

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

April 1, 2004
Regulations No. 9

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I. General Provisions

Article 1 (Purpose)

These provisions stipulate the necessary matters to smoothly conduct administrative duties at the Nara Institute of Science and Technology National University Corporation (hereinafter referred to as the “Corporation”) and the Nara Institute of Science and Technology (hereinafter referred to as “NAIST”).

II. Administrative Duties

Article 2 (Administrative duties)

Administrative duties of the Corporation and NAIST shall be handled in the Auditing Office, the General Safety and Health Management Office, the Gender Equality Promotion Office, the Regional Co-creation Office, the Graduate School Secretariat Offices and the Administration Offices.

Section 1: Auditing Office

Article 3 (Auditing Office)

The Auditing Office shall be responsible for necessary matters related to the duties stipulated in the Nara Institute of Science and Technology Auditing Office Regulations (Regulations No. 1, 2016).

Section 2: General Safety and Health Management Office

Article 4 (General Safety and Health Management Office)

The General Safety and Health Management Office shall be responsible for necessary matters related to the duties stipulated in the Nara Institute of Science and Technology General Safety and Health Management Office Regulations (Regulations No. 95, 2004).

Section 3: Gender Equality Promotion Office

Article 4-2 (Gender Equality Promotion Office)

The Gender Equality Promotion Office shall be responsible for necessary matters related to the duties stipulated in the Nara Institute of Science and Technology Regulations Concerning Gender Equality (Regulations No. 3, 2009).

Section 4: Regional Co-creation Office

Article 4-3 (Regional Co-creation Office)

The Regional Co-creation Office shall be responsible for necessary matters related to the duties stipulated in the Nara Institute of Science and Technology Regulations Concerning Regional Co-creation. (Regulations No. 1, 2021)

Section 5: Graduate School Secretariat Office

Article 5 (Graduate School Secretariat Office)

The Graduate School Secretariat Office shall be responsible for necessary matters related to the duties stipulated in the Provisions for Establishing a Nara Institute of Science and Technology Graduate School Secretariat Offices (Regulations No. 94, 2004).

Section 6: Administration Offices

Article 6 (Administration Offices)

1. The Administration Offices shall have a Planning and Education Affairs Department, a Research and International Affairs Department, and an Operational Affairs Department.

2. The Planning and Education Affairs Department shall have the following divisions.

(1) Planning and General Affairs Division

(2) Educational Affairs Division

(3) Information and Digital Library Services Division

3. The Research and International Affairs Department shall have the following Divisions.

(1) Cooperation Research Division

(2) International affairs Division

4. The Operational Affairs Department shall have the following Divisions.

(1) Personnel Division

(2) Finance Division

(3) Facility Planning Division

Article 7

1. Each division may have a center established within them and have

jurisdiction over that center's administrative matters.

2. The matters of jurisdiction of the previous clause shall be provided for separately.

Article 8

1. Each division shall have Sections established within them and have jurisdiction over the sections' administrative matters.

2. The matters of jurisdiction of the previous clause shall be provided for separately.

Article 9 (Department Directors)

(1) Each department shall have a Department Director.

(2) Department Director positions shall be filled by administrative or technical personnel.

(3) Department Directors shall handle the administrative duties of their departments.

Article 9-2 (Vice Directors)

(1) Each department may have a Vice Director.

(2) Vice Director positions shall be filled by administrative or technical personnel.

(3) Vice Directors shall assist their department directors and handle department administrative duties.

Article 9-3 (Division Heads)

(1) Each division shall have a Division Head.

(2) Division Head positions shall be filled by administrative or technical personnel.

(3) Division Heads shall handle the administrative duties of their division.

Article 10 (Center Directors)

1. Centers that are established in divisions may have a Center Director.

2. Center Director positions shall be filled by employees.

3. Center Directors shall handle the administrative duties of their centers.

Article 11 (Division Deputy Heads)

1. Each division may have Division Deputy Head(s).

2. Division Deputy Head positions shall be filled by administrative or technical personnel.

3. Division Deputy Heads shall directly assist their Division Heads and handle

division administrative duties.

Article 12 (Senior Specialists)

1. Each division may have Senior Specialist(s), in order to handle the clerical work of the section.
2. Senior Specialists shall receive orders from their superiors and directly handle administrative duties in fields within a specific or certain scope that require a high degree of specialized knowledge and/or experience from within the administrative duties under their division's jurisdiction.
3. The matters under the jurisdiction of the Senior Specialists who are placed in each division as stipulated in the previous clause shall be provided for separately.

Article 13 (Section Chiefs)

1. Each section shall have a Section Chief.
2. Section Chief positions shall be filled by administrative or technical personnel.
3. Section chiefs shall, as the head of their sections, receive orders from their superiors, and handle section administrative duties. Provided, however, that when there are orders from their superiors, they shall assist with the administrative duties of other divisions or sections.

Article 14 (Specialists)

1. Each division may have Specialists, in order to handle the administrative duties of the division.
2. Specialists shall receive orders from their superiors and directly handle administrative duties in fields within a specific or certain scope that require a high degree of specialized knowledge and/or experience from within the administrative duties under their division's jurisdiction.
3. The matters under the jurisdiction of the Specialists who are placed in each division as stipulated in the previous clause shall be provided for separately.

Article 15 (Chiefs)

1. Each section may have Chiefs.
2. Chief positions shall be filled by administrative or technical personnel.
3. Chiefs shall receive orders from their superiors and handle section administrative duties. Provided, however, that when there are orders from their superiors, they shall assist with the administrative duties of other divisions or sections.

Article 16 (Staff)

Staff members shall engage in section administrative duties. Provided, however, that when there are orders from their section chiefs, they shall assist with the administrative duties of other divisions or sections.

Article 17 (Planning and General Affairs Division jurisdiction)

The Planning and General Affairs Division shall be responsible for the following administrative duties.

- (1) Matters related to managing administrative duties and coordinating communication
- (2) Matters related to secretarial duties for board members
- (3) Matters related to events (excluding matters that are under other divisions' jurisdiction)
- (4) Matters related to the safekeeping of official seals
- (5) Matters related to receiving and sending documents
- (6) Matters related to the Foundation for Nara Institute of Science and Technology
- (7) Matters related to the Nara Institute of Science and Technology Fund (hereinafter referred to as "Fund") (excluding matters that are under other divisions' jurisdiction)
- (8) Matters related to mid-term objectives, mid-term plans, and fiscal plans
- (9) Matters related to the revising or abolishing organizations
- (10) Matters related to the board of directors, the Administrative Council, the Education and Research Council, and the Review Committee
- (11) Matters related to the Institute President Selection Committee
- (12) Matters related to the Center for Strategy and Planning
- (13) Matters related to establishment, revision, abolition, and coordination of internal agreements
- (14) Matters related to institute self-evaluation, external evaluation, and certification evaluation
- (15) Matters related to collection and management of institute fundamental data
- (16) Matters related to corporation documents
- (17) Matters related to public disclosure of information and protection of personal information
- (18) Matters related to institute-wide investigations and statistics such as designated statistics
- (19) Matters related to public relations
- (20) Matters related to collaboration with the local community (excluding matter under the Regional Co-creation Office's jurisdiction)
- (21) Matters related to investigations, statistics, and reports for administrative

duties under the division's jurisdiction

- (22) Other matters not under the jurisdiction of other divisions, the Auditing Office, the General Safety and Health Management Office, the Gender Equality Promotion Office, the Regional Co-creation Office or the Graduate School Secretariat Offices

Article 18 (Educational Affairs Division jurisdiction)

The Educational Affairs Division shall be responsible for the following administrative duties.

- (1) Matters related to managing educational affairs and student (This includes graduates, Special Auditing Students, etc. for this item and Item 20 below) support, and coordinating communication
- (2) Matters related to student consultation
- (3) Matters related to student relations at the Health Care Center
- (4) Matters related to entrance and graduation ceremonies
- (5) Matters related to organization of the curriculum and courses
- (6) Matters related to student registration
- (7) Matters related to management of academic records
- (8) Matters related to degrees
- (9) Matters related to Special Auditing Students, Special Research Students, Non-degree Students, Research Students, and Undergraduate Internship Students
- (10) Matters related to organized training for the purpose of improving educational content, etc.
- (11) Matters related to student recruitment and admission selection
- (12) Matters related to exemption and postponement of enrollment and tuition fees
- (13) Matters related to scholarships
- (14) Matters related to student dormitories
- (15) Matters related to student benefits and services
- (16) Matters related to alumni association support and other collaboration with alumni
- (17) Matters related to student and Postdoctoral Fellow career planning support
- (18) Matters related to Institute for Educational Initiatives (excluding matters related to Division for Global Education)
- (19) Matters related to investigations, statistics, and reports concerning the administrative duties within the division's jurisdiction
- (20) Other administrative duties related to educational affairs and support for students not under other divisions' jurisdiction

Article 19 (Information and Digital Library Services Division jurisdiction)

The Information and Digital Library Services Division shall be responsible for the following administrative duties.

- (1) Matters related to managing academic information administration and coordinating communication
- (2) Matters related to the Information Initiative Center
- (3) Matters related to operation and planning for the institute library
- (4) Matters related to use of the institute library
- (5) Matters related to selection, organization, and distribution of academic materials
- (6) Matters related to use of library materials
- (7) Matters related to mutual use of and mutual cooperation with other university libraries
- (8) Matters related to operation and management of library systems
- (9) Matters related to digitalization of academic materials
- (10) Matters related to information security management
- (11) Matters related to an information database
- (12) Matters related to managing administrative information systems and coordinating communication
- (13) Matters related to operation and management of an information base for administrative information systems
- (14) Matters related to investigations, statistics, and reports concerning the administrative duties within the division's jurisdiction
- (15) Other administrative duties related to academic information not under other divisions' jurisdiction

Article 20 (Cooperative Research Division jurisdiction)

The Cooperative Research Division shall be responsible for the following administrative duties.

- (1) Matters related to managing research cooperation and coordinating communication
- (2) Matters related to applications, acceptance, budget execution, accounting procedures and reports for Grants-in-aid for Scientific Research and other grants
- (3) Matters related to applications, acceptance, budget execution, accounting work and reports for external funds, such as joint research with the private sector, commissioned research, various research aid projects, and contributions (excluding the Fund)
- (4) Matters related to administrative duties for accepting assets (limited to assets related to external funding)

- (5) Matters related to accepting trainees
- (6) Matters related to academic international exchange projects with organizations such as the Japan Society for the Promotion of Science
- (7) Matters related to inventions and patents
- (8) Matters related to conflicts of interest
- (9) Matters related to holding forums, etc.
- (10) Matters related to the Institute for Research Initiatives
- (11) Matters related to industry and academia collaboration projects
- (12) Matters related to management and operation of experiment facilities at the Research and Education Center for Genetic Information
- (13) Matters related to prevention of misconduct in research activities
- (14) Matters related to investigations, statistics, and reports concerning the administrative duties within the division's jurisdiction
- (15) Other administrative duties related to research cooperation not under other divisions' jurisdiction

Article 21 (International Affairs Division jurisdiction)

The International Affairs Division shall be responsible for the following administrative duties.

- (1) Matters related to managing international support and coordinating communication
- (2) Matters related to international exchanges
- (3) Matters related to international symposiums
- (4) Matters related to students from other countries (excluding matters under other divisions' jurisdiction)
- (5) Matters related to Institute for Educational Initiatives (limited to matters related to the Division for Global Education)
- (6) Other administrative duties related to international support not under other divisions' jurisdiction

Article 22 (Personnel Division jurisdiction)

The Personnel Division shall be responsible for the following administrative duties.

- (1) Matters related to managing personnel administrative duties and coordinating communication
- (2) Matters related to planning for personnel management systems
- (3) Matters related to work regulations, labor-management agreements, etc.
- (4) Matters related to personnel expenses and personnel management
- (5) Matters related to work performance evaluations
- (6) Matters related to employee hiring, resignation, etc.

- (7) Matters related to employee severance allowances
- (8) Matters related to employees' career management
- (9) Matters related to employee discipline, duties, etc.
- (10) Matters related to dual employment
- (11) Matters related to work hours
- (12) Matters related to human rights and harassment prevention
- (13) Matters related to honoring and recognizing employees
- (14) Matters related to employee training (excluding matters under other divisions' jurisdiction)
- (15) Matters related to employee salaries and allowances
- (16) Matters related to Research Assistants (RAs)
- (17) Matters related to Teaching Assistants (TAs)
- (18) Matters related to mutual aid associations
- (19) Matters related to employee housing
- (20) Matters related to welfare facilities
- (21) Matters related to workers' accident compensation
- (22) Matters related to employee benefits
- (23) Matters related to investigations, statistics, and reports for administrative duties under the division's jurisdiction
- (24) Other administrative duties related to personnel affairs not under other divisions' jurisdiction

Article 23 (Finance Division jurisdiction)

The Finance Division shall be responsible for the following administrative duties.

- (1) Matters related to managing finance administrative duties and coordinating communication
- (2) Matters related to finance regulations and agreements
- (3) Matters related to safekeeping receipt and expenditure seals for mutual aid associations
- (4) Matters related to the creation of settlement and financial statements, etc.
- (5) Matters related to consumption tax
- (6) Matters related to calculation documentation
- (7) Matters related to budget requests and budgets (excluding matters under Facility Planning Division jurisdiction)
- (8) Matters related to management and operation of funds
- (9) Matters related to receipt, expenditure, and storage of cash, savings, and negotiable securities
- (10) Matters related to income and expenditures
- (11) Matters related to management of receivables and debts

- (12) Matters related to asset management (excluding matters under other divisions' jurisdiction)
- (13) Matters related to contracts (excluding matters under other divisions' jurisdiction)
- (14) Matters related to budgets and settlements for the Fund and Fund business planning
- (15) Matters related to investigations, statistics, and reports for administrative duties under the division's jurisdiction
- (16) Other administrative duties related to finance not under other divisions' jurisdiction

Article 24 (Facility Planning Division jurisdiction)

The Facility Planning Division shall be responsible for the following administrative duties.

- (1) Matters related to managing facility maintenance plans and coordinating communication
- (2) Matters related to facility management
- (3) Matters related to inspection, evaluation, and efficient utilization of facilities
- (4) Matters related to preparation of budget proposals for repairs, construction and services
- (5) Matters related to implementation, allocation and accounting for construction and services
- (6) Matters related to clerical work for bidding and contracts for repairs, construction and services
- (7) Matters related to screening construction company qualifications
- (8) Matters related to applications, notifications, and reports based on construction-related laws
- (9) Matters related to consignment of design supervision
- (10) Matters related to maintenance plans, designs, and estimates for construction
- (11) Matters related to work management, supervision, and inspections for construction
- (12) Matters related to preservation and maintenance of facilities and equipment
- (13) Matters related to fire-prevention management (excluding matters under General Safety and Health Management Office jurisdiction) and security on the premises
- (14) Matters related to energy management and planning
- (15) Matters related to investigations, statistics, and reports for administrative duties under the division's jurisdiction

(16) Other administrative duties related to facility maintenance not under other divisions' jurisdiction

Supplementary provisions

(Effective date)

1. These Regulations shall come into effect on May 16, 2004.

(Interim measures)

2. Jurisdiction matters for departments and divisions of the administration offices before these regulations come into effect shall follow the examples of the abolished Nara Institute of Science and Technology Administrative Organization Regulations (Regulations No. 3 of October 1, 1991).

Supplementary provision

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

Supplementary provision

These Regulations shall come into effect on July 26, 2007, and be applicable from April 1, 2007.

Supplementary provision

These Regulations shall come into effect on June 26, 2008, and the stipulations of the Nara Institute of Science and Technology Administration Regulations that were revised under these regulations shall be applicable from April 1, 2008.

Supplementary provision

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

Supplementary provision

These Regulations shall come into effect on September 15, 2009, and the stipulations of the Nara Institute of Science and Technology Administration Regulations that were revised under these regulations shall be applicable from September 1, 2009.

Supplementary provision

These Regulations shall come into effect on December 15, 2009.

Supplementary provision

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

Supplementary provision

These Regulations shall come into effect on April 1, 2011.

Supplementary provision

These Regulations shall come into effect on September 20, 2011.

Supplementary provision

These Regulations shall come into effect on October 1, 2011.

Supplementary provision

These Regulations shall come into effect on April 1, 2012.

Supplementary provision

These Regulations shall come into effect on August 1, 2013.

Supplementary provision

These Regulations shall come into effect on April 1, 2014.

Supplementary provision

These Regulations shall come into effect on December 1, 2014.

Supplementary provision

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

Supplementary provision

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

Supplementary provision

These Regulations shall come into effect on April 18, 2017 and be applicable from April 1, 2017.

Supplementary provision

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

Supplementary provision

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

Supplementary provision

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

Supplementary provision

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