if you are in the middle of research activities, you are expected to finish your work and return home at the scheduled end of the workday.
Unit of leave	In principle, leave is taken in units of one day. *Under the Discretionary Labor System	Depending on the type of leave, leave may be taken in half-day, hourly, or half-hourly units, as well as in one-day units.

	for Professional Work, workers are considered to have worked 7.5 hours per day regardless of actual working hours, so there is no need to treat half-day leave or leave by the hour.	(Please refer to the Leave Regulations for details on the units that can be taken for each type of leave.)
Handling of independent research during non-work hours	During non-working hours, workers are free to conduct research (“Autonomous Research”) at their own discretion and responsibility.	During non-working hours, workers are free to conduct research (“Autonomous Research”) at their own discretion and responsibility. However, when conducting research on campus, workers must apply for and receive permission for research activities from the Host Researcher in advance. It is prohibited to conduct research activities on campus without prior permission.
Work conditions and assignment	Salary and assignment will be stipulated in the employment contract, regardless of whether or not the Discretionary Labor System for Professional Work is applied.	

## 2. Procedures for withdrawing the application of the “Discretionary Labor System for Professional Work,” etc.

Q34 Are there any disadvantages if I withdraw the application of the “Discretionary Labor System for Professional Work”?

A: Even if a worker does not agree to the “Discretionary Labor System for Professional Work,” he/she will not be subject to any disadvantageous treatment such as dismissal, demotion, or salary reduction. However, since the work hours will be managed as normal, it will no longer be possible for each researcher to flexibly set his/her own work hours at his/her own discretion.

Q35 How can I withdraw the application of the “Discretionary Labor System for Professional Work”?

A: Please complete the “Application for Discretionary Labor System for Professional Work” and submit it to the Research Office on each campus. Normal work hour management will be applied from the following month of submission. For preparation purposes, please submit the form by the 20th of each month.

Q36 If I withdraw the application for the “Discretionary Labor System for Professional Work,” can I apply for the “Discretionary Labor System for Professional Work” again?

A: It is possible to re-apply for the “Discretionary Labor System for Professional Work.” Please fill out the “Application for Discretionary Labor System for Professional Work” form and submit it to the Research Office at each campus. The “Discretionary Labor System for Professional Work” will be applied from the following month of submission. For preparation purposes, please submit the form by the 20th of each month.

## 3. Treatment of work in normal work hour management

Q37 When the Discretionary Labor System for Professional Work is not applied, do I need to go to my workplace without fail?

A: The Work Regulations state: “persons under this system shall be able to work outside the University to conduct research. Work outside the University includes work at home, participation in academic conferences

and study groups, investigative activities, and collection of materials, etc.” (Research Professors), and “persons under this system shall be able to work outside the University to conduct research. Work outside the University includes work at home, investigative activities, and collection of materials, etc.” The Discretionary Labor System may be applied to “work” even in places outside the work area of the University. When performing “work outside the University,” you must perform the prescribed procedure in advance. (-> Refer to Q47 below) If you do not engage in work on a work day, the “deemed working hours” system is not applied. Perform the procedure for a paid leave or the like.

Q38 Do I have to follow the starting times and ending times in the Work Regulations?

A: With the normal work hour management, decisions regarding the methods and the allotment of time for performing work (including decisions on the starting and ending times) cannot be left to the discretion of the workers. Therefore, the prescribed start and end times must be observed.

#### 4. Breaks

Q39 How should I take breaks?

A: The Work Regulations lay out taking breaks as follows. Please take breaks during the following time periods.  
 ■ 60 minutes from 11:30 AM to 0:30 PM

#### 5. Workdays and days-off

Q40 When are workdays and days off?

A: Check the Work Regulations and your Employment Contract regarding workdays and days-off.

Q41 What should I do if I need to work on a day-off, and I cannot substitute a day-off?

A: First, we will explain about “working on a day-off.”

A day-off refers to “a day on which work is not required” as laid out in the Work Regulations and the Employment Contract. If you work on “a day on which work is not required,” this is referred to as “working on a day-off.”

(Here, we omit an explanation regarding “working on a day-off” in terms of the Labor Standards Act.)

Next, we will explain “substituting a day-off.” Substituting a day-off refers to substituting a “day on which work is required (workday)” with a “day on which work is not required.”

If you need to work on a day when you are not required to work due to business reasons, please obtain permission to work on a day-off and instructions for “substituting a day-off” from the Host Researcher. Working on days-off without permission is prohibited.

Ex.1) If you have 5-day workdays from Monday to Friday, you can switch a Sunday in a certain week with a Monday in a certain week.

Ex.2) If you have 3-day workdays on Mondays, Wednesdays, and Fridays, you can switch a Friday with a Thursday on which you are not required to work.

<EX.1>	Sun	Mon	Tue	Wed	Thu	Fri
Normal workday	Day-off	Workday	Workday	Workday	Workday	Workday

After substitution	Workday	Day-off	—	—	—	—
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<EX.2>	Mon	Wed	Thu	Fri
Normal workday	Workday	Workday	Day-off (Day on which work is not required)	Workday
After substitution	—	—	Workday	Day-off

Q42 I'm participating in an academic conference planned for five days, including the weekend. Saturday and Sunday are free, without any academic conference programs. In this case, how is working on the weekend handled?

A: If you spend your stay freely, doing autonomous research, sightseeing, or the like, it is a day-off. If, at your own discretion, you performed work (such as an on-site investigation or collection of materials), it will be deemed that work was done, and regardless of the hours work was done, a substitute day-off (one day) must be taken. This also applies if the Host Researcher gave instructions regarding work and you performed that work.

Q43 Is there a time limit for taking a substitute day-off?

A: From the perspective of health management, be sure to take a substitute day-off for the day-off you worked on. As a general rule, the time limit for taking a substitute day-off shall be within two weeks before or after the day in question, and if that is difficult, it shall be within a maximum of one month before or after the day in question.

Also, when taking a substitute day-off, select "Yes" in the section indicating you are taking leave on the "Attendance Book," and in the Remarks section, indicate for which day of work this substitute day-off is for. (Refer to the filled-in example.)

## 6. Late-night work (10:00 PM to 5:00 AM the following morning)

Q44 What should I do if I need to work late at night due to unavoidable circumstances?

A: Late-night work (from 10:00 PM to 5:00 AM the following morning) is handled differently for Research Professors and Research Staff.

- Research Professor (Eminent Research Professors, Visiting Research Professors, Research Professors, Affiliate Research Professors)

As a general rule, late-night work is not permitted from a perspective of health and welfare. However, if late-night work becomes necessary due to unavoidable circumstances, fill in the necessary items on the Late-night Work Order (and Application) Form and apply to the Host Researcher to receive permission. Also, check the caution notes written on the Late-night Work Order (and Application) Form.

- Research Staff (Senior Researchers, and Researchers)

Late-night work is not permitted from a perspective of health and welfare.

Furthermore, both Research Professors and Research Staff may perform autonomous research late at night without permission. However, they are required to do so at their own responsibility, keeping their health in mind.



Q45 In order to receive documents from a researcher invited from overseas to an international symposium, I have to work late at night due to the time difference. I have to prepare the documents to be distributed before the symposium is held, but I was told I cannot work late at night. What should I do?

A: Late-night work is not permitted for Research Staff (Senior Researcher and Researcher) due to health considerations. If you have a plan that involves late-night work, give an explanation to the Host Researcher in advance, and make adjustments so that late-night work is not required.

[Reference] Ritsumeikan University Work Regulations for Fixed-Term Research Staff, Article 19

## 7. Accidents during work

Q46 Is there insurance for when an accident occurs during work, such as an experiment?

A: In the event of an accident during work, such as an experiment (including on a day-off or late at night), the response varies depending on if Industrial Accident Compensation Insurance (worker's accident insurance) is applied or not. Industrial accidents include employment injuries and commuting injuries. Employment injuries refers to those accidents or injuries suffered during work (while performing work) carried out as work (due to work).

However, regarding "autonomous research," this University permits the use of University facilities and equipment and has the duty to take measures to ensure safety for all the users. In light of that, worker's accident insurance is not applied, but we shall respond to each individual case. Also, it may not be applied for accidents that occur while returning home after "autonomous research" depending on the situation. Please consult with the relevant office.

## 8. Business trips (work outside the University)

Q47 Is there any procedure required in advance when going on a business trip?

A: Regardless of whether research funds will be spent or not, an application and decision procedure is required in advance for business trips in Japan and overseas. As soon as the business and schedule for the business trip is decided, create the prescribed "Travel Requisition Form" and attach the related documents, then receive approval from the Host Researcher. After that, submit it to the Research Office.

\*For Research Staff, please use the one For Senior Researcher/Researcher.

In general, please refrain from business trips to regions with an Overseas Danger Level of 1 or 2.

Also, if paying travel expenses for this business trip using research funds, after completing the business trip, submit the prescribed "Domestic/Overseas Travel Report (Expense Report)" and documents that verify the validity of the business trip (copies of academic conference participation certificates, academic conference programs distributed on that day, receipts for participation, receipts for expenses at the destination, etc.). Based thereon, the University will disburse the funds. For details, see of the "Guidelines for Research Fund Spending."

Q48 What cases fall under the title of "business trip" on the "Attendance Book"?

A: In general, if you are leaving to go to a location other than your work location, write "Business trip." It is considered a business trip even if, for example, a person whose working place is Kinugasa Campus goes to Kyoto University for an investigation. However, the amount of transportation expenses, daily allowance, and accommodation expenses vary depending on the distance to the destination of the business trip, etc. For details, see of the "Guidelines for Research Fund Spending."

Q49 I'm going on a business trip that includes a weekend or national holiday. How is working handled?

A: ① [Cases where you work on-site on a Saturday/Sunday/national holiday]

Regardless of the amount of time, the time spent working is counted as working hours. You will need to take a substitute day-off for the number of days you engaged in work.

② [Cases where you do not work on-site on a Saturday/Sunday/national holiday]

If you do not work and spend your day freely, such as engaging in autonomous research or sightseeing, it is a day-off. A substitute day-off is not necessary.

③ [Cases where you do not work, but travel on a Saturday/Sunday/national holiday]

On a day-off where you do not work and only travel (travel on a day-off), as you are not performing work (actually working), it is not considered working hours. A substitute day-off is not necessary (because this is not day-off work).

However, for overseas business trips with a flight time over four hours (this does not apply to business trips within Japan), this University shall grant a substitute day-off (one day) in light of the fatigue and burden from traveling overseas.

④ [Cases where you work while traveling on a Saturday/Sunday/national holiday]

If you engage in work while traveling, either by instruction from the Host Researcher or at your own discretion, regardless of the amount of time, it is considered work. You will need to take a substitute day-off.

Q50 What kind of cases are considered work on a business trip's travel day?

A: In the following cases, it shall be deemed that "work was done" during travel (days) of a business trip.

① You do work before or after traveling

② You are transporting items, such as documents or instruments, as work

③ You could not act freely during the said travel, such as due to instructions, order, etc.

Q51 Is worker's accident insurance applied for travel on a day-off during a business trip (not working, only traveling)?

A: On a day-off when you are not working and only traveling, or if you suffer an accident or injury, in general, worker's accident insurance is applied, though it does depend on the situation.

Q52 The overseas business trip is for 14 days, and due to the nature of the work, I cannot take a day-off during the business trip. What should I do?

A: In terms of health management, it is ideal to take one day-off per week. However, there could be cases where, due to the nature of the work, days off cannot be taken. In that case, designate substitute days off before or after the business trip in advance, and be sure to take four days off per four weeks.

## 9. Leaves

Q53 Besides the annual paid leave (hereinafter, "paid leave"), are there any other leaves? Also, when taking a leave, what procedures are necessary?

A: In addition to paid leave, this University provides the Special Leave system. For details, refer to the Regulations Concerning Vacation and Leave of Teaching Staff and Other Staff and the "Ritsumeikan Special Leave Request Forms (Document G)." Furthermore, when taking a leave, use the prescribed forms to carry

out the procedure in advance. You can download the prescribed forms from the Division of Research's homepage.

Q54 This will be my second year of employment. I heard I can carry paid leave over only to the next academic year. How many days can I take?

A: Paid leave you did not take can be carried over only to the next academic year.

Example: A person employed as a Senior Researcher took seven (7) paid leave days in their first year.

○ First year of employment: 10 days given - 7 days taken = 3 days carried over

↓↓

○ Second year of employment: 11 days given + 3 days carried over = 14 days

\*14 paid leave days are given at the start of the second year, including the days carried over from the previous academic year.

<Reference>

“Regulations Concerning Vacation and Leave of Teaching Staff and Other Staff” Appendix 1

Year of continuous service Stipulated weekly working days	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8 and thereafter
5 days or more	10 days	11 days	12days	14 days	16days	18days	20 days	21 days
4 days	7 days	8 days	9 days	10 days	12 days	13 days	days 15	16 days
3 days	5 days	6 days	6 days	8 days	9 days	10 days	11 days	12 days
2 days	3 days	4 days	4 days	5 days	6 days	6 days	7 days	8 days
1 day	1 day	2 days	2 days	2 days	3 days	3 days	3 days	4 days

For the number of paid leaves days given, refer to the “Regulations Concerning Vacation and Leave of Teaching Staff and Other Staff,” as well as the Division of Research's homepage. You can also ask the Research Office to confirm.

Q55 Can I take a half-day or hourly units of paid leave?

A: In the case of normal work hour management, leave may be taken in half-day or half-hour units in the categories shown in the table below.

<Reference>

“Regulations Concerning Vacation and Leave of Teaching Staff and Other Staff” Appendix 6

Position Leave category	Faculty members/researchers	
	Faculty members and researchers except for those listed on the right	Faculty members and researchers, Part-time Lecturers, Classroom Lecturers, and APU adjunct faculty to whom the Discretionary Labor System for Professional Work applies

Annual paid leave		One-day, half-day	One-day
Celebration and condolence leave		One-day	One-day
Special leave	Exercise of civil rights	One-day, half-day	One-day
	Lay judges (saiban-in), etc.	One-day, half-day	One-day
	Public office execution	One-day, half-day	One-day
	Bone marrow donation	One-day, half-day	One-day
	Disaster damage	One-day, half-day	One-day
	Nursing care	One-day, half-hour	One-day, half-hour
	Caregiving	One-day, half-hour	One-day, half-hour
	Spouse childbirth	One-day, half-day	One-day
	Infectious disease	One-day	One-day
	Personal injury/illness	One-day, half-day	One-day
	Work-life balance	One-day, half-hour	One-day
	Other leave approved by the Trust	In units approved as necessary	
Maternity rights	Menstruation	One-day, half-day	One-day
	Prenatal	One-day	One-day
	Postnatal	One-day	One-day
	Pregnancy disorder	One-day, half-day	One-day

Q56 I have to take paid leave due to a complicated issue. Do I have to reveal to the Host Researcher the reason I'm taking paid leave?

A: You do not need to explain the reason you're taking paid leave to the Host Researcher. You also do not need to write the reason you're taking paid leave on the "Attendance Book."

## 10. Attendance Book

Q57 How should I submit the work plan and work result to the Host Researcher?

A: The following two documents make up the basics.

- ① At the end of each month, use the "Work Plan Application Form" to submit your work plan for the following month.
- ② At the beginning of each month, use the "Attendance Book" to submit the work result for the previous month.

\*Because we use the "Attendance Book" to manage work hours in the case of normal work hour management, please note the following points when filling in your hours.

- ① This is to ascertain the "situation of your working hours," and hours spent carrying out "autonomous research" are not included.
- ② You do not have to write information for days other than the workdays determined in the Work Regulations and the Employment Contract.
- ③ Please note only the hours you were engaged in research work. You do not need to note the time spent on teaching duties.

In addition to the “Attendance Book,” there are matters that require a procedure using the prescribed form. In such cases, download the form from the Division of Research’s homepage to carry out the relevant procedure.

Q58 What should I do if I want to revise the “Attendance Book” after submitting it?

A: If performing a revision, draw two lines over the revised section, stamp the revision seal thereon, write the correct contents, then submit the document to the Host Researcher.

## 11. Miscellaneous

Q59 I’m employed by research funds outside of the University, and I must report my work situation using the said organization's form. Do I have to submit the “Attendance Book” as well?

A: Please submit both the form of the organization that provides the funds outside of the University and the “Attendance Book” designated by the University.

Q60 Is there a health-related consultation service?

A: If you are feeling under the weather, you can receive health consultation and health guidance from an industrial doctor of the University. Please do not hesitate to seek help.

■Health Nurse, Office of Human Resources (Suzaku Campus)

MAIL: [r-eisei@st.ritsumei.ac.jp](mailto:r-eisei@st.ritsumei.ac.jp) (ext. 510-2187)

Q61 Is there a service desk that I can consult or make complaints regarding the Application of the Discretionary Labor System for Professional Work?

A: If you have any questions or complaints regarding the Application of the Discretionary Labor System for Professional Work, working hours, or other issues, please contact the service desk below.

■Administrative Manager of the Office of Human Resources (Suzaku Campus)

TEL: 075-813-8150

(Open 9:30 to 11:30 AM and 1:00 to 5:00 PM, excluding Saturdays, Sundays, national holidays, and University holidays)

## Labor-management Agreement related to Application of the Discretionary Labor System for Professional Work

The Ritsumeikan Trust (hereinafter referred to as the “Trust”) and the representative of the majority of workers at the Ritsumeikan University Kinugasa Campus (hereinafter referred to as the “Representative”), pursuant to Article 38-3 of the Labor Standards Law, agree as follows concerning the Discretionary Labor System for Professional Work.

### (Applicability)

Article 1. The Discretionary Labor System for Professional Work shall be applied to those faculty members who are exclusively engaged in research work related to Humanities, Social Sciences, and Natural Sciences, subject to the Ritsumeikan University Work Regulations for Fixed-term Research Professors, the Ritsumeikan University Work Regulations for Fixed-term Research Staff, and the Ritsumeikan University Work Regulations for Part-time Research Staff.

### (Principles of the Discretionary Labor System for Professional Work and workplace discipline, etc.)

Article 2. With regard to a worker to whom the Discretionary Labor System for Professional Work applies, the Trust shall leave the decision on the means of work execution and time allocation to the discretion of the worker, and shall not give specific instructions to the worker. However, this shall not apply to instructions, etc. concerning workplace discipline and order.

### (Handling of working hours)

Article 3. When a worker to whom the Discretionary Labor System for Professional Work applies works on a scheduled working day, he/she shall be deemed to have worked the hours specified in the following items, regardless of the working hours prescribed in the Work Regulations.

- (1) Fixed-term Research Professors (Eminent Research Professors and Research Professors) 7.5 hours per day
- (2) Part-time Research Professors (Visiting Research Professors and Affiliate Research Professors) Hours specified in the contract within 7.5 hours per day
- (3) Fixed-term Research Staff (Senior Researchers and Researchers) 7.5 hours per day

### (Attendance management)

Article 4. The Trust shall have workers to whom the Discretionary Labor System for Professional Work applies record their arrival and departure times on a form prescribed by the Trust.

### (Breaks and holidays)

Article 5. Rest breaks and days-off for workers to whom the Discretionary Labor System for Professional Work applies shall be in accordance with the applicable Work Regulations.

### (Substitution for holidays)

Article 6. In principle, when workers to whom the Discretionary Labor System for Professional Work applies are required to work on a scheduled day-off, the day-off shall be substituted.

2. Workers to whom the Discretionary Labor System for Professional Work applies must apply in advance to their department head for permission to take a substituted day-off.

### (Work on holidays)

Article 7. When a worker to whom the Discretionary Labor System for Professional Work applies needs to work on a holiday, he/she shall apply to and obtain permission from his/her department head in advance. However, fixed-term Research Staff shall not be allowed to work on holidays.

2. In the event that a worker to whom the Discretionary Labor System for Professional Work applies works on a holiday in accordance with the preceding paragraph, the worker shall be paid premium wages in accordance with the Salary Regulations applicable to the relevant worker.

(Late-night work)

Article 8. When a worker to whom the Discretionary Labor System for Professional Work applies needs to work late at night, he/she shall apply to and obtain permission from his/her department head in advance. However, fixed-term Research Staff shall not be allowed to work late at night.

2. In the event that a worker to whom the Discretionary Labor System for Professional Work applies works late at night in accordance with the preceding paragraph, the worker shall be paid premium wages in accordance with the Salary Regulations applicable to the relevant worker.

(Handling of work outside of the University)

Article 9. When a worker to whom the Discretionary Labor System for Professional Work applies engages in work outside the University for business reasons, such as a business trip, he/she must obtain the approval of his/her department head in advance. If the approval of the department head has been obtained, the worker shall be deemed to have worked the working hours stipulated in Article 3.

(Obligation to ensure health and welfare)

- Article 10. In implementing the Discretionary Labor System for Professional Work, the Trust shall make every effort to ensure the health and welfare of workers to whom the Discretionary Labor System for Professional Work applies.
2. The Trust shall provide periodic medical examinations as well as health guidance from an industrial doctor as necessary.
  3. The Trust and the Representative shall consult with each other in good faith as necessary regarding the appropriateness of the deemed working hours and the appropriate workload for workers to whom the Discretionary Labor System for Professional Work applies.
  4. The Trust and the Representative shall confer in good faith to resolve any health and welfare issues that may arise with respect to the health and welfare of workers to whom the Discretionary Labor System for Professional Work applies.

(Filing of complaints)

Article 11. Workers to whom the Discretionary Labor System for Professional Work applies may file a complaint with the Office of Human Resources concerning the Discretionary Labor System for Professional Work.

(Consent of the worker himself/herself)

Article 12. In applying the Discretionary Labor System for Professional Work, the Trust shall obtain the consent of the individual concerned in advance. In obtaining the consent of the relevant individual, the Trust shall explain to the worker in question the contents of this Labor-management Agreement, the details of the work and wage system to be applied in the event of consent, and the assignment and treatment in the event of non-consent.

(Treatment of those who do not consent)

Article 13. The Trust shall not treat a worker who does not consent to the application of the Discretionary Labor System for Professional Work stipulated in the preceding Article to his/her disadvantage in terms of treatment, etc., on the grounds that he/she did not consent to such application.

(Procedure for withdrawal of consent)

Article 14. In the event that a worker to whom the Discretionary Labor System for Professional Work applies wishes to withdraw his/her consent to the application of the Discretionary Labor System for Professional Work and request its termination, he/she

shall submit a request to the Managing Director of the Division of Human Resources using the form prescribed by the Trust.

(Preservation of work conditions, etc.)

Article 15. The Trust shall preserve records of the work conditions of workers to whom the Discretionary Labor System for Professional Work applies, measures taken to ensure their health and welfare, records of measures taken in response to complaints from them, and records of consent to the Discretionary Labor System for Professional Work and withdrawal of consent, from the beginning of the effective period of this agreement until five years have passed after the expiration of the effective period.

(Effective period of the agreement)

Article 16. The effective period of this agreement shall be from April 1, 2025 to March 31, 2026.

February 19, 2025

“Trust”:                      Chairperson of the Board of Trustees, The Ritsumeikan Trust  
Tomomi Morishima                      Seal

“Representative”:      Representative of the Majority of Workers, Kinugasa Campus, Ritsumeikan University  
Professor, College of Law, Ritsumeikan University  
Ichiro Tada                      Seal



## Labor-management Agreement related to Application of the Discretionary Labor System for Professional Work

The Ritsumeikan Trust (hereinafter referred to as the “Trust”) and the representative of the majority of workers at the Ritsumeikan University Biwako-Kusatsu Campus (hereinafter referred to as the “Representative”), pursuant to Article 38-3 of the Labor Standards Law, agree as follows concerning the Discretionary Labor System for Professional Work.

### (Applicability)

Article 1. The Discretionary Labor System for Professional Work shall be applied to those faculty members who are exclusively engaged in research work related to Humanities, Social Sciences, and Natural Sciences, subject to the Ritsumeikan University Work Regulations for Fixed-term Research Professors, the Ritsumeikan University Work Regulations for Fixed-term Research Staff, and the Ritsumeikan University Work Regulations for Part-time Research Staff.

### (Principles of the Discretionary Labor System for Professional Work and workplace discipline, etc.)

Article 2. With regard to a worker to whom the Discretionary Labor System for Professional Work applies, the Trust shall leave the decision on the means of work execution and time allocation to the discretion of the worker, and shall not give specific instructions to the worker. However, this shall not apply to instructions, etc. concerning workplace discipline and order.

### (Handling of working hours)

Article 3. When a worker to whom the Discretionary Labor System for Professional Work applies works on a scheduled working day, he/she shall be deemed to have worked the hours specified in the following items, regardless of the working hours prescribed in the Work Regulations.

- (1) Fixed-term Research Professors (Eminent Research Professors and Research Professors) 7.5 hours per day
- (2) Part-time Research Professors (Visiting Research Professors and Affiliate Research Professors) Hours specified in the contract within 7.5 hours per day
- (3) Fixed-term Research Staff (Senior Researchers and Researchers) 7.5 hours per day

### (Attendance management)

Article 4. The Trust shall have workers to whom the Discretionary Labor System for Professional Work applies record their arrival and departure times on a form prescribed by the Trust.

### (Breaks and holidays)

Article 5. Rest breaks and days-off for workers to whom the Discretionary Labor System for Professional Work applies shall be in accordance with the applicable Work Regulations.

### (Substitution for holidays)

Article 6. In principle, when workers to whom the Discretionary Labor System for Professional Work applies are required to work on a scheduled day-off, the day-off shall be substituted.

2. Workers to whom the Discretionary Labor System for Professional Work applies must apply in advance to their department head for permission to take a substituted day-off.

### (Work on holidays)

Article 7. When a worker to whom the Discretionary Labor System for Professional Work applies needs to work on a holiday, he/she shall apply to and obtain permission from his/her department head in advance. However, fixed-term Research Staff shall not be allowed to work on holidays.

2. In the event that a worker to whom the Discretionary Labor System for Professional Work applies works on a holiday in accordance with the preceding paragraph, the worker shall be paid premium wages in accordance with the Salary Regulations

applicable to the relevant worker.

(Late-night work)

Article 8. When a worker to whom the Discretionary Labor System for Professional Work applies needs to work late at night, he/she shall apply to and obtain permission from his/her department head in advance. However, fixed-term Research Staff shall not be allowed to work late at night.

2. In the event that a worker to whom the Discretionary Labor System for Professional Work applies works late at night in accordance with the preceding paragraph, the worker shall be paid premium wages in accordance with the Salary Regulations applicable to the relevant worker.

(Handling of work outside of the University)

Article 9. When a worker to whom the Discretionary Labor System for Professional Work applies engages in work outside the University for business reasons, such as a business trip, he/she must obtain the approval of his/her department head in advance. If the approval of the department head has been obtained, the worker shall be deemed to have worked the working hours stipulated in Article 3.

(Obligation to ensure health and welfare)

Article 10. In implementing the Discretionary Labor System for Professional Work, the Trust shall make every effort to ensure the health and welfare of workers to whom the Discretionary Labor System for Professional Work applies.

2. The Trust shall provide periodic medical examinations as well as health guidance from an industrial doctor as necessary.

3. The Trust and the Representative shall consult with each other in good faith as necessary regarding the appropriateness of the deemed working hours and the appropriate workload for workers to whom the Discretionary Labor System for Professional Work applies.

4. The Trust and the Representative shall confer in good faith to resolve any health and welfare issues that may arise with respect to the health and welfare of workers to whom the Discretionary Labor System for Professional Work applies.

(Filing of complaints)

Article 11. Workers to whom the Discretionary Labor System for Professional Work applies may file a complaint with the Office of Human Resources concerning the Discretionary Labor System for Professional Work.

(Consent of the worker himself/herself)

Article 12. In applying the Discretionary Labor System for Professional Work, the Trust shall obtain the consent of the individual concerned in advance. In obtaining the consent of the relevant individual, the Trust shall explain to the worker in question the contents of this Labor-management Agreement, the details of the work and wage system to be applied in the event of consent, and the assignment and treatment in the event of non-consent.

(Treatment of those who do not consent)

Article 13. The Trust shall not treat a worker who does not consent to the application of the Discretionary Labor System for Professional Work stipulated in the preceding Article to his/her disadvantage in terms of treatment, etc., on the grounds that he/she did not consent to such application.

(Procedure for withdrawal of consent)

Article 14. In the event that a worker to whom the Discretionary Labor System for Professional Work applies wishes to withdraw his/her consent to the application of the Discretionary Labor System for Professional Work and request its termination, he/she shall submit a request to the Managing Director of the Division of Human Resources using the form prescribed by the Trust.

(Preservation of work conditions, etc.)

Article 15. The Trust shall preserve records of the work conditions of workers to whom the Discretionary Labor System for Professional Work applies, measures taken to ensure their health and welfare, records of measures taken in response to complaints from them, and records of consent to the Discretionary Labor System for Professional Work and withdrawal of consent, from the beginning of the effective period of this agreement until five years have passed after the expiration of the effective period.

(Effective period of the agreement)

Article 16. The effective period of this agreement shall be from April 1, 2025 to March 31, 2026.

February 19, 2025

“Trust”:                      Chairperson of the Board of Trustees, The Ritsumeikan Trust  
Tomomi Morishima              Seal

“Representative”:      Representative of the Majority of Workers, Biwako-Kusatsu Campus, Ritsumeikan University  
Assistant Administrative Manager, Research Office at Biwako-Kusatsu Campus,  
Ritsumeikan University  
Tomokazu Takagi              Seal

## Labor-management Agreement related to Application of the Discretionary Labor System for Professional Work

The Ritsumeikan Trust (hereinafter referred to as the “Trust”) and the representative of the majority of workers at the Ritsumeikan University Osaka Ibaraki Campus (hereinafter referred to as the “Representative”), pursuant to Article 38-3 of the Labor Standards Law, agree as follows concerning the Discretionary Labor System for Professional Work.

### (Applicability)

Article 1. The Discretionary Labor System for Professional Work shall be applied to those faculty members who are exclusively engaged in research work related to Humanities, Social Sciences, and Natural Sciences, subject to the Ritsumeikan University Work Regulations for Fixed-term Research Professors, the Ritsumeikan University Work Regulations for Fixed-term Research Staff, and the Ritsumeikan University Work Regulations for Part-time Research Staff.

### (Principles of the Discretionary Labor System for Professional Work and workplace discipline, etc.)

Article 2. With regard to a worker to whom the Discretionary Labor System for Professional Work applies, the Trust shall leave the decision on the means of work execution and time allocation to the discretion of the worker, and shall not give specific instructions to the worker. However, this shall not apply to instructions, etc. concerning workplace discipline and order.

### (Handling of working hours)

Article 3. When a worker to whom the Discretionary Labor System for Professional Work applies works on a scheduled working day, he/she shall be deemed to have worked the hours specified in the following items, regardless of the working hours prescribed in the Work Regulations.

- (1) Fixed-term Research Professors (Eminent Research Professors and Research Professors) 7.5 hours per day
- (2) Part-time Research Professors (Visiting Research Professors and Affiliate Research Professors) Hours specified in the contract within 7.5 hours per day
- (3) Fixed-term Research Staff (Senior Researchers and Researchers) 7.5 hours per day

### (Attendance management)

Article 4. The Trust shall have workers to whom the Discretionary Labor System for Professional Work applies record their arrival and departure times on a form prescribed by the Trust.

### (Breaks and holidays)

Article 5. Rest breaks and days-off for workers to whom the Discretionary Labor System for Professional Work applies shall be in accordance with the applicable Work Regulations.

### (Substitution for holidays)

Article 6. In principle, when workers to whom the Discretionary Labor System for Professional Work applies are required to work on a scheduled day-off, the day-off shall be substituted.

2. Workers to whom the Discretionary Labor System for Professional Work applies must apply in advance to their department head for permission to take a substituted day-off.

### (Work on holidays)

Article 7. When a worker to whom the Discretionary Labor System for Professional Work applies needs to work on a holiday, he/she shall apply to and obtain permission from his/her department head in advance. However, fixed-term Research Staff shall not be allowed to work on holidays.

2. In the event that a worker to whom the Discretionary Labor System for Professional Work applies works on a holiday in accordance with the preceding paragraph, the worker shall be paid premium wages in accordance with the Salary Regulations

applicable to the relevant worker.

(Late-night work)

Article 8. When a worker to whom the Discretionary Labor System for Professional Work applies needs to work late at night, he/she shall apply to and obtain permission from his/her department head in advance. However, fixed-term Research Staff shall not be allowed to work late at night.

2. In the event that a worker to whom the Discretionary Labor System for Professional Work applies works late at night in accordance with the preceding paragraph, the worker shall be paid premium wages in accordance with the Salary Regulations applicable to the relevant worker.

(Handling of work outside of the University)

Article 9. When a worker to whom the Discretionary Labor System for Professional Work applies engages in work outside the University for business reasons, such as a business trip, he/she must obtain the approval of his/her department head in advance. If the approval of the department head has been obtained, the worker shall be deemed to have worked the working hours stipulated in Article 3.

(Obligation to ensure health and welfare)

Article 10. In implementing the Discretionary Labor System for Professional Work, the Trust shall make every effort to ensure the health and welfare of workers to whom the Discretionary Labor System for Professional Work applies.

2. The Trust shall provide periodic medical examinations as well as health guidance from an industrial doctor as necessary.

3. The Trust and the Representative shall consult with each other in good faith as necessary regarding the appropriateness of the deemed working hours and the appropriate workload for workers to whom the Discretionary Labor System for Professional Work applies.

4. The Trust and the Representative shall confer in good faith to resolve any health and welfare issues that may arise with respect to the health and welfare of workers to whom the Discretionary Labor System for Professional Work applies.

(Filing of complaints)

Article 11. Workers to whom the Discretionary Labor System for Professional Work applies may file a complaint with the Office of Human Resources concerning the Discretionary Labor System for Professional Work.

(Consent of the worker himself/herself)

Article 12. In applying the Discretionary Labor System for Professional Work, the Trust shall obtain the consent of the individual concerned in advance. In obtaining the consent of the relevant individual, the Trust shall explain to the worker in question the contents of this Labor-management Agreement, the details of the work and wage system to be applied in the event of consent, and the assignment and treatment in the event of non-consent.

(Treatment of those who do not consent)

Article 13. The Trust shall not treat a worker who does not consent to the application of the Discretionary Labor System for Professional Work stipulated in the preceding Article to his/her disadvantage in terms of treatment, etc., on the grounds that he/she did not consent to such application.

(Procedure for withdrawal of consent)

Article 14. In the event that a worker to whom the Discretionary Labor System for Professional Work applies wishes to withdraw his/her consent to the application of the Discretionary Labor System for Professional Work and request its termination, he/she shall submit a request to the Managing Director of the Division of Human Resources using the form prescribed by the Trust.

(Preservation of work conditions, etc.)

Article 15. The Trust shall preserve records of the work conditions of workers to whom the Discretionary Labor System for Professional Work applies, measures taken to ensure their health and welfare, records of measures taken in response to complaints from them, and records of consent to the Discretionary Labor System for Professional Work and withdrawal of consent, from the beginning of the effective period of this agreement until five years have passed after the expiration of the effective period.

(Effective period of the agreement)

Article 16. The effective period of this agreement shall be from April 1, 2025 to March 31, 2026.

February 19, 2025

“Trust”:                      Chairperson of the Board of Trustees, The Ritsumeikan Trust  
Tomomi Morishima                      Seal

“Representative”:      Representative of the Majority of Workers, Osaka Ibaraki Campus, Ritsumeikan University  
Professor, College of Business Administration, Ritsumeikan University  
Chung Ah Young                      Seal

## Flow of Work Management Procedures in the Discretionary Labor System for Professional Work and the Form Sets

### ■ Work Management Flow and Forms

- ① "Work Procedure Flow in the 'Discretionary Labor System for Professional Work'" [Document A]
- ② "XX/20XX, Work Plan Application Form"  
(for Eminent Research Professors, Research Professors, Senior Researchers, and Researchers) [Document B]
- ③ "XX/20 XX, Work Plan Application Form"  
(For Visiting Research Professors and Affiliate Research Professors) [Document C]
- ④ "XX/20 XX, Self-Report of Work Situation"  
(for Eminent Research Professors, Research Professors, Senior Researchers, and Researchers) [Document D]
- ⑤ "XX/20 XX, Self-Report of Work Situation"  
(For Visiting Research Professors and Affiliate Research Professors) [Document E]
- ⑥ "XX/20 XX, Late-night Work Order (and Application) Form" [Document F]

### ■ Days off / leaves-related forms

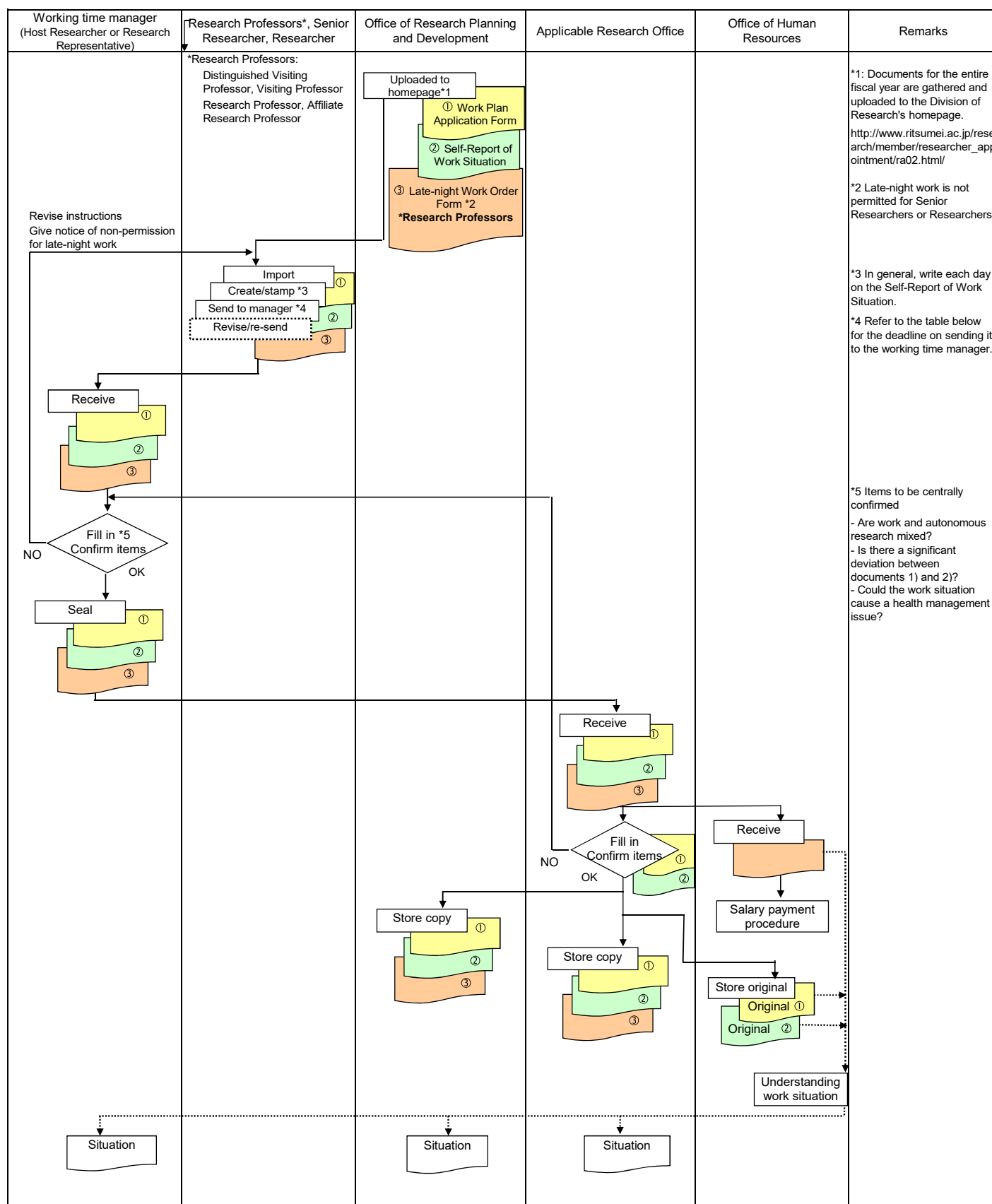
- ① "Ritsumeikan Trust List of Special Leaves and the Application Forms (Since November 2023)"  
[Document G]
- ② "Application for Hospital Visits, Reduction of Burden of Commuting, Childcare, Nursing Care"  
[Document H]

### ■ “Discretionary Labor System for Professional Work” on Division of Research website

[http://www.ritsumei.ac.jp/research/member/researcher\\_appointment/ra02/english.html/](http://www.ritsumei.ac.jp/research/member/researcher_appointment/ra02/english.html/)

# Document A

## Work Procedure Flow in the 'Application of the Discretionary Labor System for Professional Work'



[Deadlines to submit each application forms] \*Submission dates may change depending on each monthly calendar.

Form name	Research Professors / Senior Researcher / Researcher →Working time manager	Working time manager →Research Office	Research Office →Office of Human Resources
Work Plan Application Form	22th of each month	25th of each month	End of each month
Self-Report of Work Situation	2nd of each month	5th of each month	8th of each month
Late-night Work Order Form	Apply/Approve → As necessary Month closing → 3rd of each month	6th of each month	8th of each month



# Document B

[For Eminent Research Professor/Research Professor/Senior Researcher/Researcher]

<Division of Research Form No. 1>

## April 20 \* \* Work Plan Application Form

**Sample**

Faculty Member No.	XXXXXXX	Affiliation	Ritsumeikan Global Innovation Research Organization
Job title	Senior Researcher	Name	Taro Ritsumei
Acceptance Researcher or Research Representative (Working Hours Manager)		Name	Hanako Suzaku

\*Seal or signature of a supervising researcher is required only for Research Assistant Professor, Senior Researcher, and Researcher.

Date	Day	Schedule for extramural work (business trip, work at home, etc.) Schedule for exceptional work (late-night work, day-off work, etc.) Schedule for taking paid leave, substitute holidays, etc.	Contents of extramural/exceptional work, etc.	Notes
1	Sun			
2	Mon			
3	Tue			
4	Wed			
5	Thu			
6	Fri			
7	Sat	Business trip → *Separate business trip formalities are required.	Academic Conference, Tokyo	If you unavoidably have to come to work on a day off, take the day off (substitute holiday) on another working day within two weeks both prior to and after.
8	Sun	Business trip → *Separate business trip formalities are required.	Academic Conference, Tokyo	
9	Mon	Business trip → *Separate business trip formalities are required.	Academic Conference, Tokyo	
10	Tue			
11	Wed	Substitute holiday		For April 7
12	Thu			
13	Fri	Substitute holiday		For April 8
14	Sat			
15	Sun	Preparation for _____ reaction experiment	→ * Check the substitute holiday taking schedule and decide whether implementation on the holiday is permissible.	09:00-15:00
16	Mon	_____ reaction experiment		10:00-23:00
17	Tue	_____ reaction experiment		10:00-23:00
18	Wed			
19	Thu			
20	Fri	Substitute holiday		For April 15
21	Sat			
22	Sun			
23	Mon	Kyoto University Library	Literature search	
24	Tue			
25	Wed	At home	Experiment data compilation and document preparation	
26	Thu	At home	Experiment data compilation and document preparation	
27	Fri	Annual leave		First day, 2018
28	Sat			
29	Sun			
30	Hol			

Please note only the hours you were engaged in research work. You do not need to note the time spent on teaching duties.

If you unavoidably have to come to work on a day off, take the day off (substitute holiday) on another working day within two weeks both prior to and after.

\* Before deciding whether to approve or not, strictly determine whether the matter applied for constitutes "work" or "independent"

(As of end of preceding month)

Remaining days of annual paid leave	For preceding fiscal year	_____ days
	For current fiscal year	_____ days
Substitute holidays not yet taken		_____ days

(As of end of preceding month)

Research Office confirmation
------------------------------

Submission Deadline	Self ➡ Working Hours Manager
	Working Hours Manager ➡ Research Office

- If you must work on a holiday or weekend due to unavoidable circumstances, state so on this application form, and gain approval from your Working Hours Manager in advance. In such a case, substitute another working day for the holiday/weekend within two weeks both prior to and after. (State the date on which you plan to take your substitute holiday).
  - If you plan to obtain paid leave, state so on this application form, and gain approval from your Working Hours Manager in advance. When obtaining other types of leave, submit the "Special Leave Application Form", and gain approval from your Working Hours Manager in advance.
  - If you will be working extramurally (on a business trip or at home, etc.), state the place(s) where the work will be carried out and the contents of the work. Note however that working on holidays/weekends and/or working past PM 10:00 is prohibited in such a case.
  - If you must work past PM 10:00 for unavoidable reasons, submit the "Late-Night Work Command (and Application) Form", and gain approval from your Working Hours Manager in advance.
- Note however that for Researchers and Senior Researchers, working past PM 10:00 is strictly prohibited under any circumstances.
- To change your monthly work plan after submitting this application form, contact your Working Hours Manager via email, phone or other means.
  - All employees are expected to keep track of their paid leave balances. State the number of remaining days (paid leave/substitute days-off not yet obtained) and days obtained as of the last day of the previous month.

## April 20 \* \* Work Plan Application Form

Sample

Faculty Member No.	XXXXXXX	Affiliation	Ritsumeikan Global Innovation Research Organization
Job title	Affiliate Research Professor	Name	Taro Ritsumei
Acceptance Researcher or Research Representative (Working Hours Manager)		Name	Hanako Suzaku

Workdays	3 days per week
Working hours of the day	6 hour and 30 minutes

Date	Day	Schedule for extramural work (business trip, work at home, etc.) Schedule for exceptional work (late-night work, day-off work, etc.) Schedule for taking paid leave, substitute holidays, etc.	Contents of extramural/exceptional work, etc.	Notes
1	Sat			
2	Sun			
3	Mon			
4	Tue	Kyoto University Library	Literature search	
5	Wed	Kyoto University Library	Literature search	
6	Thu			
7	Fri			
8	Sat	Business trip → *Separate business trip formalities are required.	Academic Conference, Tokyo	*If you unavoidably have to come to work on a day off, take the day off (substitute holiday) on another working day within two weeks both prior to and after.
9	Sun	Business trip → *Separate business trip formalities are required.	Academic Conference, Tokyo	
10	Mon	Business trip → *Separate business trip formalities are required.	Academic Conference, Tokyo	
11	Tue	Substitute holiday		For April 8
12	Wed			
13	Thu			
14	Fri	Substitute holiday		For April 9
15	Sat			
16	Sun	Preparation for _____ reaction experiment	→ * Check the substitute holiday taking schedule and decide whether implementation on the holiday is permissible.	09:00-15:00
17	Mon	_____ reaction experiment		10:00-23:00
18	Tue	_____ reaction experiment		10:00-23:00
19	Wed			
20	Thu	Substitute holiday		For April 16
21	Fri			
22	Sat			
23	Sun			
24	Mon			
25	Tue	At home	Experiment data compilation and document preparation	
26	Wed	At home	Experiment data compilation and document preparation	
27	Thu			
28	Fri	Annual leave		First day, 2017
29	Hol			
30	Sun			

(As of end of preceding month)

Remaining days of annual paid leave

For preceding fiscal year

days

For current fiscal year

days

(As of end of preceding month)

Substitute holidays not yet taken

days

Research Office confirmation

Submission Deadline	Self	➡	Working Hours Manager	
	Working Hours Manager	➡	Research Office	

- If you must work on a holiday or weekend due to unavoidable circumstances, state so on this application form, and gain approval from your Working Hours Manager in advance. In such a case, substitute another working day for the holiday/weekend within two weeks both prior to and after. (State the date on which you plan to take your substitute holiday).
- If you plan to obtain paid leave, state so on this application form, and gain approval from your Working Hours Manager in advance. When obtaining other types of leave, submit the "Special Leave Application Form", and gain approval from your Working Hours Manager in advance.
- If you will be working extramurally (on a business trip or at home, etc.), state the place(s) where the work will be carried out and the contents of the work. Note however that working on holidays/weekends and/or working past PM 10:00 is prohibited in such a case.
- If you must work past PM 10:00 for unavoidable reasons, submit the "Late-Night Work Command (and Application) Form", and gain approval from your Working Hours Manager in advance.
- To change your monthly work plan after submitting this application form, contact your Working Hours Manager via email, phone or other means.
- All employees are expected to keep track of their paid leave balances. State the number of remaining days (paid leave/substitute days-off not yet obtained) and days obtained as of the last day of the previous month.

# Document D

[For Eminent Research Professor/Research Professor/Senior Researcher/Researcher]

<Division of Research Form No. 3>

## April 20 \* \* Self-Report of Work Situation

**Sample**

Faculty Member No.	XXXXXXX	Affiliation	Ritsumeikan Global Innovation Research Organization (R-GIRO)
Job title	Senior Researcher	Name	Taro Ritsumei
Acceptance Researcher or Research Representative (Working Hours Manager)		Name	Hanako Suzaku

**\*Seal or signature of a supervising researcher is required only for Research Assistant Professor, Senior Researcher, and Researcher.**

\* Actual Working Hours: Exclude time for break or your own research.

Date	Day	Work start time	Work end time	Actual Working Hours	Taking of leave (excluding days off)	Notes (Enter: place where work was carried out, in the case of work outside workplace on business trip, etc.; contents of work on day(s) off)
1	Sat					
2	Sun					
3	Mon	9:30	18:30	8.0		
4	Tue	9:00	17:30	7.5		
5	Wed	10:00	19:30	8.5		Research consultation at _____ University
6	Thu					Absence from work without utilizing annual holiday
7	Fri	9:00	17:30	7.5		
8	Sat					
9	Sun					
10	Mon	9:00	17:30	7.5		
11	Tue	9:00	17:30	7.5		3 hours at Prefectural Library
12	Wed	10:00	20:30	9.5		
13	Thu	.	.		○	Annual paid leave
14	Fri	11:00	21:30	9.5		
15	Sat					
16	Sun					
17	Mon	13:00	18:30	5.5		
18	Tue	10:00	16:30	5.5		Data analysis at _____ Research Institute of _____ University
19	Wed	9:00	17:30	7.5		
20	Thu	11:30	15:30	4.5		
21	Fri	10:30	16:00	5.5		
22	Sat	14:30	15:30	4.5		Travel to Tokyo
23	Sun	8:30	21:00	11.5		* 4 hours overtime Participation in _____ Academic Conference (University of Tokyo)
24	Mon	10:30	14:30	4.0		* Adjustment for previous day
25	Tue	9:00	17:30	7.5		
26	Wed				○	* Substitute holiday for Sat, April 22th
27	Thu				○	Substitute holiday for work on Saturday April 23
28	Fri	9:00	17:30	7.5		
29	Sat					
30	Sun					
Secretariat work item				129.0		
				150.0		

(As of end of this month)	Remaining days of annual paid leave	For preceding fiscal year	days
(As of end of this month)		For current fiscal year	days
	Substitute holidays not yet taken		days

Submission Deadline	Self ➡ Working Hours Manager	
	Working Hours Manager ➡ Research Office	

Research Office confirmation

The purpose of filling out and submitting this form is to ensure the health and welfare of persons to whom the Discretionary Labor System for Professional Work is applied.

- If you must work on a holiday or weekend due to unavoidable circumstances, obtain a substitute holiday on another working day within two weeks both prior to and after. In such a case, enter a circle(O) in the "Taking of leave" column, and enter "Substitute holiday for \_\_\_\_ (month) \_\_\_\_ (date)" in the "Notes" column.
- In case of obtaining paid leave, notify your Working Hours Manager in advance by submitting the "Work Plan Application Form". (Enter a circle (O) in the "Taking of leave" column in this form.)  
(Note however that under Article 39 (4) of the Labor Standards Act, the Working Hours Manager may change annual paid leave to another period if granting the paid leave in the period that is requested would interfere with normal activities, such as research activities.)
- Enter working hours for each day (excluding hours spent training/studying on your own account or other non-work related activities) by entering the time you started/ended work, and the actual working hours. Submit this report to your Working Hours Manager by the date stated above.
- If you must work past PM 10:00 until AM 5:00, submit the "Late-Night Work Command (and Application) Form", and gain approval from your Working Hour's Manager in advance, as required by the Work Regulations. Note however that for Researchers and Senior Researchers, late-night work is strictly prohibited under any circumstances.
- If you will be working extramurally, (on a business trip or at home, etc.), enter the place(s) where the work will be carried out and the contents of the work in the "Notes" column.
- All employees are expected to keep track of their paid leave balances. State the number of remaining days (paid leave/substitute days-off not yet obtained) and days obtained as of the last day of the previous month.

# Document E

[For Visiting Research Professor/Affiliate Research Professor]

## April 20 \* \* Self-Report of Work Situation

**Sample**

Faculty Member No.	XXXXXXX	Affiliation	Ritsumeikan Global Innovation Research Organization
Job title	Affiliate Research Professor	Name	Taro Ritsumei
Acceptance Researcher or Research Representative (Working Hours Manager)		Name	Hanako Suzaku

Workdays	3 days per week
Working hours of the day	6 hour and 30 minutes

\* Actual Working Hours: Exclude time for break or your own research.

Date	Day	Work start time	Work end time	Actual Working Hours	Taking of leave (excluding days off)	Notes (Enter: place where work was carried out, in the case of work outside workplace on business trip, etc.; contents of work on day(s) off; taking of substitute holiday(s); etc.)
1	Sat					
2	Sun					
3	Mon	9:00	16:30	6.5		
4	Tue	9:30	17:00	6.5		
5	Wed	9:00	17:30	6.5		
6	Thu					
7	Fri					
8	Sat					
9	Sun					
10	Mon	10:00	19:30	6.5		Research consultation at _____ University
11	Tue					
12	Wed					
13	Thu	9:00	17:30	6.5		
14	Fri	9:00	17:30	6.5		3 hours at Prefectural Library
15	Sat					
16	Sun					
17	Mon	10:00	20:30	6.5		
18	Tue				○	Annual paid leave
19	Wed					
20	Thu	10:00	18:30	6.5		
21	Fri	9:00	16:30	6.5		Data analysis at _____ Research Institute of _____ University
22	Sat	9:00	17:30	6.5		
23	Sun	<del>11:00</del>	<del>18:00</del>	<del>6.5</del>		Travel to Tokyo <span style="color: red;">Do not include travel if it was the sole activity</span>
24	Mon	10:30	18:30	6.5		Participation in _____ Academic Conference (University of Tokyo)
25	Tue					
26	Wed				○	* Substitute holiday for Sat, April 23th <span style="color: blue;">If you only traveled this does not warrant a substitute holiday</span>
27	Thu				○	Substitute holiday for work on Saturday April 2
28	Fri					
29	Hol					
30	Sun					
Secretariat work item				78.0		

(As of end of this month)	Remaining days of annual paid leave	For preceding fiscal year	days
		For current fiscal year	days
(As of end of this month)	Substitute holidays not yet taken		days

Submission Deadline	Self	➡	Working Hours Manager	
	Working Hours Manager	➡	Research Office	

Research Office confirmation

The purpose of filling out and submitting this form is to ensure the health and welfare of persons to whom the Discretionary Labor System for Professional Work is applied.

- If you must work on a holiday or weekend due to unavoidable circumstances, obtain a substitute holiday on another working day within two weeks both prior to and after. In such a case, enter a circle(O) in the "Taking of leave" column, and enter "Substitute holiday for \_\_\_\_ (month) \_\_ (date)" in the "Notes" column.
- In case of obtaining paid leave, notify your Working Hours Manager in advance by submitting the "Work Plan Application Form". (Enter a circle (O) in the "Taking of leave" column in this form.)  
(Note however that under Article 39 (4) of the Labor Standards Act, the Working Hours Manager may change annual paid leave to another period if granting the paid leave in the period that is requested would interfere with normal activities, such as research activities.)
- Enter working hours for each day (excluding hours spent training/studying on your own account or other non-work related activities) by entering the time you started/ended work, and the actual working hours. Submit this report to your Working Hours Manager by the date stated above.
- If you must work past PM 10:00 until AM 5:00, submit the "Late-Night Work Command (and Application) Form", and gain approval from your Working Hour's Manager in advance, as required by the Work Regulations.
- If you will be working extramurally, (on a business trip or at home, etc.), enter the place(s) where the work will be carried out and the contents of the work in the "Notes" column.
- All employees are expected to keep track of their paid leave balances. State the number of remaining days (paid leave/substitute days-off not yet obtained) and days obtained as of the last day of the previous month.

【研究系教員用】

＜研究部様式 第4号＞

## April 20 \* \* Late-night Work Order (and Application) Form

Sample

教職員番号	*****	所属	総合科学技術研究機構	雇用種別	研究教員	氏名	立命 太郎
(押印または署名)							
受入教員または研究代表者(労働時間管理者)氏名				朱雀 京子			
(押印または署名)							

以下の通り、深夜勤務を必要としますので、命令(申請)します。

深夜勤務を必要とする日、時間			深夜勤務を必要とする理由	本人印 or 署名	申請日	管理者 判断	深夜勤務の結果			※事務局使用欄	
4月7日 22:00	～	4月7日 23:30	〇〇についての反応実験を行う。同実験には最低▲▲時間を要し、途中で実験を中断することができないため。	(印)	4月5日	<input checked="" type="checkbox"/> 許可 <input type="checkbox"/> 不許可	22時00分	～	23時30分		
4月18日 22:00	～	4月19日 00:30	週明けに予定があるため、前倒しで研究をおきたい。	(印)	4月15日	<input type="checkbox"/> 許可 <input checked="" type="checkbox"/> 不許可		～			
4月25日 22:00	～	4月25日 23:00	研究論文の参考とするため、文献の検索を行いたい。	(印)	4月19日	<input type="checkbox"/> 許可 <input checked="" type="checkbox"/> 不許可		～			
*月**日 **:**	～	*月**日 **:**				<input type="checkbox"/> 許可 <input type="checkbox"/> 不許可		～			
*月**日 **:**	～	*月**日 **:**				<input type="checkbox"/> 許可 <input type="checkbox"/> 不許可		～			
*月**日 **:**	～	*月**日 **:**				<input type="checkbox"/> 許可 <input type="checkbox"/> 不許可		～			

## 【注意事項】

- ①専門研究員および研究員の深夜勤務は認めていません。
- ②やむを得ない理由により深夜勤務が必要な場合は、その都度必要事項を記入し、労働時間管理者に申請し、許可を受けてください。  
許可を受けずに深夜勤務を行っても、「深夜割増賃金」の支払いはできませんので、予めご承知ください。
- ③深夜勤務をされた場合、本命令書を\*月\*日(\*)までに労働時間管理者に提出してください。  
\*労働時間管理者は、内容を点検のうえ、\*月\*日(\*)までに所属キャンパスのリサーチオフィスに提出してください。

please click WEB site

↓ JINJI WEB SITE

<https://secure.ritsumeai.ac.jp/staff-all/units/hrweb/work/work-life.html/>

↓ DIVISION OF RESEARCH WEB SITE

[http://www.ritsumeai.ac.jp/research/member/researcher\\_appointment/ra02.html/](http://www.ritsumeai.ac.jp/research/member/researcher_appointment/ra02.html/)

### Ritsumeikan Special Leave Request Forms

#### 学校法人立命館 特別休暇等制度一覧および届出書類（2023年11月～）

##### 1. 慶弔休暇、特別休暇、母性保護のための休暇関連

Congratulatory and Condolatory Leave, Special Leave, Maternity Healthcare Leave

休暇制度 Leave Program		制度の概要 Program Description	対応書式 Form
慶弔休暇 Congratulatory and Condolatory Leave	結婚 Marriage Leave	教職員本人の結婚時に使用できる休暇です。 This is a leave of absence that can be used in the event of your own marriage.	<a href="#">書式 1</a>
	忌服 Condolatory Leave	教職員の家族・親族の弔事に使用できる休暇です。 This leave can be used for bereavement upon the death of a family member or relative.	<a href="#">書式 2</a>
特別休暇 Special Leave	公民権行使 Exercise Civil Rights	選挙権や被選挙権など「公民としての権利」を行使する際に、業務を休む必要がある場合に使用できる休暇です。 This leave can be used when it is necessary to take time off from work to exercise civil rights such as the right to vote or be elected.	<a href="#">書式 3</a>
	裁判員、証人、鑑定人、参考人等 Jury Duty, etc.	裁判員、補充裁判員、裁判員候補者、証人、鑑定人、参考人等として官公署へ出頭する場合に使用できる休暇です。 This leave can be used when appearing before a public office for jury duty, as an alternate juror, as a candidate for jury duty, as a witness, as an expert witness, or as an unsworn witness.	
	法人の承認を得た公職活動 Execution of Public Duties	法人の承認を得て公職についた教職員が予め承認を得て公職を執行する場合に使用できる休暇です。 This is a leave of absence that can be used by faculty members who have assumed a public post with the Trust's approval and performs relevant public duty with the Trust's prior approval	
	骨髄提供 Bone Marrow Donation	教職員本人が骨髄提供者（ドナー）となる際、確認検査や採取の際の入院等で業務を休む必要がある際に取得できる休暇です。 This is a leave of absence that can be taken when a faculty or staff member needs to take time off work to be a bone marrow donor, such as for confirmation tests or hospitalization during the extraction process.	
	被災 Disaster Leave	地震、火事、水害、その他の自然災害により住居に被害を受けた場合に取得できる休暇です。 This is a leave of absence that can be taken if your home has been damaged by an earthquake, fire, flood, or other natural disaster.	<a href="#">書式 4</a>
	看護 Sick/Injured Child Care Leave	中学校就学の始期に達するまでの子について、子の負傷または疾病の世話、母子保健法に定める健康診査および予防接種をするために業務を休む必要がある場合に取得できる休暇です。 This leave is available to employees with a child who has not yet reached junior high school age to provide care for the child's injury or illness or to accompany the child to for health checkups or vaccinations as stipulated in the Maternal and Child Health Act. ※自治体が実施する健康診断ならびに保育園・幼稚園・小学校に通園・通学するために必要な健康診断（入園前健診、入学前健診を含む）についても、本休暇の対象とします。 ※Medical examinations conducted by the local government, as well as medical examinations required for attending nursery schools, kindergartens, and elementary schools (including pre-entrance medical examinations and pre-entrance medical examinations) are also covered by this leave.	
	介護 Nursing Care Leave	要介護状態（厚生労働省が定める「要介護状態」および要介護 1）にある家族の介護を行うために業務を休む必要がある場合に取得できる休暇です。 This is a leave of absence for employees who require leave to provide nursing care to family members.	
	配偶者出産 Paternity Leave	配偶者が出産する際に取得できる休暇です。 This leave can be taken when an employee's wife gives birth.	
	感染症 Leave for Infectious Diseases	教職員が、感染症法に定める 1 類から 5 類までの感染症・指定感染症・新型インフルエンザおよび季節型インフルエンザに罹患し、休暇を必要とする場合に取得できる休暇です。 This is a leave of absence for faculty and staff who require leave due to contracting a Class 1 to 5 infectious disease, designated infectious disease, new strain of influenza, or seasonal influenza as defined by the Infectious Diseases Control Law.	<a href="#">書式 7</a>
	私傷病 Medical Leave	教職員が私的な負傷または疾病のため療養・通院する必要があり、その勤務しないことがやむを得ないと認められる場合に取得できる休暇です。 This is a leave of absence for faculty and staff who have contracted a Class 1 through 5 infectious disease, a designated infectious disease, a new strain of influenza, or seasonal influenza as defined by the Infectious Diseases Control Law and need to take leave.	<a href="#">書式 8</a>
母性保護のための休暇 Maternity Healthcare Leave	ワーク・ライフ・バランス Work-life Balance Leave	仕事と生活の調和、推進のために取得できる休暇です。取得事由を問わず利用可能です。 This is a leave of absence that can be taken to promote harmony between work and personal life. This leave can be used for any reason. (※) ワーク・ライフ・バランス休暇は、勤務管理をシステムで行っている教職員については、書類提出は不要です。 Employees who use the work management system to take Work-life Balance Leave are not required to submit this form.	<a href="#">書式 9</a> (※)
	生理休暇 Menstrual Leave	生理で就業が著しく困難な場合に取得可能な休暇です。 必要日数の取得が可能です。有給の取り扱いとなる対象職種・日数に限りがあります。 This is a leave of absence that can be taken when it is extremely difficult to work due to menstruation. Although employees can take as many days as needed, the type of position and number of days being taken will determine if the leave is paid or unpaid.	<a href="#">書式 1 0</a>
	妊娠障害休暇 Pregnancy Disability Leave	医師の診断証明書を添えて妊娠障害休暇を請求した場合に取得が可能です。 This leave can be taken in the event of pregnancy disability. (Doctor's certificate required.)	<a href="#">書式 1 2</a>
	産前休暇 Maternity Leave (before giving birth)	出産予定日の 8 週間前（多胎妊娠の場合は 1 4 週間）より、出産日まで取得可能です。 This leave can be taken from 8 weeks (14 weeks in the case of multiple pregnancies) prior to the due date until the delivery date.	<a href="#">SmartDB</a>
	産後休暇 Maternity Leave (after giving birth)	出産の日の翌日から 8 週間は産後休暇の取得が必要です。ただし、産後 6 週間を経過後、復職を可とする医師の診断証明書が発行された場合には、復職を請求することが可能です。 Postpartum leave must be taken for eight weeks from the day following delivery. However, if a medical certificate is issued by a doctor that allows the employee to return to work six weeks after childbirth, the employee may request to return to work.	

## 2. その他勤務・休暇関連届出事項

### Other Forms Concerning Leave

届出様式 Form to Submit	届出内容 Submission Details	対応書式 Form
年次有給休暇届 Annual Paid Vacation Request Form	①連続6就業日以上の取得、②傷病による連続5日以上取得、③産前産後休暇・育児介護休業・退職・長期欠勤に連続する年休取得、のいずれかを行う場合に提出してください。 Please submit this form if you will take (1) leave of six or more consecutive working days, (2) leave of five or more consecutive days due to injury or illness, or (3) annual paid vacation immediately following maternity leave, childcare or nursing care leave, retirement, or long-term absence.	<a href="#">書式△ (外部リンク)</a>
欠勤届 Absence Form	病気その他やむを得ない事由により欠勤するとき（したとき）に提出してください。 なお、欠勤については、給与賞与の減額や翌年度の年休付与に影響が生じます。 詳しくは給与規程・休暇規程でご確認ください。 Please submit this form when you are absent from work due to illness or other unavoidable reasons. Please note that depending on the number of days you are absent, your salary bonus may be reduced or the annual paid vacation granted for the following year may be affected. For details, please refer to the Salary Regulations and Leave Regulations.	<a href="#">書式△ (外部リンク)</a>
海外渡航届 Notification of Foreign Travel	海外に業務外で渡航する（母国への帰国も含む）際に、渡航前に提出してください。 なお、渡航先の治安情報・感染症情報については外務省の「海外安全情報」を必ず確認するとともに、法人の海外渡航に関する方針を遵守ください。 Please submit this form before traveling overseas for non-work purposes (including returning to your home country). Please be sure to check the Overseas Safety Information provided by the Ministry of Foreign Affairs for information on security and infectious diseases in your destination country and comply with the Trust's policy on overseas travel.	<a href="#">書式△ (外部リンク)</a>

## Document H

Form 【3】 Submit to: Resaerch Office

Application for Hospital Visits, Reduction of Burden of Commuting,  
Childcare, Nursing Care

所 属				職 位			
教職員番号				氏 名	印		
届出日	年 月 日						
取得期間	年 月 日 ～ 年 月 日			取得日数・時間：（ ）日・ヶ月・時間			
○印	休暇制度 （※取得条件・添付書類を別紙一覧で確認ください）						
①妊娠の 通院時間保障 (必要時間)	*領収証および健診開始時間が確認できる予約票等の写しを添付（予約票が無い場合は領収証に予約時間を明記）						
	【必要時間】病院での所要時間：（ 時 分 ～ 時 分）+通院・通勤に要する時間						
	【必要時間取得後の勤務時間】：（ 時 分 ～ 時 分）						
	※必要時間以外の時間帯は勤務とし、休む場合は半日年休・時間単位年休等を併用すること						
	【病院の住所・名称】：						
	妊娠週数（通院日現在）：			週			
	出産予定日：			年 月 日			
②妊娠の通勤緩和	取得後の勤務時間（ 時 分 ～ 時 分）						
	利用公共交通機関：			利用交通用具：			
	出産予定日： 年 月 日						
③育児時間 (生後1歳未満)	*対象の子の生年月日を確認できる書類（保険証等）の写しを添付						
	取得後の勤務時間（ 時 分 ～ 時 分）						
	子の氏名：（続柄： ）・生年月日 年 月 日（ヶ月）						
④育児のための 勤務時間短縮	*年度ごとに毎年、対象の子の生年月日を確認できる書類（保険証等）の写しを添付して申請						
	取得後の勤務時間（ 時 分 ～ 時 分）						
	子の氏名：（続柄： ）・生年月日 年 月 日（歳）						
⑤育児のための 時差勤務 (専任教職員のみ)	*年度ごとに毎年、対象の子の生年月日を確認できる書類（保険証等）の写しを添付して申請						
	時差の勤務時間（ 時 分 ～ 時 分）						
	子の氏名：（続柄： ）・生年月日 年 月 日（歳）						
⑥介護のための 勤務時間短縮	*取得日数を通算するため実際の取得期間で都度申請、必要書類を添付						
	取得後の勤務時間（ 時 分 ～ 時 分）						
	対象家族の氏名：（続柄： ）・生年月日 年 月 日						
⑦介護のための 時差勤務 (専任教職員のみ)	*年度ごとに毎年、必要書類を添付して申請						
	時差の勤務時間（ 時 分 ～ 時 分）						
	対象家族の氏名：（続柄： ）・生年月日 年 月 日						
所属 長 印			所属長 確認欄 コメント欄	*通院保障時間の場合:病院での必要な時間+移動時間での申請となっているか確認			

給与 厚生課	部長	次長	課長	課長	担当	担当	契常特休 受付No.	R0担当
							— —	
							受付日 年 月 日	
	コメント							



## &lt;妊娠の通院時間保障&gt;

取得対象	妊娠している女性教職員
内容	<p>母子保健法の規定による保健指導または健康診査を受けるために<u>必要な時間</u>を請求できる（時間単位）</p> <p>* 必要時間とは、定期健診に要する必要時間（病院での所要時間）＋通院・通勤に要する時間。 必要時間以外の時間帯は勤務とし、休む場合は半日年休・時間単位年休等を併用すること。 必要時間が1日要する場合は、それを証明できる書類の提出が必要。（証明書類がない場合は1日を要する理由、検査等の内容と検査にかかった時間、通院時間を口述書にて添付）</p> <p>* 保健指導・健康診査とは、産科に関する診察や諸検査と、その結果に基づいて行われる個別の保健指導のこと（母親教室等の参加は対象外）</p> <p>【取得回数】</p> <p>①医師の診察による妊娠確定後～妊娠23週まで：4週間以内ごとに1回</p> <p>②妊娠24週～35週まで：2週間以内ごとに1回</p> <p>③妊娠36週～産前休暇前まで：1週間以内ごとに1回</p> <p>※医師の指導がある場合はこの限りではない。（医師の指導により上記取得回数を超えての通院の場合は、母子手帳の検査・診察記録ページの写し・通院日の領収書の写しを添付）</p> <p>※上記対象以外の通院は、年休を取得 母性健康管理指導事項連絡カードまたは診断書の提出がある場合は妊娠障害休暇を取得できる</p>
給与の扱い	専任・契約・常勤講師ともに有給の扱い
添付書類	<p>届は通院日ごとに提出（出産予定日報告書を未提出の場合は併せて提出）</p> <p>毎回添付：健診開始時間が確認できる予約票等の写しおよび当日の病院領収証の写し</p> <p>初回のみ添付：出産予定日を証明する書類 （出産予定日証明書または母子手帳の表紙（氏名欄）＋予定日記入ページの写し）</p>

## &lt;妊娠の通勤緩和&gt;

取得対象	妊娠している女性教職員が、交通混雑を避けるために必要な場合で、徒歩通勤者を除き認める ※公共交通機関を利用して通勤する者のほか、自動車等交通用具を使用して通勤する者も認める 申請後、取得時間帯の変更を申し出たい場合は、再度申請が必要
内容	<p>産前休暇前までの期間で申請</p> <p>1日1時間の範囲で、通勤緩和のための遅刻および早退を認める（取得単位30分）</p>
給与の扱い	専任・契約・常勤講師ともに有給の扱い
添付書類	<p>出産予定日を証明する書類（出産予定日証明書または母子手帳の表紙（氏名欄）＋予定日記入ページの写し） （出産予定日報告書を未提出の場合は併せて提出）</p>

## &lt;育児時間（生後1年未満）&gt;

取得対象	満1歳未満の子を養育する女性教職員
内容	<p>子の1歳の誕生日前日までの期間で申請</p> <p>1日について2回（1回について30分）の育児時間を取得できる。1日1回1時間とすることも可。</p>
給与の扱い	専任・契約・常勤講師ともに有給の扱い
添付書類	子の生年月日を確認できる書類（保険証の写しなど）

## &lt;育児のための勤務時間短縮&gt;

取得対象期間	中学校就学の始期に達するまで
取得上限時間	一日最大2時間とする（取得単位30分）。2時間を出退勤時間の前後にまとめた取得も可。
給与の扱い	専任・契約・常勤講師ともに無給
添付書類	年度ごとに毎年、子の生年月日を確認できる書類（保険証の写しなど）を添付

## &lt;育児のための時差勤務&gt; 専任教職員のみ取得可

取得対象期間	中学校就学の始期に達するまで
取得上限時間	一日最大1時間の時差勤務を行うことができる（取得単位30分）
添付書類	年度ごとに毎年、子の生年月日を確認できる書類（保険証の写しなど）を添付

<介護のための勤務時間短縮(専任)>

要介護対象者	(1)配偶者、父母、子、(2)配偶者の父母、 (3)祖父母、兄弟姉妹または孫であって、教職員が同居し、かつ扶養している者
取得対象期間	要介護状態にあり2週間以上の常時介護を必要とする対象家族1人につき、通算して暦日365日 (介護休業日数を合算します)
取得上限時間	1日につき始業後および終業前において通算3時間を上限（取得単位30分） 3時間を出退勤時間の前後にまとめた取得も可
給与の扱い	無給
添付書類	取得日数を通算するため、取得の都度申請（取得の際は給与厚生課にご相談ください） ①対象家族の続柄がわかる書類 ＊住民票・戸籍抄（謄）本の写しなど ②2週間以上の要介護状態にあることが判る書類 ＊要介護認定を受けており、要介護度がわかる書類・医師の診断書など

<介護のための勤務時間短縮(契約・常勤講師)>

要介護対象者	(1)配偶者、父母、子、(2)配偶者の父母、 (3)祖父母、兄弟姉妹または孫であって、教職員が同居し、かつ扶養している者
取得対象期間	要介護状態にあり2週間以上の常時介護を必要とする対象家族1人につき、通算して暦日93日 (介護休業日数を合算します)
取得上限時間	1日につき始業後および終業前において通算3時間を上限（取得単位30分） 2時間を出退勤時間の前後にまとめた取得も可
給与の扱い	無給
添付書類	取得日数を通算するため、取得の都度申請（取得の際は給与厚生課にご相談ください） ①対象家族の続柄がわかる書類 ＊住民票・戸籍抄（謄）本の写しなど ②2週間以上の要介護状態にあることが判る書類 ＊要介護認定を受けており、要介護度がわかる書類・医師の診断書など

<介護のための時差勤務> 専任教職員のみ取得可

要介護対象者	(1)配偶者、父母、子、(2)配偶者の父母、 (3)祖父母、兄弟姉妹または孫であって、教職員が同居し、かつ扶養している者
取得対象	要介護状態にあり2週間以上の常時介護を必要とする家族がいる場合
取得上限時間	一日最大1時間の時差勤務を行うことができる（取得単位30分）
添付書類	年度ごとに申請 ①対象家族の続柄がわかる書類 ＊住民票・戸籍抄（謄）本の写しなど ②2週間以上の要介護状態にあることが判る書類 ＊要介護認定を受けており、要介護度がわかる書類・医師の診断書など

## Attendance at Compliance Education and Submission of Written Pledge

## Concerning Public Research Funds

The University is taking measures to prevent misuse of public research funds and ensure their proper execution in accordance with a report entitled “Responding to the ‘Guidelines for Management and Audit of Public Research Funds in Research Institutions (Implementation Standards)’ and ‘Guidelines for Responding to Misconduct in Research’ (Report)” by the Ministry of Education, Culture, Sports, Science and Technology (MEXT) (resolved by the Executive Board of Trustees on December 24, 2014).

We request that all faculty members and researchers affiliated with the University attend compliance education related to the execution of research funds and submit a written pledge. In particular, attendance at compliance education and submission of a written pledge are mandatory for those who receive/newly apply for public research funds (if you do not submit the pledge, you will not be able to receive, apply for, or manage public research funds).

We would like to request that all newly appointed employees attend compliance education and submit a written pledge at the time of their appointment while referring to the procedures below.

[How to attend and submit]

Please access the Division of Research website (“Appropriate Disbursement of Research Funds” → “Compliance Education”).

[https://secure.ritsumeai.ac.jp/research/member/research\\_expenses/05.html/](https://secure.ritsumeai.ac.jp/research/member/research_expenses/05.html/)



(1) Attending compliance education (video)

Please click on the link on the website to watch the video. (Approximately 30 minutes long)

(2) Checking the level of understanding of public research funds and submitting a written pledge

Please access the SmartDB from the link on the website and take the comprehension check test.

After completing the course, please submit the pledge form on the same page.

研究助成	研究費適正執行	研究者任用・受入	企業等との研究交流	研究者の倫理 安全保障輸出管理	様式・書式集
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ホーム > 研究費適正執行 > コンプライアンス教育

印刷

研究費適正執行

- 公的研究費不正使用防止への取組
- 機関内の責任体系の明確化
- 不正使用防止計画
- 研究費執行ガイドブック
- コンプライアンス教育**
- 啓発活動（公的研究費適正執行ニュースレター）
- 研究費の不正使用に関わる通報窓口
- モニタリング体制
- 研究費の運営・管理に関わる相談窓口
- 研究費の管理について
- 研究費執行に関する各種制度

**【コンプライアンス教育】**

公的研究費の不正使用防止と適正な執行を確保するための取り組みの一環としてコンプライアンス教育受講および誓約書の提出について、5年度ごとの大学が定める年度に受講と誓約書の提出を求めることとし、2020年度をその取り組み年度とすることになりました（2020年6月26日研究委員会）。2014年度以降、コンプライアンス教育を受講された方についても、2020年度末までに受講の上、再度誓約書の提出が必要となります（今年度、既に受講・提出された方は、再度の受講・提出は不要です）。

科学研究費助成事業（科研費）をはじめとする公的研究費を受給・新規応募する研究者および管理・執行に関わる職員（※）は必ず提出してください。

※研究部各課所属の全職員（派遣職員、出向者を含む全員）、非常勤職員（研究補助または教員秘書）のうち、研究費関連手続きを代行することがある者

[コンプライアンス教育の受講について（ユーザーマニュアル）](#)

[Regarding Attendance in Compliance Education \(User Manual\)](#)

**（１）コンプライアンス教育（動画）の受講**

以下からコンプライアンス教育動画を視聴してください。（約30分）

[研究機関における公的研究費の管理・監査のガイドライン（実施基準）に基づくコンプライアンス研修（資料はこちら）](#)

[Compliance Training Based on the Guidelines for Supervision and Auditing of Public Research Funds at Research Institutions](#)

[\(Download resume from here\)](#)

**（２）公的研究費に関する理解度チェック及び誓約書の提出**

以下から、理解度チェックの受講と誓約書を提出してください。

[公的研究費に関する誓約書](#)

[Pledge in Public Research Funding](#)

## Attendance to Research Ethics Training and Submission of Completion Report (Guidance)

Ritsumeikan University (hereinafter referred to as “the University”), in accordance with the MEXT’s Guidelines for Responding to Misconduct in Research, obligates its faculty and staff members engaging in research activities at the University who apply for or receive public research funds (including not only competitive funds such as Grants-in-Aid for Scientific Research (KAKENHI) but also individual research allowance) to receive regular training by making use of the “eL CoRE” (“e-Learning” hereinafter), an e-learning system created by JSPS in line with the relevant textbook (the training shall be received every five years with AY2021 as the starting point, which means that the next reference point will be AY2026).

Accordingly, we would like to request faculty and staff members who have started their new positions in AY2025 to refer to the information below, take the e-Learning, and submit the Completion Report to the President of the University via the on-campus system by September 30, 2025.

### 1. Attendance procedures

Please take the e-Learning. As it provides a check test for each chapter, complete the check test as well. After you have completed all the chapters, please output the Completion Report from the relevant system.

■ e-Learning: <https://elcore.jsps.go.jp/top.aspx>

- (1) The time required has been officially announced as 90 minutes (by JSPS). Completing the course will take you to the point where a “Completion Report” can be created in PDF format.
- (2) If you do not have a user ID, please visit the New Registration (individuals) on the left side of the URL above to complete the registration process before taking the course. Please select the course “For Researchers.” Please note that the e-Learning is recommended for use on PCs, and is not compatible with use on smartphones.

\*If you have already taken the e-Learning at your previous position, etc. before the end of AY2024 (March 31, 2025), you cannot complete the course as a faculty member of the University for AY2025 with the ID you used for taking the e-Learning. We apologize for the inconvenience that may be caused, but you will be required to take the e-Learning again. Please obtain a new user ID at the New Registration (individuals) before taking the course.

### 2. Submission of Completion Report via on-campus system

Please visit the following URL (you will be authenticated with your RAINBOW ID), attach the “Completion Report” in PDF format to the system, click the “Register” button, and then click the “Start Work” button on the next page.

<https://sdb.ritsumei.ac.jp/hibiki/BRDDocument.do?func=insert&binderId=10274>

### 3. Deadline for completion of procedures

September 30, 2025

\*For any questions or concerns, please contact us at the following:

Office of Research Strategy and integrity (BKC)

(E-mail: [b-rinri@st.ritsumei.ac.jp](mailto:b-rinri@st.ritsumei.ac.jp); Extension: 515-7085)

## Research Organization Faculty Members - Harassment Prevention Training Creating a Harassment-Free Environment at Ritsumeikan University and Ritsumeikan Affiliated Schools

Ritsumeikan University and Ritsumeikan Affiliated Schools  
Harassment Prevention Committee Administrative Office

This document is for newly appointed research organization faculty members and concerns self-directed training on leading a harassment-free life. In addition to this document, the “Harassment Prevention Regulations for Ritsumeikan University and Elementary Schools, Junior High Schools, and Senior High Schools Operated by the Ritsumeikan Trust” stipulates the definition of harassment, then what is subject to the regulations, the organization and role of the Harassment Prevention Committee, the types of complaints that can be filed with the Harassment Prevention Committee by those who feel they have been harassed, and the post-complaint process. The regulations are 10 pages in length, so we ask that you read them. Based on these regulations, each article in the regulations is explained in an easy-to-understand manner and with specific examples in the “Ritsumeikan University and Ritsumeikan Affiliated Schools Harassment Prevention Guidelines.” Please read this as well.

The regulations and guidelines are available on the Ritsumeikan University and Ritsumeikan Affiliated Schools Harassment Prevention Committee website.

<https://www.ritsumeik.ac.jp/mng/gl/jinji/harass-eng/>

Ritsumeikan University homepage (English site) → Student Life and Career Support → Student Support  
→ Student Support General Guide → Harassment Prevention Committee

Using the regulations and guidelines, this document will introduce what constitutes harassment in particular, provide excerpts of the most important definitions and relevant explanations for harassment prevention purposes. At the very least, we hope that you will take a look at the following items at the beginning of the year so that you can make use of them in choosing your speech and behavior during classes and research activities in the upcoming new semester.

### 1. Definition of Harassment at Ritsumeikan University and Ritsumeikan Affiliated Schools

First, see the definition of harassment described in Article 2 of the regulations below. Harassment falls into four categories at the university.

#### Definition of Harassment (Regulations, Article 2)

The harassment that is likely to occur in a university setting is defined in the “Harassment Prevention Regulations for Ritsumeikan University and Elementary Schools, Junior High Schools, and Senior High Schools Operated by the Ritsumeikan Trust” and the “Ritsumeikan University and Ritsumeikan Affiliated Schools Harassment Prevention Guidelines” (revised April 1, 2021).

##### (1) Sexual Harassment

Sexual harassment is speech or behavior of a sexual nature occurring in connection with the operations of Ritsumeikan University or Ritsumeikan Affiliated Schools that inflicts distress or discomfort on or leads to disadvantageous treatment of another person or that has a negative impact on their immediate environment, except where considered to be an appropriate exercise of authority.

##### (2) Academic Harassment

Academic harassment is speech or behavior by a person who enjoys a position of superiority in the context of teaching or research work at Ritsumeikan University (excluding speech or behavior of a sexual nature) that leads to disadvantageous

treatment of another person in the performance of teaching or research work or that has a negative impact on the learning or research environment, except where such speech or behavior is deemed both necessary and reasonable for teaching or research purposes.

### (3) Power Harassment

(a) Speech or behavior (excluding speech or behavior of a sexual nature) from a person who enjoys a position of superiority within the administration operations of Ritsumeikan University or a Ritsumeikan Affiliated School that leads to disadvantageous treatment of another person in the workplace or that has a negative impact on their immediate workplace environment, except where such speech or behavior is deemed both necessary and reasonable in the workplace context.

(b) Speech or behavior (excluding speech or behavior of a sexual nature) from a person who enjoys a position of superiority within a student setting at Ritsumeikan University that leads to disadvantageous treatment of another person in that setting or that has a negative impact on their immediate environment, except where such speech or behavior is deemed both necessary and reasonable in the context of student activity.

### (4) Other Harassment

Separately to the three forms of harassment defined above, other harassment is defined as inappropriate speech or language occurring in connection with the operations of Ritsumeikan University or Ritsumeikan Affiliated Schools that leads to disadvantageous treatment of another person or has a negative impact on their immediate environment.

\*The above-mentioned “negative impact on their immediate environment” are acts that inflict distress or discomfort on another party and thereby create an obstacle to the other party carrying out their activities that cannot be overlooked. Determination as to whether or not an act “harms the environment” is made based on “how most people would feel in that situation.”

\*The above provisions must be interpreted with consideration to the diversity of sexual orientation and gender identity.

The regulations and guidelines for harassment prevention were revised on April 1, 2021. The revisions are based on social changes and demands, such as responding to the amendment of the Act on Comprehensive Promotion of Labor Policies (published June 5, 2019, effective June 1, 2020) which makes companies legally obligated to prevent power harassment, as well as the need to add a description of gender-related harassment (e.g., harassment regarding gender identity, sexual orientation, etc.) in accordance with this act and the Equal Employment Opportunity Act.

In the following section, we will take a closer look at three of the four harassment categories defined above: sexual harassment, academic harassment, and power harassment.

## 2. Sexual Harassment

First, let’s look at a more detailed explanation of what constitutes sexual harassment.

### Sexual Harassment (Excerpt from the Guidelines)

#### (1) Definition of Sexual Harassment (Regulations, Article 2-1, Paragraph 1, Item (1))

(omitted)

Here, speech or behavior of a sexual nature refers to all forms of speech and behavior that can be seen as pertaining to sex or gender. Thus, for example, speech or behavior aligned with fixed notions of the allocation of gender roles could be seen as sexual harassment.

It should be noted that “speech or behavior of a sexual nature that leads to disadvantageous treatment of another” is taken to include both direct cases, where the speech or behavior directly causes disadvantageous treatment, and indirect cases, where the speech or behavior provokes a reaction that in turn results in disadvantageous treatment. An example of a direct case is a male manager directing his female employee to make the tea on the grounds that it’s “a job for a woman.” An indirect case

would be a manager putting undue pressure on an employee to go drinking together and then, when rebuffed, retaliating by taking the employee off an important project.

(omitted)

## (2) Types of Sexual Harassment

The non-exhaustive list below presents a number of common forms of sexual harassment.

### ① Unwanted sexual proposition or bodily contact

This includes persistent or coercive propositions pertaining to sexual activity, bodily contact deemed unnecessary or without good reason, and stalking.

### ② Quid pro quo sexual harassment

This is defined as a situation where a person is subject to speech or behavior of a sexual nature, reacts negatively (with refusal or resistance), and is then subject to retaliation that results in disadvantageous treatment. An example is a manager who puts undue pressure on an employee to go drinking together and then, when rebuffed, retaliates by taking the employee off an important project.

### ③ Hostile environment sexual harassment

This refers to speech or behavior of a sexual nature that fosters a hostile environment in which another person is noticeably impeded in their performance of education, research, study or work activities.

### ④ Speech and behavior intending to discriminate on the basis of gender

More information about forms of speech and behavior that intentionally discriminate on the basis of gender is provided on page 20 *Speech and Behavior That May Constitute Sexual Harassment*.

## (3) Sexual harassment in the context of sexual orientation and gender identity diversity

Sexual harassment is not confined to members of the opposite sex; homosexuality may also be a target. This means that forms of stress or discomfort caused by sexual harassment (Regulations, Article 2 Paragraph 2) can vary widely depending on a person's sexual orientation<sup>1)</sup> or gender identity<sup>2)</sup>.

(omitted)

In light of the above, it becomes obvious that sexual harassment can also be taken to include instances of insulting language directed towards sexual minorities such as LGBTQ (lesbian, gay, bisexual, transgender and questioning/queer) as well as overtly negative speech or actions regarding the character, performance or behavior of a person on the basis of their membership in a sexual minority group.

<sup>1)</sup> Sexual orientation: the gender or genders to which a person is sexually or emotionally attracted

<sup>2)</sup> Gender identity: a person's concept or sense of their own gender as male, female or something else

## 3. Academic Harassment

Next, let's look at a more detailed explanation of what constitutes academic harassment.

### Academic Harassment (Excerpt from the Guidelines)

#### (1) Definition of academic harassment (Regulations, Article 2 Paragraph 1 Item 2)

(omitted)

It follows under this definition that speech or behavior deemed necessary and reasonable for teaching or research purposes does not constitute academic harassment. For example, if a lecturer assigns a particular assignment to a particular group of students during a class then technically speaking, it could be argued that those students have been subjected to disadvantageous treatment in the context of the learning environment. But where the act of assigning that assignment to that group of students can be considered both necessary and reasonable for teaching purposes, it would not constitute academic harassment.

#### (2) Forms of academic harassment

Common forms of academic harassment are described below.

1) Educational Harassment

- ① Making comments that disparage or ridicule; dispensing criticism in a loud voice; being excessively critical over an extended period; making negative comments about individual character
- ② Refusing to provide the required educational instruction without good reason
- ③ Imposing excessive assignments
- ④ Threatening or implying a threat to: deliver an unreasonable assessment in relation to an academic degree, unit or credit; dispense unfair treatment in relation to an academic degree, unit or credit; or refuse to recognize an academic degree, unit or credit without good reason
- ⑤ Obstructing or impeding a student's preferred career or study trajectory

2) Research Harassment

- ① Obstructing or hindering research work, for example: refusing to allocate research topics; preventing access to equipment or facilities; or unreasonably restricting access to opportunities to present research findings
- ② Exploiting the work of a researcher, for example by unfairly appropriating their research findings, proposals or ideas

3) Other

- ① Demanding to be invited into a particular academic society or other grouping
- ② Asking a student to perform personal tasks or administrative work
- ③ Displaying coercive speech or behavior over an extended period with a significant negative impact on the learning or research environment
- ④ Violating privacy provisions, for example by divulging personal information without good reason or releasing personal information into the public domain without consent

#### 4. Power Harassment

Last, let's look at a more detailed explanation of what constitutes power harassment.

##### Power Harassment (Excerpt from the Guidelines)

(1) Definition of Power Harassment (Regulations, Article 2-1, Paragraph 1, Item (3))

(omitted)

In the definition of power harassment, a "a position of superiority" does not only mean superiority based on position, job title, or age. In addition to those advantages, one should also bear in mind superiority based on knowledge and skills. Therefore, for example, the speech or behavior of an administrative staff member, with advanced knowledge and skills, towards their superiors may be considered "speech or behavior that takes advantage of a superior position," depending on the content.

(omitted)

(2) Forms of power harassment

Common forms of power harassment are described below.

- ① Physical aggression (engaging in violence with potential to cause injury)
- ② Psychological aggression (engaging in intimidation or verbal abuse)
- ③ Separation from interpersonal relationships (isolating a person, excluding them from a group, refusing to acknowledge their presence)
- ④ Unreasonable demands (assigning tasks that are clearly unnecessary and/or impossible to achieve)
- ⑤ Belittling demands (assigning menial tasks that have no discernible objective and/or are clearly well below a person's capabilities or experience, or refusing to assign tasks for no discernible reason)
- ⑥ Infringing on personal matters (intruding to an excessive degree into the personal affairs of another person)



Please see the guidelines for explanations and examples of “Other Harassment” that is listed in the regulations after sexual harassment, academic harassment, and power harassment.

Determining if any given speech or behavior constitutes harassment can be difficult. However, for reference, the guidelines include speech and behavior that constitute harassment. These are included under “Reference” at the end of this document, so please take a look.

## 5. Creating a Harassment-Free Environment at Ritsumeikan University and Ritsumeikan Affiliated Schools

In order to avoid becoming the perpetrator of harassment, nothing is more important than standing for the respect of fundamental human rights. What must not be done has been made clear above. In addition, here is a list of things that one should aim to do in order to avoid perpetrating harassment.

- ① Understand the characteristics of today’s students (i.e., how the environment in which they grew up may be different from that of previous students)
- ② Check whether your speech and behavior are socially acceptable, and whether your speech and behavior can resonate with the other person
- ③ Draw a line between public and private affairs
- ④ Take your own power into account in your behavior (e.g., differences in job position, difference between indefinite and fixed term employment, etc.)
- ⑤ Provide necessary guidance appropriately and consult with a supervisor appropriately if there is a problem
- ⑥ Raise awareness of human rights and strive to create an environment in which basic human rights are respected on a daily basis. (i.e., workplace/seminar/laboratory where harassment does not occur)

Harassment carries the risk of harming the physical and mental health of the victim and can sometimes even be life-threatening. Always keep in mind that all members of Ritsumeikan University and Ritsumeikan Affiliated Schools have the right to good education, research and work environments, and have the obligation to maintain such good environments.

## **Reference** Speech and Behavior That May Constitute Harassment (from the Guidelines)

### ■ Speech and Behavior That May Constitute Sexual Harassment

#### 1. Sexual Speech (Speech based on sexual interest or desire)

- ① Asking someone about their bust-hip-weight measurements or talking about their physical characteristics (e.g., “*Chotto futotta jyanai*” (“You gained a little weight”), “*Chotto yasetan jyanai*” (“You lost a little weight”), etc.).
- ② Telling obscene jokes.
- ③ Asking a woman who seems not to be feeling well, “*Kyo wa seiribi ka*” (“Are you on your period?”), “*Mo konenki ka*” (“Are you already in menopause?”), etc.
- ④ Asking someone about their sexual experiences or sex life.
- ⑤ Making someone an object of sexual gossip or sexual teasing.
- ⑥ Talking about one’s personal sexual experiences.

#### 2. Sexual Behavior

(1) Speech based on sexual interest or desire

- ① Coercing someone into a sexual relationship.
- ② Touching someone’s body unnecessarily.

- ③ Persistently asking someone out to eat or out on a date.
- ④ Constantly looking at someone's body.
- ⑤ Making phone calls of a sexual nature, or sending letters, emails or SNS communications with sexual content.
- ⑥ Deliberately showing someone obscene photographs or reading obscene articles from magazines, etc.
- ⑦ Using obscene photos, etc., as PC desktop backgrounds.

(2) Speech and Behavior Intended to Discriminate on the Basis of Gender

- ① Forcing someone to sing a duet at karaoke.
- ② Making someone sit next to the boss, serve sake, or slow dance at drinking parties.
- ③ Saying things like, "Otoko no kuse ni konjo ga nai" ("For a man, you have no guts"), "Onna ni wa shigoto wo makaserarenai" ("You can't trust a woman with work"), or "Josei wa shigotoba no hana deareba ii" ("It's enough for a woman to be office eye candy").
- ④ Addressing people in a way that shows unacceptance of their identity with the intention to discriminate on the basis of gender, such as by using the terms otoko no ko (boy), onna no ko (girl), boku (casual form of "I" used by Japanese men), boya (boy), ojisan (young lady), ojisan (uncle), obasan (aunt), etc.
- ⑤ Forcing women in the office to serve tea, clean, and help with personal matters just because they are women.

**3. Speech and Behavior Against Sexual Minorities (LGBTQ)**

- ① Teasing someone or making someone a target of bullying in regards to their sexual orientation or gender identity.
- ② Harassing someone who has come out and disclosed their LGBTQ identity.
- ③ Calling someone names that show unacceptance of their identity (e.g., homo (homo), etc.).
- ④ Speech and behavior that expresses disgust (e.g., "Homo wa sawaruna" ("Don't touch me, you homo"), "Rezu wa kimochiwarui" ("Lesbians give me the creeps"), etc.).
- ⑤ Saying, "Doseiai toka seidoitsuseishogai toka no hitotte, koko ni wa inai yone" ("No one here is a gay or has a gender identity disorder, right?").
- ⑥ Saying, "~sante, otoko? Onna? Docchida ka wakaranai yone" ("Is ~ a man? Woman? I don't know which") when referring to an LGBTQ person.

**■ Speech and behavior that may constitute power harassment**

**1. Physical aggression (assault, violence)**

- ① Punching or kicking a person
- ② Throwing objects at a person

**2. Psychological aggression (intimidation, slander, insulting or abusive language)**

- ① Speech or behavior that invalidates a person's character
- ② Prolonged, repetitive, excessive and/or unwarranted levels of criticism
- ③ Repeated overbearing criticism delivered in a loud voice in front of others
- ④ Email or other message delivered to multiple recipients containing concerted criticism of the skills or capacities of a particular person to the point of vilification

Note: Stern criticism may be warranted (and would not constitute harassment) in situations such as: an employee who repeatedly violates social norms (such as arriving late for work) in spite of multiple warnings; or an employee whose speech or behavior is problematic in the context of the type of work or the expectations of a teaching or research institution.

**3. Isolation (separating an employee from others, excluding them from a group, refusing to acknowledge their presence)**

- ① Deliberately removing an employee from their work duties, isolating them in a separate room for a prolonged period or ordering them to remain at home as retribution for a disagreement of opinion
- ② Ordering employees to ignore a certain individual or isolate them in the workplace

Note: Asking new recruits to undergo a short intensive induction training in a separate room, or ordering an employee who has been disciplined in line with disciplinary regulations to complete a training session in a separate room before returning to their normal duties, does not constitute harassment.

**4. Unreasonable demands (assigning tasks that are clearly unnecessary or impossible or obstructing the work of an employee)**

- ① Ordering an employee to perform unnecessary or unrelated tasks for extended periods under unpleasant conditions that cause physical pain
- ② Subjecting new recruits to targets or objectives that are clearly unachievable without providing the relevant training then criticizing them for failing to achieve
- ③ Forcing an employee to perform personal duties unrelated to the work of the organization
- ④ Forcing an employee to work evenings, weekends or holidays

Note: Assigning an employee a task that is more demanding than their current duties as a capacity building exercise, or assigning more work to an employee during a particularly busy period for the organization, does not constitute harassment.

**5. Menial demands (assigning menial tasks that are well below the abilities or experience of an employee or refusing to assign tasks for no discernible reason)**

- ① Ordering an employee to perform menial or degrading work in a deliberate attempt to force them out of the organization
- ② Refusing to assign duties to an employee in a deliberate attempt to upset them due to a personality clash

Note: Reducing the scope or nature of an employee's workload in a manner commensurate with their abilities and experience does not constitute harassment.

**6. Personal infringement (excessive and/or unwanted intrusion into personal affairs)**

- ① Constantly checking on or monitoring an employee outside the workplace or photographing their personal effects
- ② Divulging private information about an employee such as sexual orientation, gender identity, medical history or infertility treatment, without their express consent

Note: Asking a student with a disability about their family situation in the context of accommodating their needs, or passing on information about a person's sexual orientation, gender identity, medical history or infertility treatment to an HR officer in the context of seeking special consideration and with their consent, does not constitute harassment.

## ■ Speech and Behavior That May Constitute Harassment in connection with pregnancy, childbirth or childcare leave

### 1. Harassment of Those Making Use of Systems, etc.

- ① When a student, faculty member or staff member consults her boss about taking time off from work for a prenatal checkup and the boss tells her “Byoin wa yasumi no hi ni iku mono da” (“Going to the hospital is something done on the weekend or holidays”) or the like, and does not offer assistance.
- ② Saying, “Sankyu, ikukyu wa mitomenai” (“Maternity leave and childcare leave will not be approved”), or “Mo konakuteii kara taishoku todoke (taigaku todoke) wo kakinasai” (“You do not need to come [to work or school] anymore, so write a letter of resignation [withdrawal]”).
- ③ Saying, “Shushokushita bakari nano ni ninshin shite, sankyu, ikukyu toru nante zuzushii” (“You’ve just started working here! You have a lot of nerve taking maternity and childcare leave”)
- ④ When a coworker says to a female student, faculty member or staff member taking time off for childcare, “Anata ga hayaku kaeru sei de mawari no hito wa shigoto ga fue, meiwaku shiteiru” (“You’re causing trouble by going home early and making more work for everyone else”).

### 2. Situational Harassment

- ① Telling a student, faculty member or staff member who has announced that she is pregnant, “Tsugi no keiyaku koshin wa shinai” (“I won’t renew your contract next time”), “Hoka no hito wo yatou node hayameni yamete hoshi” (“I’m going to hire someone else, so I want you to quit soon”), or “Taigaku [kyugaku] shinasai” (“Just withdraw [take a leave of absence] from school”).
- ② Telling a member who has been hospitalized owing to the danger of miscarriage that she should no longer bother coming to work or school and should just write her letter of resignation.
- ③ When a faculty advisor tells a researcher, who has announced that she is pregnant, “Kodomo wo toru ka, kenkyu wo toru ka docchi ka ni shiro” (“You have to choose between having children or doing research”)
- ④ When a faculty advisor tells a student, who has been absent from school due to severe morning sickness, “Gakugyo ni sennen dekinai nara daigaku wo yameteshimae” (“If you can’t focus on your education, you should just drop out”).
- ⑤ Saying things like “Ookina onaka de urouro suruna” (“Don’t just hang around with that big belly of yours”), “Mezawari” (“You’re an eyesore”), or “Meiwaku” (“You’re a nuisance”).
- ⑥ When a boss says to a faculty member or staff member who has requested childcare leave, “Otoko ga ikukyu wo toru nante arien” (“I can’t believe a man would take childcare leave”), etc.
- ⑦ When a coworker says to a faculty member or staff member who has requested childcare leave, “Omae ga yasumi wo toru sei de mawari no hito wa shigoto ga fue, meiwaku shiteiru” (“You’re causing trouble by taking leave and making more work for everyone else”).

## ■ Speech and Behavior That May Constitute Racial Harassment

- ① Harassing people or subjecting them to unfair treatment because of one’s prejudices against people from a specific country or of a certain race or ethnicity, or because of their nationality.
- ② Unfair discriminatory speech and behavior from a teacher during class against a specific country, race or ethnicity with no relation to the theme of the class.
- ③ Ignoring international students’ cultural backgrounds and forcing them to act according to the same standards as Japanese people.

- ④ Routinely telling jokes that make fun of a specific country, race or ethnicity.
- ⑤ Using racial slurs as a form of bullying in class, during extracurricular activities, or in the workplace.

### ■Speech and Behavior That May Constitute Other Forms of Harassment

- ① ojisan (uncle – used to mean old man), obasan (aunt – used to mean old woman), ji-jii (old man), baa (old lady)
- ② boku (casual form of “I” used by Japanese men but can indicate that speaker views the listener as inferior or immature when used as “you”), boya (boy), ojosan (young lady), etc. ), boya (boy), ojosan (young lady)
- ③ debu (fatty), busu (ugly woman), busaiku (ugly), hage (baldy)
- ④ baka (stupid), muno (incompetent)
- ⑤ shogai (disability)

Note: The terms listed above may sometimes be employed in the context of light-hearted banter between people who enjoy a close friendship. It must be remembered however that in the wrong context these words can be interpreted as harassment.

Support to be provided by the Division of Research for the application to  
Grants-in-Aid for Scientific Research (KAKENHI)

Grants-in-Aid for Scientific Research Application Headquarters Office

The Division of Research provides a variety of support services to help faculty members acquire Grants-in-Aid for Scientific Research (KAKENHI).

For more information, please check the website below.

➤ **KAKENHI HP, Division of Research, Ritsumeikan University**

The information related to KAKENHI applications is available on the following website. Please take a look at the up-to-date information by all means, such as the application information for each research category, internal deadlines, various seminars, video contents, etc., which are useful for your application.

[Grants-in-Aid for Scientific Research, Division of Research, Ritsumeikan University \(ritsumei.ac.jp\)](https://www.ritsumei.ac.jp/en/research/grants-in-aid-for-scientific-research/)

➤ **Contact information for KAKENHI applications by campus**

Please contact the following for information on applying for KAKENHI.



- Kinugasa Campus and Suzaku Campus

Research Office at Kinugasa Campus (2F, Shugakukan Hall)

Tel: 075-465-8224

Email: [shinseik@st.ritsumei.ac.jp](mailto:shinseik@st.ritsumei.ac.jp)

- Biwako-Kusatsu Campus

Research Office at Biwako-Kusatsu Campus (3F, Research Center for Disaster Mitigation System)

Tel: 077-561-2631

Email: [b-kaken@st.ritsumei.ac.jp](mailto:b-kaken@st.ritsumei.ac.jp)

- Osaka Ibaraki Campus

Research Office at Osaka Ibaraki Campus (Co-Lab. 8F, Building A)

Tel: 072-665-2570

Email: [o-kaken1@st.ritsumei.ac.jp](mailto:o-kaken1@st.ritsumei.ac.jp)