

**Note:** This translation is for reference purposes only. Should any discrepancies arise between the English and Japanese versions, the Japanese version is the authoritative version, thus the Japanese version will be deemed valid.

## Nara Institute of Science and Technology Monetary Reward Regulations

April 1, 2004  
Regulations No. 70

### I. General provisions

#### Article 1 (Purpose)

1. The purpose of these regulations is to stipulate necessary matters for monetary rewards to be provided to people other than Nara Institute of Science and Technology (hereinafter referred to as "NAIST") board members or employees who conduct work in accordance with requests by NAIST (hereinafter referred to as the "Consigned People"), and to strive for appropriate handling.
2. Except in cases in which there are special stipulations in NAIST regulations, the monetary rewards provided to the Consigned Person shall be according to the stipulations of these regulations.

#### Article 2 (Monetary reward provision)

1. The monetary reward stated in the relevant item shall be provided to the Consigned People for the work stipulated in the items below.
  - (1) Work of a member of NAIST's meeting, such as a committee meeting: Committee meeting, etc. attendance monetary reward.
  - (2) Academic lecture work for board members, employees, or students: Lecture monetary reward
  - (3) Class work for students: Class monetary reward
  - (4) Tutor work for students with disabilities or international students: Tutor monetary reward
  - (5) Extracurricular supplementary class work for international students: Extracurricular supplementary class monetary reward
  - (6) Work for research assistance: Part-time work monetary reward
  - (7) Guidance or advice work related to NAIST's operation: Guidance or advice monetary reward
  - (8) Checking or proofreading work for manuscripts: Manuscript checking or proofreading monetary reward
  - (9) Translation work for documents: Translation monetary reward
  - (10) Other work that requires advanced specialized knowledge or skills: General monetary reward
2. For the work stipulated in the previous clause, in cases in which a work consignment agreement is concluded with the Consigned Person and consideration for that work is paid, a monetary reward shall not be provided.

#### Article 3 (Work implementation)

1. The work stipulated in the previous article shall be requested by the President or a person delegated by the President.
2. A board member or employee who needs to consign the work stipulated in the previous article must use an implementation inquiry to make an application in advance to the President or the person delegated by the President.
3. The stated or registered matters of the implementation inquiry, its form, and other necessary matters shall be stipulated separately.

#### Article 4 (Work confirmation)

1. A board member or employee stipulated in Article 3.2 must confirm that work implementation and submit a written implementation report to the person in charge of accounting within the prescribed period.
2. The person in charge of accounting shall provide a monetary reward to the Consigned Person, based on the report stipulated in the previous clause.
3. The stated or registered matters of the written implementation report, its form, and other necessary matters shall be stipulated separately.

### II. Monetary award calculation

#### Article 5 (Monetary reward calculation)

1. The monetary rewards stipulated in Article 2 shall be provided according to the amounts stipulated in the items below.
  - (1) Committee meeting, etc. attendance monetary reward: JPY 7,000 per one hour of attendance work
  - (2) Lecture monetary reward: JPY 30,000 per one instance of lecture work (provided, however, that in the event the Consigned Person has professor duties at a foreign institution, or in the event of particularly remarkable research performance, JPY 50,000 per one instance of lecture work)
  - (3) Class monetary reward: JPY 8,000 per one hour of class
  - (4) Tutor monetary reward: JPY 1,000 per one hour of tutor work
  - (5) Extracurricular supplementary class monetary reward: JPY 5,460 per one hour of extracurricular supplementary class work
  - (6) Part-time work monetary reward: JPY 1,000 per one hour of part-time work
  - (7) Guidance or advice monetary reward: JPY 4,700 per one hour of guidance or advice work
  - (8) Manuscript checking or proofreading monetary reward for: JPY 3,000 per checking or proofreading of one page of manuscript (A4 size)
  - (9) Translation monetary reward: The amount stipulated below
    - a. In the case of translation from Japanese to a foreign language: JPY 6,000 per page of the document (A4 size) after the translation
    - b. In the case of a translation from a foreign language to Japanese: JPY 3,000 per page of the document (400 characters per page) after the translation

c. In the case of a translation from Chinese to a foreign language: JPY 7,000 per page of the document (A4 size) after the translation

(10) General monetary reward: Amount separately stipulated by the President

2. Irrespective of the stipulations of Article 5.1(1) through 5.1(9), in the event that the President recognizes that it is particularly necessary, it shall be possible to make provision according to the amount separately stipulated by the President.

#### Article 6 (Calculation of fractions)

When calculating monetary reward amounts, in the event that there is a fraction in the implementation amount of work, the calculation shall be made according to the provisions below.

(1) When the monetary reward is calculated by the number of hours of implementation: Conversion of a fraction of less than one hour into a number of hours

(2) When the monetary reward is calculated by the quantity of manuscripts or translated documents: Fractions of less than one document rounded up to one document

### III. Miscellaneous provisions

#### Article 7 (Provision of travel expenses)

Travel expenses for a Consigned Person's necessary travel shall be according to provisions of the Nara Institute of Science and Technology Travel Expense Provision Regulations (Regulations No. 68, 2004).

#### Article 8 (Adjustment of monetary rewards)

In the event that, due to the nature of work, monetary reward provision under these provisions is not necessary, it shall be possible for the President to not provide that unnecessary amount.

#### Article 9 (Implementation provisions)

Necessary matters for implementation and other execution procedures for these provisions shall be stipulated separately.

#### Supplementary provision

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

#### Supplementary provision

These regulations shall come into effect on September 28, 2006, and be applicable from September 1, 2006.

#### Supplementary provision

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