

○ **Hiroshima University Regulations for Sabbatical Training of Teachers**

Regulation No. 6 of January 31, 2007

Hiroshima University Regulations for Sabbatical Training of Teachers

(Purpose)

Article 1 These Regulations prescribe the matters necessary for the sabbatical training of teachers at Hiroshima University (hereinafter referred to as the University) in accordance with the provisions of Article 8 (3) of the Hiroshima University Regulations for Employee Training (Regulation No. 95 of April 1, 2004).

(Definitions)

Article 2 In these Regulations, the meanings of the terms listed in the following items shall be as defined in the respective items.

- (i) Teacher means anyone of the Professors, Associate Professors, Lecturers, Assistant Professors, Research Associates, Vice Principals, School Teachers, School Nurses, or Diet and Nutrition Teachers.
- (ii) Sabbatical training means training in which teachers engage in educational and research activities at education and research institutions, etc. in Japan or in foreign countries while they are exempted from their duties in part or in whole for a certain period of time with alternative or supporting measures implemented for such duties, which aims at enhancing the education and research abilities, qualities, etc. of teachers and contributing to the development of education and research at the University.
- (iii) Department, etc. means any of the Schools, the Graduate Schools, the Attached Research Institutes, the University Hospital, the Headquarters for Education, the National Joint Usage Facilities, the Joint Education and Research Facilities on Campus, the Joint Usage Facility on Campus, or the Attached Schools.

(Eligibility for Training)

Article 3 A person who is eligible for engaging in sabbatical training shall be a teacher of a department, etc. who falls under one of the following items:

- (i) A person who has continuously worked as a teacher of the University for at least seven years and has not engaged in sabbatical training before;
- (ii) A person who has engaged in sabbatical training before and has continuously worked for at least seven years since the day on which the period of his/her immediately previous engagement in sabbatical training ended; or
- (iii) A person who has contributed to management or administration for a long time and whose engagement in sabbatical training before restarting his/her educational and research activities is regarded by the head of the relevant department, etc. as appropriate.

(Training Period)

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Article 4 (1) The period during which a person may engage in sabbatical training (hereinafter referred to as a sabbatical training period) shall be a continuous period of within one year, in principle. However, such period may be flexibly treated according to the actual circumstances, etc. of each department, etc.

(2) The turn of academic semesters shall be taken into consideration when the start and end timings of a sabbatical training period are set. However, the start and end timings of such period may be flexibly treated according to the form and details of activities during the sabbatical training period, the length of the period, alternative and supporting measures, and other details; for instance, the start and end timings of such period may be set in a manner that is workable for both the teacher who is to engage in sabbatical training and his/her department, etc.

(Procedure, etc.)

Article 5 (1) A teacher who wishes to engage in sabbatical training shall make and submit a preliminary application and a main application as provided for below.

(i) The teacher shall make and submit a preliminary application to the head of the department, etc. to which the teacher is assigned or belongs (hereinafter referred to as the affiliated department, etc.) two fiscal years prior to the fiscal year during which the period of his/her desired engagement in sabbatical training is to start (hereinafter referred to as the training fiscal year), by the date specified by the affiliated department, etc., with an overview of his/her sabbatical training engagement plan attached.

(ii) By the date specified by the affiliated department, etc. in the fiscal year prior to the training fiscal year, the teacher shall make and submit a main application to the head of the affiliated department, etc., with a detailed sabbatical training engagement plan attached.

(2) A screening organ shall be set up under each department, etc. to screen teachers who have made and submitted main applications for sabbatical training (hereinafter referred to as a candidate).

(3) The screening organ in the preceding paragraph shall screen candidates on the basis of standards set by each department, etc., rank them, and recommend them accordingly to the Faculty Meeting of the department, etc. (if the department, etc. concerned does not have a Faculty Meeting thereunder, an organ in place of such Faculty Meeting; hereinafter referred to as the Faculty Meeting, etc.).

(4) Upon receiving recommendations pursuant to the provisions of the preceding paragraph, the Faculty Meeting, etc. shall deliberate which teachers (including the number of teachers) are to be permitted to engage in sabbatical training, the period of such sabbatical training, alternative and supporting measures, and other necessary matters (referred to as necessary matters in the following paragraph), with alternative and supporting measures for the duties from which candidates are to be exempted during the period under application, the degree of operational difficulty, and other relevant matters taken into consideration.

(5) Through the deliberation of the Faculty Meeting, etc. under the preceding paragraph, the head of the department, etc. concerned shall determine necessary matters and provide relevant permission, in principle, in the fiscal year prior to the training fiscal year.

(Exemption from Duties)

Article 6 During a sabbatical training period, a teacher who has been permitted to engage in sabbatical training pursuant to the provisions of paragraph (5) of the preceding Article (hereinafter referred to a permitted teacher) shall be, in principle, exempted from his/her own duties at the University in full; provided, however, that in the case where such permitted teacher wishes, he/she may engage in part of his/her duties at the University upon prior consultation with the head of his/her affiliated department, etc.

(Alternative Measures, etc.)

Article 7 With regard to the duties from which a permitted teacher is exempted, alternative and supporting measures shall be implemented as follows.

- (i) The affiliated department, etc. of the permitted teacher shall implement alternative and supporting measures by utilizing other teachers who have been assigned or belong to the same department, etc., as much as possible.
- (ii) In the case where a department, etc. has no choice but to newly hire a Visiting Professor, Visiting Associate Professor, Visiting Lecturer, Special Professor, Splendid Professor, or Part-Time Lecturer as an alternative and supporting measure for duties relating to education, the University shall hire such Visiting Professor, Visiting Associate Professor, Visiting Lecturer, Special Professor, Splendid Professor, or Part-Time Lecturer and provide the department, etc., as an accounting unit responsible for execution, management and settlement of expenses incurred for such hiring, with hiring expenses separate from the existing department budget allocated to it.

(Handling of the Status, etc.)

Article 8 The status, salary, etc. of a permitted teacher during a sabbatical training period shall be treated as prescribed below.

- (i) During a sabbatical training period, the permitted teacher holds the status of an employee of the University and receives the full amount of his/her salary (excluding those allowances (including adjustment amounts for base pay) the payment requirements of which the teacher is to fail to meet).
- (ii) Even during a sabbatical training period, the permitted teacher is required to observe the prohibition of any act of disrepute, maintain ethics and comply with other service rules.
- (iii) In principle, any side business during a sabbatical training period is not allowed, considering the purpose of sabbatical training. However, in the case of an ongoing side business, or where there are found to be special circumstances, the side business concerned may be conducted, upon obtaining the prior permission of the University.

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- (iv) The permitted teacher shall notify the University of all matters concerning any intellectual property rights arising during a sabbatical training period.

(Obligations, etc.)

Article 9 The obligations of a permitted teacher after the termination of his/her sabbatical training period shall be as follows:

- (i) Return to his/her post and regular duties without delay after the end of the sabbatical training period;
- (ii) Within 90 days of the day of return to his/her post, submit a report on his/her achievements during the sabbatical training period to the head of his/her affiliated department, etc., and hold a debriefing session for the constituent members of the same department, etc.; and
- (iii) After the end of the sabbatical training period, make endeavors to utilize his/her achievements of sabbatical training and to contribute to the development of education and research at the University.

(Miscellaneous Provisions)

Article 10 In addition to the provisions prescribed herein, each department, etc. may establish other matters necessary for the implementation of sabbatical training in accordance with the actual circumstances, etc. of the department, etc.

Supplementary Provisions

1. These Regulations shall come into force on April 1, 2007.
2. In the calculation of the number of years of continuous service under Article 3 (i) in the case where a teacher employed for a fixed term is successively reappointed, the number of years shall be calculated from the day of original employment for a fixed term.
3. Notwithstanding the provisions of Article 5, the timing of implementation of the procedure, etc. when the training fiscal year is fiscal year 2007 or 2008 may be determined by each department, etc. in accordance with its actual circumstances.

Supplementary Provisions (Regulation No. 83 of March 31, 2010)

These Regulations shall come into force on April 1, 2010.

Supplementary Provisions (Regulation No. 34 of March 24, 2015)

These Regulations shall come into force on April 1, 2015.

Supplementary Provisions (Regulation No. 121 of September 29, 2015)

These Regulations shall come into force on October 1, 2015.

Supplementary Provisions (Regulation No. 35 of March 24, 2016)

These Regulations shall come into force on April 1, 2016.

Supplementary Provisions (Regulation No. 168 of June 28, 2016)

These Regulations shall come into force on July 1, 2016.

Supplementary Provisions (Regulation No. 246 of December 27, 2016)

These Regulations shall come into force on December 27, 2016, and the provisions of the Hiroshima University Regulations for Sabbatical Training of Teachers after revision by these Regulations shall apply from July 26, 2016.

Supplementary Provisions (Regulation No. 136 of September 26, 2017)

These Regulations shall come into force on October 1, 2017.

Supplementary Provisions (Regulation No. 34 of March 27, 2018)

These Regulations shall come into force on April 1, 2019.