

Nara Institute of Science and Technology
Endowed Laboratory Regulations

April 1, 2004
Regulations No. 12

Article 1 (Purpose)

These regulations stipulate the necessary matters concerning the implementation of Endowed Laboratories at Nara Institute of Science and Technology (hereinafter referred to as the "NAIST") based on the provisions of Article 4 Clause 3 of the Nara Institute of Science and Technology Academic Faculty Regulations (Regulations No. 1, 2011).

Article 2 (Endowed Laboratory purpose)

Endowed Laboratories shall be established and operated by effectively utilizing endowments made from the private sector for the purpose of educational support, and their purpose shall be for the pursuit of the promotion and enhancement of education and research within NAIST's policies.

Article 3 (Names)

1. Endowed Laboratories shall have names that indicate the content of the education and research for the relevant Endowed Laboratory.
2. For the name of a donated laboratory, in the event that the donor has made a proposal for a name that clarifies who the donor is, it may be added to the name from the previous clause.

Article 4 (Establishment procedures)

1. In the event that an application for an endowment has been made in relation to establishing an Endowed Laboratory and the dean of the graduate school has recognized that establishment of that Endowed Laboratory is appropriate, an application for its establishment shall be made to the President after undergoing deliberation by the faculty council.
2. For the application stated in the previous clause, the following documents shall be submitted.
 - (1) Endowment Application (Form No. 1)
 - (2) Endowed Laboratory Overview (Form No. 2)
 - (3) The resume of the person expected to be in charge (the form stipulated in the Nara Institute of Science and Technology Employee Hiring Standards (President's Ruling, April 1, 2004))

Article 5 (Establishment approval)

1. For the establishment of the relevant Endowed Laboratory and acceptance of monetary endowments and other donations for said Endowed Laboratory (hereinafter referred to as the “Endowed Laboratory’s Establishment”), the President shall have the matters undergo deliberation by the Education and Research Council, obtain a resolution by the board of directors, and then make his or her decision.
2. The President shall notify the relevant donor of his or her decision as to whether the Endowed Laboratory’s Establishment is possible.

Article 6 (Laboratory duration)

1. In principle, the duration of an Endowed Laboratory shall be decided within the scope of two to five years. Provided, however, that renewal shall not be hindered.
2. In the event that the duration stated in the previous clause has expired, an overview of the results of its education and research shall be summarized and publicly announced.
3. Procedures for cases in which significant changes will be made to the details of an Endowed Laboratory and cases in which the duration of an Endowed Laboratory will be renewed shall be equivalent to those required for establishment.

Article 7 (Endowed Laboratory organization)

1. An Endowed Laboratory shall be composed of faculty members consisting of at least one person equivalent to a professor or an associate professor and one person equivalent to an associate professor or an assistant professor.
2. The faculty members in charge of an Endowed Laboratory who are given the positions under the previous clause (hereinafter referred to as the “Specially Appointed Professors”) shall be as stated in the items below.
 - (1) Person equivalent to a professor: Specially Appointed Professor
 - (2) Person equivalent to an associate professor: Specially Appointed Associate Professor
 - (3) Person equivalent to an assistant professor: Specially Appointed Assistant Professor

Article 8 (Specially Appointed Professor duties)

In addition to engaging in education and research at the relevant Endowed Laboratory, Specially Appointed Professors may also be in charge of other courses or research guidance within the extent that it does not hinder the performance of education or research at the relevant Endowed Laboratory.

Article 9 (Expense acceptance)

1. For expenses associated with conducting education and research at an Endowed Laboratory, in principle, the total amount of expenses that are necessary for the duration of the Endowed Laboratory shall be accepted as an endowment in a lump sum. Provided, however, that when it is certain that endowments will continue to be received, it shall be possible to accept the expenses that are necessary for each fiscal year in installments.

2. Expenses associated with conducting an Endowed Laboratory's education and research pursuant to the provisions of the previous clause shall be accepted as endowments according to the stipulations of the Nara Institute of Science and Technology Regulations for Accepting, Managing, and Handling Donations (Regulations No. 81, 2004).

Article 10 (Patent handling)

Handling of patents related to inventions made by Specially Appointed Professors shall be done according to the stipulations of the Nara Institute of Science and Technology Regulations for Handling Employee Inventions (Regulations No. 33, 2004).

Article 11 (Clerical duties)

Clerical work related to the Endowed Laboratory establishment shall be conducted by the Planning and General Affairs Division of the Planning and Academic Affairs Department.

Article 12 (Miscellaneous provisions)

In addition to the matters stipulated in these provisions, matters that are necessary in relation to donated laboratories shall be stipulated separately.

Supplementary provisions

(Effective date)

1. These Regulations shall come into effect on April 1, 2004.

(Interim measures)

2. Donated courses that were established before enforcement of these regulations shall be deemed donated courses that were decided upon under the stipulations of Article 5.

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 April 1, 2007.

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 December 20, 2007.

Supplementary provision

These Regulations shall come into effect on April 1, 2008.

Supplementary provision

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

Supplementary provision

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

Supplementary provision

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

Supplementary provision

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

Form No. 1 (Related to Article 4)

Date: _____

To: The President of Nara Institute of Science and Technology

Name: _____ (Seal)
Address: _____

Application to Make an Endowment

I hereby apply to make an endowment as follows.

1. Amount of endowment: JPY _____
2. Purpose of endowment (Ex.): To establish _____ Endowed Laboratory.
3. Name of donation (Ex.): _____ Endowed Laboratory Endowment
4. Other necessary matters
 - a. Method of endowment
 - b. Conditions for endowment
 - c. Duration of establishment
 - d. Other matters

Note: The method of endowment is to be differentiated as either a lump-sum endowment or an endowment in installments, and in the case of an endowment in installments, the times and amounts of those installments shall be clearly indicated.

Form No. 2 (Related to Article 4)

Endowed Laboratory Overview

1. Graduate school name:
2. Laboratory name of the grant office:
3. Endower:
4. Overview of Endower:
5. Expected amount of endowment (In the event that facilities and/or equipment will also be donated, an overview of those matters):
6. Date and period of endowment:
7. Endowment use:
8. Endowment method:
9. Name and title of faculty member expected to be in charge:
10. Endowed Laboratory education and research field overview (including curriculum):
11. Existing organizational structure and necessity of accepting an endowment in reference to these circumstances: