

* The Japanese version is the authoritative version, and this English translation is intended for reference purposes only. Should any discrepancies or doubts arise between the two versions, the Japanese version will prevail.

Guidelines for Special Training Program at Tokyo University of Foreign Studies

July 23, 2013
Regulation No. 41

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Article 1 Purpose

These Guidelines provide for necessary matters regarding the handling of the Special Training Program under the provisions of the Regulations Concerning the Special Training Program at Tokyo University of Foreign Studies (Regulation No. 40 of 2013; hereinafter referred to as the "Special Training Regulations").

Article 2 Qualifications for training

Any person who comes under any of the following items starting from the application closing date in each school, etc. may not apply for special training, and such application shall be void even after application is made.

- (1) A person who falls under any of the following in the past one (1) year:
 - (i) An employee who has taken sick leave or special leave for one (1) month or longer (excluding leave for work injuries and commuting injuries); and
 - (ii) Any person who has received, in accordance with the provisions of Article 17 of the Regulations Concerning Employee Safety and Health Management at Tokyo University of Foreign Studies, a decision or change in the classification of guidance as B for daily life regimen as prescribed in the attached table of said Regulations and has been placed under follow-up measures as prescribed in Article 18 of said Regulations.
- (2) A person who falls under any of the following in the past three (3) years:
 - (i) A person who has received disciplinary punishment or corrective action such as admonition or strict warning which falls under Articles 56 through 58 of the Working Regulations for Employees of Tokyo University of Foreign Studies;
 - (ii) An employee who has taken administrative leave or absence from work (excluding leave for work injuries and commuting injuries); and
 - (iii) A person who has applied for resignation without reasonable grounds after application.
- (3) Any person who has travelled on business or received training for more than six (6) months in the past seven (7) years (in the case of special training exceeding six (6) months, in the past ten (10) years)
- (4) In personnel evaluation for teachers, those whose results of individual evaluation carried out by schools during the latest two (2) periods are less than favorable

Article 3 Completion of special training

- 1 If it becomes evident during special training that any of the items in the preceding article applies, the special

training shall be terminated at that time.

2 The President may terminate special training while in session if deemed necessary.

Article 4 Standards for recommendation in each school, etc.

1 In the event an employee falls under any one of the following, the dean may not recommend such employee as a trainee:

- (1) A person who is determined to have concerns about health status; and
- (2) A person who is otherwise found to be ineligible in any school, etc.

2 If a school, etc. deems it particularly necessary, a person who does not have the training qualification provided in the Special Training Regulations and these Guidelines may be recommended in accordance with the recommendation standards provided by each school, etc.

3 The dean of each school, etc. shall make recommendations in order of priority.

Article 5 Number of persons recommended by each school, etc.

1 The number of persons recommended by each school, etc. shall be the equivalent of zero point five (0.5) points for six (6) months of special training and one (1) point for more than six (6) months of special training, and in principle, the number of persons recommended by each school, etc. shall be within the range of the points in the table below.

School	Points
Institute of Global Studies	2.5
Institute of Japan Studies	1
Research Institute for Languages and Cultures of Asia and Africa	0.5

2 In the event that the number of participants recommended exceeds the number of points and special training is provided, the number of points for the following year may be adjusted as necessary.

3 When any shortage or excess of points arises, such shortage or excess shall be allocated through adjustment among all the points, and any shortfall shall be allocated at the discretion of the President.

Article 6 Miscellaneous Provisions

Any matters relating to special training other than those stipulated in these Guidelines shall be determined by the President separately.