

Nara Institute of Science and Technology, National University Corporation
Basic Regulations

April 1, 2004
Basic Regulations No. 1

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I. General Provisions

Article 1 (Name)

This corporation shall be named Nara Institute of Science and Technology (hereinafter referred to as the “Corporation”).

Article 2 (Office)

The Corporation has offices at 8916-5 Takayama-cho, Ikoma-shi, Nara.

Article 3 (Purpose)

The purpose of the Corporation is to establish and operate a national university based on the National University Corporation Act (Law No. 112, 2003; hereinafter referred to as the “Corporation Act”).

Article 4 (University to be established)

1. In order to accomplish the purpose of the previous article, the Corporation shall establish the national university stated below:

Nara Institute of Science and Technology (hereinafter referred to as “NAIST”)

Graduate school

Graduate School of Science and Technology

Information Initiative Center

University Library

NAIST joint education and research facilities

Research and Education Center for Genetic Information

Research and Education Center for Materials Science

Data-driven Science Conception Center

Center for Digital Green-innovation

Health Care Center

2. The academic faculty of the graduate school stipulated in the previous clause shall be divided in to the following divisions to respond flexibly and appropriately academic and research developments related to areas of science and technology.

(1) Division of Information Science

(2) Division of Biological Science

(3) Division of Materials Science

3. Necessary matters related to NAIST's organization and operations shall be stipulated separately.

II. Board Members

Article 5 (Board members)

The Corporation shall appoint a President, up to four Executive Directors (If one or more of the Executive Directors are employed on a part-time basis (Limited to those who are not employees or executives of NAIST at the time of their appointment), up to five), and two Auditors as board members.

Article 6 (President)

The President shall be responsible for the management of internal affairs at NAIST and the supervision of all the faculty and staff members thereof, representing NAIST and overseeing its entire operations.

Article 7 (The President's term of office)

Necessary matters concerning the President's term of office shall be stipulated separately.

Article 8 (Substitution for the President's duties)

When the President has had an accident, the Executive Director who is designated in advance by the president shall conduct the President's duties in his or her place, and when the position of the President is vacant this Executive Director shall conduct those duties.

Article 9 (University President Selection Committee)

1. The University President Selection Committee shall be established in order to make proposals to the Minister of Education, Culture, Sports, Science and Technology concerning President selection and dismissal.
2. Necessary matters concerning the University President Selection Committee shall be provided for separately.

Article 10 (Executive Directors)

1. Executive Directors shall assist the President and handle the duties designated by the President.
2. The President shall appoint the executive directors.
3. Executive Directors' term of office shall be two years, and the Executive Directors may be reappointed. Provided, however, that the period of time in office for an Executive Director shall be limited to within the period in which the President who appointed said Executive Director is in office.

Article 11 (Auditors)

1. Auditors shall audit NAIST's activities. In such cases, they will produce audit reports according to the stipulations of Ministry of Education, Culture, Sports, Science and Technology orders.
2. Auditors may, at any time, ask board members (excluding Auditors) or employees for reports concerning administration matters and projects or investigate the state of the Corporation's activities and/or assets.
3. The Auditors shall inspect documents when the Corporation intends to submit to the Minister of Education, Culture, Sports, Science and Technology documents related to permission, approval, certification, or notification based on provisions of the Corporation Act or the Act on Rules for Independent Administrative Agency (Law No. 103, 1999) that will be applied under the Corporation Act or reports or other documents stipulated by an order by the Ministry of Education, Culture, Sports, Science and Technology,.
4. Auditors may submit opinions to the President or the Minister of Education, Culture, Sports, Science and Technology when it is deemed necessary based on audit results.
5. When an auditor recognizes that a board member (excluding auditors) has acted or may act unjustly, or when an auditor recognizes a violation of the Corporation Act or another law or ordinance, or that there is a significantly unfair fact, he or she shall report that fact to the President and make a report to the Minister of Education, Culture, Sports, Science and Technology without delay.
6. Auditors shall be appointed by the Minister of Education, Culture, Sports,

Science and Technology.

7. The Auditors' term of office shall be until the time of approval of the financial statements stipulated in Article 38 Item 1 of the Act on General Rules for Independent Administrative Agencies (Law No. 103, 1999 ; hereinafter referred to as the "Applied General Rules Act") that shall be applied under Article 35 of the Corporation Act in relation to the final matters of the business year that shall end within four years of the auditors' appointment, and Auditors may be reappointed. Provided, however, that the term of office for an auditor who fills a vacancy shall be the remaining period of his or her predecessor.

8. Necessary matters concerning auditors shall be provided for separately.

Article 11-2 (Auditor Candidate Selection Committee)

1. An Auditor Candidate Selection Committee shall be established to choose auditor candidates for appointment by the Minister of Education, Culture, Sports, Science and Technology.

2. Necessary matters concerning auditors shall be provided for separately.

Article 12 (Board of directors)

1. A board of directors shall be established as an organization to make resolutions about important matters concerning NAIST before the President makes decisions.

2. The important matters of the previous clause shall be the matters stated below.

(1) Opinions about midterm objectives (refers to opinions that NAIST will convey to the Minister of Education, Culture, Sports, Science and Technology under the provisions of Article 30 Item 3 of the Corporation Act; hereinafter the same) and matters related to fiscal plans

(2) Matters for which permission or approval by the Minister of Education, Culture, Sports, Science and Technology must be received under the Corporation Act

(3) Budget creation and execution, and matters related to budget settlement

(4) Matters related to the establishment or abolition of NAIST, graduate schools, or other important organizations

(5) Other important matters stipulated by the board of directors

3. The board of directors shall consist of the President and the Executive Directors (hereinafter in this article referred to as the "Constituent Members").

4. The board of directors shall have a chairperson, and the President shall fill this role.

5. The chairperson shall preside over the board of directors.

6. When the chairperson has had an accident, the executive director who has

been designated by the chairperson in advance shall conduct the chairperson's duties in place of him or her.

7. Two-thirds of the Constituent Members must be in attendance for board of directors meetings to begin or to adopt resolutions.

8. Resolutions of board of directors shall be passed with assenting votes of a majority of the Constituent Members in attendance, and in the event of a tied vote, the chairperson shall cast the deciding vote.

III. Employees

Article 13 (Employees)

1. NAIST shall employ faculty members, administrative staff, and other necessary staff as employees.

2. Faculty members shall consist of professors, associate professors, lecturers, assistant professors, and assistants.

3. Administrative staff shall consist of administrative employees, technical employees, nursing employees, and educational support employees.

IV. Vice President and the Dean of Graduate School

Article 14 (Vice President)

1. A Vice President shall be appointed for the purpose of assisting with the President's duties or be responsible for institute affairs for which an order was received.

2. The President shall designate the Vice President from among the Executive Directors and employees.

3. The Vice President's term of office shall be two years, and he or she may be reappointed. Provided, however, that the Vice President's term of office shall be limited to the period in which the President who designated that Vice President is in office.

Article 14-2 (Graduate school Dean)

1. A graduate school Dean shall be appointed to be responsible for the operation of the graduate school.

2. The President shall designate the graduate school Dean from those faculty members chosen by the Graduate School Dean Selection Committee.

3. Necessary matters related to the Graduate School Dean Selection Committee shall be stipulated separately.

4. The graduate school Dean's term of office shall be two years, and the Dean may be reappointed. Provided, however, that the graduate school Dean's term of office shall be limited to the period in which the President who designated that graduate school Dean is in office.

Article 14-3 (Graduate school Vice Deans)

1. Graduate school Vice Deans shall be appointed to be responsible for assisting graduate school Deans.
2. The President shall designate the graduate school Vice Deans, based on recommendations by the graduate school Deans.
3. The graduate school Vice Deans' term of office shall be two years, and the Vice Deans may be reappointed. Provided, however, that a graduate school Vice Dean's term of office shall be limited to the period in which the President who designated that graduate school Vice Dean is in office.

Article 15 (Division Directors)

1. Division Directors shall be appointed to be responsible for the operation of the Divisions.
2. The President shall designate the Division Directors from those faculty members chosen by the Division Director Section Committee.
3. Necessary matters related to the Graduate School Dean Selection Committee shall be stipulated separately.
4. The Division Directors' term of office shall be two years, and the Division Directors may be reappointed. Provided, however, that a Division Directors' term of office shall be limited to the period in which the President who designated that Division Director is in office.

Article 15 (Deputy Division Directors)

Deputy Division Directors shall be appointed to be responsible for assisting Division Directors.

Article 16 (Information Initiative Center Director)

1. An Information Initiative Center Director shall be appointed to be responsible for the operation of the Information Initiative Center.
2. The President shall designate the Information Initiative Center Director from among the Executive Directors and employees.
3. The Information Initiative Center Director's term of office shall be two years, and the director may be reappointed. Provided, however, that the Information Initiative Center Director's term of office shall be limited to the period in which the President who designated that Information Initiative Center Director is in office.

Article 17 (NAIST joint education and research facility Directors)

1. The following NAIST joint education and research facility Directors shall be

appointed (hereinafter in this article referred to as the “Center Directors”) to be responsible for the operations of the centers within NAIST joint education and research facilities (hereinafter in this article referred to as the “Centers”).

- (1) Director of Research and Education Center for Genetic Research
- (2) Director of Research and Education Center for Materials Research
- (3) Data-driven Science Conception Center
- (4) Director of Center for Digital Green-innovation

2. The President shall designate the Center Directors from among the Executive Directors and employees.

3. The Center Directors’ term of office shall be two years, and the Center Directors may be reappointed. Provided, however, that Center Directors’ term of office shall be limited to the period in which the President who designated that Center Director is in office.

Article 18 (Health Care Center Director)

1. A Health Care Center Director shall be appointed to be responsible for the operations of the Health Care Center.

2. The President shall designate the Health Care Center Director from among the employees.

3. The Health Care Center Director’s term of office shall be two years, and the director may be reappointed. Provided, however, that the Health Care Center Director’s term of office shall be limited to the period in which the President who designated that Health Care Center Director is in office.

Article 19 (Director General)

1. A Director General shall be appointed to be responsible for the operations of the administration.

2. The President shall designate the Director General from among the Executive Directors and employees.

Article 20 (Advisor to the President)

1. An Advisor to the President shall be appointed to be responsible for assisting the President and the Executive Directors.

2. The President shall appoint the Advisor to the President from among the employees.

3. The Advisor to the President’s term of office shall be one year, and the advisor may be reappointed. Provided, however, that the Advisor to the President’s term of office shall be limited to the period in which the President who designated that Advisor to the President is in office.

V. Deliberative Councils

Article 21 (Administrative Council)

1. The Administrative Council shall be established as an organization to deliberate important matters related to management of NAIST.
2. The following matters shall be deliberated by the Administrative council.
 - (1) Of matters related to opinions about midterm objectives, those that are related to management of NAIST
 - (2) Of matters related to midterm and fiscal plans, those that are related to management of NAIST
 - (3) Matters related to establishment, revision, or abolition of institute rules (limited to areas related to management of NAIST), accounting rules, standards for provision of remuneration and severance allowances for board members, standards for provision of salary and severance allowances for employees, and other important agreements related to management
 - (4) Creation and execution of budgets, and matters related to budget settlement
 - (5) Matters related to inspections and evaluations that the council itself conducts concerning organizations and operations
 - (6) Other important matters related to the management of NAIST
3. The Administrative Council shall be composed of the members stated below.
 - (1) The President
 - (2) The Executive Directors appointed by the President
 - (3) The Vice President appointed by the President
 - (4) The Operational Affairs Department Director
 - (5) Of persons who are not board members or employees and who have broad and deep insight concerning Universities, those who the President appoints after hearing the opinions of the Education and Research Council
4. The majority of the members of the Administrative Council must be those listed in Item 5 of Article 21 Clause 3.
5. The term of office for those members listed in Item 5 of Article 21 Clause 3 shall be two years, and may be reappointed. Provided, however, that a member's term of office shall be limited to the period in which the President who designated that member is in office.
6. The Administrative Council shall have a chairperson, and the President shall fill this role.
7. The chairperson shall preside over the Administrative Council.
8. When the chairperson has had an accident, the Executive Director the chairperson has designated in advance shall conduct the chairperson's duties in place of him or her.
9. Two-thirds of the Administrative Council must be in attendance for the council to hold proceedings and make resolutions.

10. The Administrative Council's proceedings shall be decided by assenting votes of a majority of the members in attendance, and in the event of a tie, the proceedings shall be decided upon by the chairperson.

Article 22 (Education and Research Council)

1. The Education and Research Council shall be established as an organization to deliberate important matters related to NAIST's education and research.

2. The following matters shall be deliberated by the Education and Research Council.

(1) Matters related to opinions about midterm objectives (excluding the matters stated in Item 1 of Article 21 Clause 2)

(2) Matters related to midterm plans and fiscal plans (excluding the matters stated in Item 2 of Article 21 Clause 2)

(3) Matters related to establishment, revision, and abolition of institute rules (excluding portions related to NAIST management) and other important rules related to education and research

(4) Personnel matters related to faculty

(5) Matters for policies related to organization of the curriculum

(6) Matters related to the advice, guidance, and other assistance necessary in order to support the efficient student education

(7) Policies related to student admission, course completion, and other matters concerning student enrollment, and matters related to degree granting policies

(8) Matters related to inspections and evaluations that the council itself conducts concerning the state of education and research

(9) Other important matters related to NAIST's education and research

3. The Education and Research Council shall be composed of the councilors stated below.

(1) The President

(2) Executive Directors appointed by the President

(3) The Vice President appointed by the President

(4) The Dean of the graduate school

(5) Vice Deans of the graduate school

(6) Division Directors

(7) Deputy Division Directors

(8) Information Initiative Center Director

(9) Each Director of NAIST joint education and research facilities

(10) Health Care Center Director

(11) Planning and Academic Affairs Department Director

(12) Research and International Affairs Department Director

4. In the event that there is a Vice President (limited to those in charge of NAIST affairs related to important matters concerning education and research) under Article 14 provisions, the President will designate that Vice President as a councilor.

5. The Education and Research Council shall have a chairperson, and the President shall fill this role.

6. The chairperson shall preside over the Education and Research Council.

7. When the chairperson has had an accident, the Executive Director the chairperson has designated in advance will conduct the chairperson's duties in place of him or her.

8. Two-thirds of the Education and Research Council must be in attendance for the council to hold proceedings and make resolutions.

9. The Education and Research Council's proceedings shall be decided by assenting votes of a majority of the members in attendance, and the event of a tie the proceedings shall be decided by the chairperson.

Article 23 (Review Committee)

1. The Review Committee shall be established as an organization to conduct evaluations related to the achievements of the Corporation and NAIST's operations.

2. Necessary matters related to the Review Committee shall be stipulated separately.

Article 24 (Center for Strategy and Planning)

1. The Center for Strategy and Planning shall be established as an organization to conduct planning and proposal of fundamental policies related to the Corporation's and NAIST's operation.

2. Necessary matters related to the Center for Strategy and Planning shall be stipulated separately.

Article 25 (Committees)

1. Committees shall be established in accordance with laws and ordinances or when necessary.

2. Necessary matters related to committees shall be stipulated separately.

VI. Institutes

Article 26 (Institute for Educational Initiatives)

1. The Institute for Educational Initiatives shall be established as an organization to develop NAIST's basic educational policies, to undertake collaboration with educational institutions and companies in Japan and other

countries, and provide thorough career planning support.

2. Necessary matters related to the Institute for Educational Initiatives shall be stipulated separately.

Article 27 (Institute for Research Initiatives)

1. The Institute for Research Initiatives shall be established as an organization for the purpose of supporting the planning, implementation and research activities for policies concerning invigorating and upgrading NAIST's research, and strategically promoting the returning of the benefits of research results from collaboration among industry, government, and academia to society through cooperation with organizations and companies in Japan and around the globe.

2. Necessary matters related to the Institute for Research Initiatives shall be stipulated separately.

VII. Administrative Organization

Article 28 (Administration offices)

1. Administration offices shall be established as an organization to handle the Corporation's and NAIST's administrative matters.

2. Necessary matters related to the Administration offices shall be stipulated separately.

VIII. Finances and Accounting

Article 29 (Invested assets)

Invested assets from the government shall be as stated in the appendix.

Article 30 (Restriction of disposal of invested assets)

Of the invested assets mentioned in the previous article, when there is an intention to transfer important assets or offer them as collateral, the matter must be deliberated by the Administrative Council, a resolution by the Board of Directors must be obtained, and permission must be obtained from the Minister of Education, Culture, Sports, Science and Technology.

Article 31 (Budget)

1. Before each accounting year begins, the President shall draw up the Corporation's budget, the budget shall undergo deliberation by the Administrative Council, and a resolution by the board of directors shall be obtained.

2. When there will be a substantial change to the budget, a new obligation outside the current budget, or a relinquishment of rights, the previous clause shall apply correspondingly.

Article 32 (Budget settlement)

Within three months after each accounting year ends, the Corporation shall create the financial statements stipulated in Article 38 Clause 1 of the Applied General Rules Act and the business reports and settlement reports stipulated in Article 38 Clause 2 of said Act, have them undergo deliberation by the Administrative Council, obtain a resolution adopted by the board of directors, attach audit reports and accounting audit reports, and submit them to the Minister of Education, Culture, Sports, Science and Technology.

Article 33 (Accounting)

1. In principle, the Corporation's accounting shall follow accounting principles used in industry, according to national university accounting standards.
2. Necessary matters related to accounting shall be stipulated separately.

IX. Corporation Rules and Regulations

Article 34 (Corporation's rules and regulations)

1. In addition to these Basic Regulations, the Corporation shall establish the rules and regulations stated below.
 - (1) NAIST regulations: Important matters related to NAIST's operational structure, education, and research
 - (2) Regulations (規則): Important matters related to accounting, work, safety and health management, crisis management, or ethics for research with human subjects
 - (3) Regulations (規程): Matters that are stipulated based on Basic Regulations, NAIST regulations, or regulations stipulated above, or matters that are necessary for the Corporation's or NAIST's operation
 - (4) Guidelines (要領): Matters that are necessary in relation to conducting work
 - (5) Policies (細則): Matters that are stipulated based on regulations or guidelines
2. "NAIST regulations" shall undergo deliberation by the Education and Research Council, obtain a resolution adopted by the board of directors, and be stipulated by the President. In such cases, matters related to management shall undergo deliberation by the Administrative Council.
3. "Regulations (規則)" shall obtain resolutions adopted by the board of directors and be stipulated by the President. Provided, however, that matters related to management must undergo deliberation by the Administrative Council, and matters related to education or research must undergo deliberation by the Education and Research Council, respectively.
4. "Regulations (規程)" shall obtain resolutions adopted by the board of

directors and be stipulated by the President. In such cases, matters related to management must undergo deliberation by the Administrative Council, and matters related to education or research must undergo deliberation by the Education and Research Council, respectively.

5. The President or the Executive Directors shall stipulate guidelines and detailed regulations.

6. Notwithstanding the previous two clauses, regulations and policies related to the term of the President shall undergo deliberation by the University President Selection Committee and be stipulated by the President. In such cases, regulations concerning the term of the President must be adopted by the board of directors.

7. Notwithstanding Clauses 4 and 5, regulations and policies related to selection and dismissal of the President and to the University President Selection Committee shall undergo deliberation by the University President Selection Committee and be stipulated by the chairperson of the University President Selection Committee.

X. Miscellaneous Provisions

Article 35 (Revision or abolition of the Basic Regulations)

1. When there is intent to revise or abolish these Basic Regulations, a resolution adopted by the board of directors must be obtained. In such cases, matters related to management must undergo deliberation by the Administrative Council, and matters related to education or research must undergo deliberation by the Education and Research Council, respectively.

2. Notwithstanding the previous clause, when there is intent to revise or abolish Article 7 and/or Article 9, the matter must undergo deliberation by the University President Selection Committee.

Supplementary provisions

(Effective date)

1. These Regulations shall come into effect on April 1, 2004. Provided, however, that the provisions of Article 7 shall come into effect on the date they go through deliberation by the University President Selection Committee.

(Initial term of the President)

2. Notwithstanding the provisions of Article 7, the term of office of the President who is President on April 1, 2004, shall be until March 31, 2005.

(Designation of the initial Deans of the graduate schools)

3. Notwithstanding the provisions of Article 14, the President shall designate the initial Deans of the graduate schools.

(Initial councilors of the Education and Research Council)

4. The initial Education and Research Council shall be composed of the President and the Executive Directors.

(Rules formulated on April 1, 2004)

5. Notwithstanding the provisions of Article 34 Clause 2, Article 34 Clause 3, and Article 34 Clause 4, rules formulated on April 1, 2004 shall be stipulated by the President.

Supplementary provision

These Regulations shall come into effect on June 27, 2005, and be applicable from April 1, 2005.

Supplementary provisions

(Effective date)

1. These Regulations shall come into effect on November 15, 2006, and be applicable from April 1, 2006.

(Abolition of the Provisions for the NAIST Planning Office)

2. Provisions for the NAIST Planning Office (Provisions No. 93, 2004) shall be abolished.

Supplementary provision

These Regulations shall come into effect on April 1, 2007.

Supplementary provision

These Regulations shall come into effect on September 27, 2007.

Supplementary provision

These Regulations shall come into effect on April 1, 2009.

Supplementary provision

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

Supplementary provision

These Regulations shall come into effect on December 1, 2010.

Supplementary provisions

(Effective date)

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

(Transitional measures)

2. Notwithstanding the provisions of Article 11 Clause 7 of the revised Nara Institute of Science and Technology Basic Regulations, for actual enforcement of these Basic Regulations previous examples shall be followed for the term of the current auditor of NAIST.

Supplementary provision

These Regulations shall come into effect on April 1, 2017.

Supplementary provisions

(Effective date)

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

(Transitional measures)

2. Notwithstanding the provisions of Article 2 of the revised Nara Institute of Science and Technology Basic Regulations, the Graduate School of Information Science, Graduate School of Biological Sciences and the Graduate School of Materials Science shall continue to operate until the students of each respective graduate school as of March 31, 2018 are no longer registered as students at their respective graduate school.

Supplementary provisions

(Effective date)

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

2. The term of the graduate school deans who take office from April 1, 2019 at the Graduate School of Information Science, Graduate School of Biological Sciences and the Graduate School of Materials Science, whose continuance was stipulated based on Clause 2 of the April 1, 2019 supplementary provision, shall be 1 year, notwithstanding the provisions of Clause 4 of the second section of Article 14.

Supplementary provision

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

Supplementary provision

These Regulations shall come into effect on May 1, 2019.

Supplementary provision

These Regulations shall come into effect on March 25, 2020.

Supplementary provision

These Regulations shall come into effect on January 1, 2021.

Supplementary provision

These Regulations shall come into effect on April 1, 2021.

Supplementary provision

These Regulations shall come into effect on May 18, 2021, and be applicable from April 1, 2021.

Appendix (Relevant to Article 29)

Assets the government invested in
Nara Institute of Science and Technology

	Classification	Quantity	Value
Asset division	Land	9,756.72 m ²	JPY 743,957,500
	Buildings	(Buildings)27,115.80 m ²	JPY 13,183,252,000
	Trees and bamboo	(Total) 102,269.19 m ²	JPY 53,928,050
	Structures	—	JPY 5,689,053,000
	Total	1 set	JPY 19,670,190,550
	Goods	1 set	JPY 909,092,613
	Asset total		JPY 20,579,283,163
Debt division	Loan for industrial investment special account	—	JPY 1,764,850,000
Total			JPY 18,814,433,163